Safeguarding Children and Adults Policy for The Community Church Honiton

Adopted by The Elders and Trustees of The Community Church Honiton
in September 2026

Review date: September 2027

To be reviewed annually or sooner in light of new legislation or recommendations.

Important Contact details

The Community Church Honiton's Safeguarding Team

- Safeguarding Lead - Clara Rose
- Safeguarding Deputies - Katherine Offer and Gill Donne-Davis
- Safeguarding Elder - Jamie Masters

Email address: safeguarding@thecommunitychurch.co.uk

For urgent safeguarding concerns around children

- The Front Door/The MASH (Multi-Agency Safeguarding Hub) on 0345 155 107 or by completing their online form DCC - Request for support
- The Police can be contacted via 999 or 101.

For concerns around adults being harmed

- Adult Social Care on 0845 155 or via email adultsc.safeguardingadultservices-mailbox@devon.gov.uk
- Out of hours emergency number is 0845 6000 388

For concerns about adults working or volunteering with children or vulnerable adults

- The LADO by completing their online form LADO or via email childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk

Terminology and Abbreviations

TCC - The Community Church Honiton

The Leadership Team - The Elders and Trustees of The Community Church

Child - Includes anyone under the age of 18 and those aged those aged 18 if attending our youth work.

Worker - Refers to anyone working on behalf of the church, either in a paid capacity or a voluntary capacity

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1. Policy Statement – Safeguarding Children & Adults

1.1 Introduction

The Community Church is a church family who are seeking to follow Jesus. We are committed to growing together in loving God and each other. The Community Church is a part of a family of churches known as Commission. We are committed to excellent relationships and believe that Christian communities should be places where all people are respected and are safe from abuse.

The Community Church is committed to nurturing, safeguarding and protecting all people, especially children and those who may be vulnerable. We are committed to supporting the wellbeing of all those who come into contact with our church. Safeguarding children and adults within church activities will be based on sound pastoral care and good practice.

The Community Church takes this responsibility seriously and as a result has adopted the policy contained in this document, ensuring that there are clear procedures to follow if and when incidents occur. This policy is approved and endorsed by the Leadership Team at The Community Church.

The following safeguarding legislations and guidance have been considered when compiling this policy:

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children 2026
- Mental Capacity Act 2005

1.2 Our commitment

As a leadership team we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and adults. We endeavour to provide a safe and welcoming environment where children and adults are respected and valued. We are alert to signs of abuse and neglect and follow procedures to ensure that children and adults receive effective support, protection and justice. Safeguarding forms part of our church's responsibilities.

We are committed to supporting, resourcing and training those who work with children and adults within our Church. We are committed to promoting a climate in which anyone can feel confident about sharing any concerns that they may have about their own safety or the wellbeing of others. We are committed to ensuring that all who work with children or adults are aware of the safeguarding procedures and their course of action if they have any concerns that they may be at risk of suffering abuse or neglect, or when abuse has been disclosed.

We aim to respond without undue delay to any complaint, suspicion or disclosure of abuse made by a child or adult for whom we have responsibility. This includes cooperating with wider agencies and when appropriate to share information and seek guidance.

As a Church we have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The Leadership Team undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures.
- Provide on-going safeguarding training for all its workers,
- Regularly review the operational guidelines attached.
- Support the Safeguarding Team in their work and in any action they may need to take in order to protect children and adults.

1.3 Church details:

The Community Church,
The King's Centre,
Lees Buildings,
High Street,
Honiton EX14 1DH
01404 43800

office@thecommunitychurch.co.uk

Charity name: Honiton Community Church (Charitable Incorporated Organisation)
Charity number: 1162085

The Community Church's description of purpose

The main objectives of The Community Church are to advance the Christian faith and provide assistance for persons in conditions of need, hardship or distress.

Our main activities are as follows, but others may arise if required:

A) Weekly Sunday Morning Meetings at The Beehive in Honiton

During this meeting we provide activities for those aged 0 years to 18 years in a variety of age groups.

Crèche - Ages 0 to 4 years

Activ8 - Ages 4/5 to 11 years (School years reception to year 6)

Youth- Ages 11 to 18 years (School years 7 to 13)

B) Youth Activities during the week:

Youth A.S.K - Friday evening youth group for 11 to 16 year olds (school years 7 to 13), held at Meadow View Honiton, including bible studies, prayer times and social activities both on and off site.

Youth SEEK - Sunday evening youth group for young people aged 11 to 18 years (school years 7 to 13). A time to grow deeper with God through bible studies, prayer and meals together.

C) Other weekly activities:

Weekly community groups Individuals and families meeting together for Bible studies and social activities.

The Food Bank Distribution of donated food to people experiencing food poverty. Operating from The Kings Centre on a Tuesday and Friday afternoon.

1.4 Who this policy is intended to safeguard

This policy intends to safeguard any child, defined as a person who is under the age of 18 (including those aged 18 if attending our youth work); or any adult, aged 18 plus who has needs for care and support, is experiencing, or at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. (Care Act, 2014).

An adult at risk may therefore be a person who:

- Is elderly and frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and/or a sensory impairment
- Has mental health needs including dementia
- Has a long-term illness/condition
- Misuses substances or alcohol
- Is unable to demonstrate the capacity to make a decision and is need of care and support
- Is a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse

This list is not exhaustive, nor does it mean every person in a situation or experience defined on the list should be considered at risk. In the context of Safeguarding Adults, vulnerability of the adult is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse, neglect and exploitation.

Vulnerability is not a fixed category. We recognise that all of us can be vulnerable to a wide range of pressures which can impact our ability to safeguard ourselves from abuse and therefore TCC is

committed to work in such a way that supports people to *'retain independence, well-being and choice and to access their human right to live a life that is free from abuse and neglect.'* (Mental Capacity Act).

The Mental Capacity Act (2005) was developed to provide a statutory framework to empower and protect people who may lack the capacity to make decisions for themselves and establishes a framework for making decisions on their behalf. This applies whether the decisions are life-changing events or everyday matters.

It is helpful to assume that all adults have capacity to make decisions unless it can be proven otherwise. To have mental capacity means being able to make your own decisions. We all make decisions, big and small, every day of our lives and most of us are able to make these decisions for ourselves, although we may seek information, advice or support for the more serious or complex ones.

The law says someone lacking capacity cannot do one or more of the following four things:

- Understand information given to them
- Retain that information long enough to be able to make a decision
- Weigh up the information available to make a decision
- Communicate their decision.

For some people their capacity to make certain decisions about their life is affected either on a temporary or on a permanent basis. The Mental Capacity Act covers situations where someone is unable to make a decision because the way their mind or brain works is affected, for instance, by illness or disability, or the effects of drugs or alcohol or illness. TCC recognise that when working alongside the relevant statutory organisations, it is important to consider issues associated with mental capacity when working with adults who might be considered vulnerable.

1.5 Who the policy applies to

- This policy applies to everyone who is connected with TCC, as a member of the leadership team, a trustee, an employee or a volunteer, all of whom will be required to abide by the policy. The areas of activity delivered by TCC at which children and adults at risk will be safeguarded by this policy include:

- **Children's Work**

- **Youth Work**

- **Community Groups**

- **The Foodbank**

- **Groups where adults at risk are in attendance**

1.6 Safeguarding Responsibilities

Overall and final responsibility for Safeguarding lies within The Safeguarding Team at TCC, comprising of:

- Clara Rose - Safeguarding Lead
- Katherine Offer and Gill Donne-Davis- Safeguarding Deputies
- Jamie Masters - Safeguarding Elder

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Clara Rose, Katherine Offer and Gill Donne-Davis, all of whom are trained to level three in Multi Agency Safeguarding and Child Protection.

This team ensure that safeguarding procedures are maintained and followed at all times and across each area of work, and meet to oversee the consistent application of this policy and to ensure best practice is being followed. Safeguarding will be reviewed on a regular basis.

All workers have a responsibility to:

- Co-operate with safeguarding team on safeguarding matters
- Follow the safeguarding policy
- Take reasonable care to avoid placing themselves or those in their care at risk of mistreatment.
- Report all safeguarding concerns to one of the safeguarding team (as detailed in this policy statement) immediately
- Document any safeguarding concerns in writing the same day and share with the safeguarding team
- Clearly document all work and conversations with vulnerable children and adults at risk (see record keeping appendix)

In addition to the above list, all team leaders have a responsibility to:

- Read, understand and follow the full safeguarding policy
- Ensure their team members read, understand and follow the safeguarding policy and procedures
- Attend yearly training updates
- Understand that any adult or child in any family in our community could become a victim of abuse and maintain an attitude of “It could happen here.”
- Clearly document concerns and actions taken.
- Ensure their team are clearly documenting all work and conversations with vulnerable children and adults at risk (see record keeping appendix)

Documents to be stored on the secure Google Drive and are accessible to The Safeguarding Team as and when needed. The Safeguarding Team have a duty to oversee these records and to offer support to team members around appropriate multi-agency work and referrals. All records remain the property of TCC.

1.7 Communication of the Safeguarding Policy and Procedures

The safeguarding policy and procedures will be included as part of the induction process for anyone working, either in a paid or voluntary capacity for TCC. Regular updates will also be given. The policy will also be available to view on TCC website.

2. Recognising and responding appropriately to an allegation or suspicion of abuse

2.1 Understanding and defining abuse and neglect

Abuse is any action by another person, adult or child, that causes significant harm to another. It can be physical, sexual or emotional, but can just as often be about a lack of protection, love, care and attention. We know that neglect, whatever form it takes, can be just as damaging as physical abuse.

An abused person will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event and it can increasingly happen online

A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

Categories of abuse and neglect:

Physical abuse: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm includes misuse of medication, restraint or inappropriate sanctions. Giving children alcohol, inappropriate drugs or poison is classified as physical abuse. Fabricated or Induced Illness also falls under this category and is when a parent or carer feigns the symptoms of, or deliberately causes, ill health in the person they are caring for.

Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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 can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: Is the persistent failure to meet an individuals' basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a

parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a vulnerable adult from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child or vulnerable adults' basic emotional needs.

Emotional abuse: Is the persistent emotional maltreatment of an individual such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing individuals to frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone**.**

There are also a number of forms of abuse that we recognise our children and adults at risk may experience:

Domestic Abuse: Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.
It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse.

Child-on-child abuse: Is most likely to include, but may not be limited to: Bullying (including cyberbullying, prejudice-based and discriminatory bullying). Abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse'). Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse). Sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence). Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse. Causing someone to engage in sexual activity without consent, consensual and non-consensual sharing of nude and/or videos. Upskirting which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification.

Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE): Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Child Criminal Exploitation (CCE): Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Child Sexual Exploitation (CSE): CSE is a form of child sexual abuse. Sexual abuse 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 clothing. It may include noncontact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited for example they believe they are in a genuine romantic relationship.

Radicalisation and Extremism: The Prevent Duty for England and Wales (2015) under section 26 of the Counter-Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism.
Extremism is defined as 'as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Some children, young people and vulnerable adults are at greater risk of being radicalised, adopting beliefs and engaging in activities which are harmful, criminal or dangerous. TCC is clear that exploitation of vulnerable adults and children and radicalisation should be viewed as a safeguarding concern.

Mental Health: At TCC we are aware that mental health problems can in some cases, be an indicator that a child or vulnerable adult has suffered or is at risk of suffering abuse, neglect or exploitation. TCC will offer support with mental health and will encourage individuals to seek professional support from outside agencies.

Spiritual abuse: Spiritual abuse is coercion and control of one individual by another in a spiritual context. The abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a divine position, isolation from others especially those external to the abusive context.

2.2 Recognising signs and symptoms of abuse and neglect

When considering whether there is evidence to suggest a child or adult at risk has been abused there are a number of possible indicators (listed below). However, there may be other explanations, so it is important not to jump to conclusions but rather seek advice. There may also be no signs or symptoms.

Everyone working with children or adults at risk should be able to recognise and know how to act upon indicators that a person's welfare or safety may be at risk.

Individuals who are particularly vulnerable

TCC recognises that some children and adults are more vulnerable to abuse and neglect than others, including those who are:

- Disabled or have special educational needs
- Young carers
- Individuals affected by substance misuse, domestic abuse or mental health needs- this could be by themselves or by a parent or carer
- Asylum seekers
- Living away from home
- Vulnerable to being bullied or engaged in bullying
- Living in temporary accommodation
- Live transient lifestyles
- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination on the grounds of race, ethnicity, religion, disability or sexuality
- At risk of sexual exploitation
- Do not have English as a first language
- At risk of female genital mutilation

- At risk of forced marriage
- At risk of being drawn into extremism

Any concerns should be immediately discussed with the safeguarding team.

Signs Suggesting Physical Abuse

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Injuries that reflect an article used
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc, that do not have an accidental explanation
- Wanting arms and legs covered in very hot weather
- Flinching when approached
- Cuts/scratches/substance abuse
- Changes in routine.

Signs Suggesting Emotional Abuse

- Faltering growth
- Changes or regression in mood or behaviour, particularly where an individual withdraws or becomes clingy.
- Depression/aggression.
- Extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying.

Signs Suggesting Sexual Abuse

- Any allegations made by a child or adult at risk concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engage in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders such as anorexia, bulimia

- Bed wetting and soiling
- Unexplained gifts or money
- Stomach pains
- Repeated urine infections

Signs and symptoms vary depending on the age and/or stage of the individual.

Signs Suggesting Neglect

- Under nourishment
- Faltering growth
- Constant hunger
- Stealing or gorging food
- Untreated illnesses
- Inadequate care
- Tired/listless
- Poor hygiene
- Medical appointments missed
- Being regularly left alone or unsupervised
- Dressed inappropriately for weather conditions

2.3 Responding to allegations of abuse and neglect

For Christians, the Bible makes it clear that it views offences against children and adults at risk very seriously and these should be dealt with by the appropriate agencies (Matthew 18 & Romans 13). It also teaches respect for the authorities (1 Peter 2 v 13-17). This means that when people commit crimes against children and adults, the authorities should be informed so that justice can be done, those who abuse are stopped and individuals are protected from harm.

TCC believes that it is the responsibility of everyone to safeguard children and adults at risk from abuse. Abuse may come to light in a number of ways:

- A person may make a disclosure of abuse
- From a third party (for example another child, adult or a carer)
- Through behaviour
- A suspicious, unexplained injury to the person
- Other possible indicators of abuse are displayed

2.4 Action to be taken following a disclosure or suspicion of abuse

By workers /volunteers

In a situation where abuse has been disclosed or is suspected workers are expected to follow the subsequent guidelines:

The individual should be listened to carefully, avoiding the use of leading questions, taken seriously and the information acted upon.

- DO NOT agree to keep the information secret. Confidentiality should never be promised, as others will need to be involved if the abuse is to stop.
- DO NOT say or suggest that you are shocked.
- DO NOT say or suggest that you do not believe the individual. If you are not certain the abuse has occurred, you must still listen without judgment and then discuss the concerns with the safeguarding team.
- DO NOT alert the alleged abuser or share the information with anyone other than the safeguarding team, The MASH, Care Direct or the emergency services.
- Only share information with the safeguarding team, and not with other members of the church family.
- DO NOT make false promises.
- Remain calm and supportive and reassure the person that they were right to tell you.
- Tell the individual what you are going to do next.
- Complete the Safeguarding Documentation and Referral Form (appendix 6) as soon as possible and give to a member of the Safeguarding Team

***Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse**.*

The procedures as below should be followed:

- The person in receipt of concerns around a child or adults welfare should report concerns as soon as possible to the Safeguarding Team.
- If the suspicions implicate a member of the Safeguarding Team concerns should be reported to another member of the team.
- The Leadership Team will support the Safeguarding Team 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 the right of any individual to make a direct referral to the safeguarding agencies.

In each case The Safeguarding Team will make a record of their actions to include decisions made and their rationale, including dates and times and all contact with relevant agencies and names of people contacted (appendix 6).

3. Prevention

3.1 Safe recruitment

Safe recruitment of paid employees

The Leadership Team will ensure all paid employees working with children or adults at risk will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Two written references have been obtained, and followed up where appropriate
- A criminal records (DBS) disclosure has been completed
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the church safeguarding policy and knows how to report concerns.

Safe Recruitment of volunteers working with children and vulnerable adults

The volunteer will need to:

- Be member of TCC (includes attending the 'Joining the Church' course)
- Complete the volunteer agreement (appendix 9)
- Complete a (DBS) disclosure with The Safeguarding Team
- References will be followed up if required.
- Read a copy of the church safeguarding policy and know how to report concerns.

3.2 Management of Workers

The Safeguarding Team and Leadership Team are committed to supporting all workers and ensuring they receive support and supervision. All workers are given training and access to The TCC Safeguarding policy.

Allegations of abuse against a person who works with children or adults at risk

TCC will take seriously any complaints made by staff, volunteers, members of the congregation or outside parties against a TCC worker, whether a permanent paid employee or a volunteer. All such concerns should be brought to the attention of the Safeguarding Team, who are nominated by the Leadership Team to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

As a person engaged in work (whether paid or voluntary) for TCC, the Safeguarding Team have a responsibility to suspend a member of staff from working until a complaint/allegation has been investigated by the statutory authorities.

Young helpers

Young people under 18 are occasionally used as helpers; such helpers should be responsible to a named worker and never be in a position where they are providing unsupervised care of children, including taking children to the toilet. They should not be counted as a 'worker' when considering staff/child ratios.

3.3 Overseas workers

Recruiting people (either paid staff or volunteers) from overseas still involves undertaking checks on anyone who will be working with children or vulnerable adults.

Enhanced Disclosures and Overseas Criminal Records Checks

If an overseas candidate or applicant for a position within TCC is eligible for a Criminal Records check and it is necessary to check if they have a criminal record abroad, a criminal record disclosure check in the UK is unlikely to provide a complete picture of any past criminal history. This is because, ordinarily, the DBS cannot currently access criminal records held overseas.

In order to check an overseas applicant's criminal record (together with up-to-date information on the costs involved), it is necessary to contact the Embassy or High Commission of the country in question. In a small number of cases, overseas criminal records are held on the Police National Computer and these would be revealed as part of a DBS check. It is possible to submit a DBS application while the applicant is still overseas, but you must still verify the applicant's identity.

Contact details for Embassies and High Commissions in the UK may be found on the Foreign & Commonwealth Office (FCO) website: http://www.fco.gov.uk/en/travel-and-livingabroad/foreignembassy-in-the-uk/

Or call the FCO Response Centre Helpline on 020 7008 1500.

Certificates of Good Conduct

Where a DBS Disclosure would provide insufficient information for overseas applicants or candidates, it is best to obtain a 'Certificate of Good Conduct' in addition to any other references that may be available. The standard of foreign police checks varies. To find out just how good they are and where to obtain these certificates, you should contact the relevant Embassy.

If someone with a substantial record of overseas residence applies to work in the regulated activity, employers must still check the Barred Lists (Children and/or Vulnerable Adults) via a DBS disclosure, even though little if any criminal record information may be revealed.
It is essential to realise in these cases that DBS and other disclosure checks should only form part of the overall recruitment process. Churches and organisations should therefore employ a full range of pre-appointment checks, beyond the simple reference to Disclosures, as part of their safer recruitment procedures.

Right to Work in the UK

The DBS does not check whether an applicant is permitted to work (either paid or voluntary) within the UK.

If a potential employee is believed to have the right to work in the UK, the necessary checks must still be carried out. Candidates should therefore be required to provide evidence of their right to work in the UK . Right to work status can also be checked online at https://www.gov.uk/check-job-applicant-right-to-work.

4. Pastoral Care

4.1 Supporting those affected by abuse

The TCC Leadership Team and Safeguarding Team are committed to offering pastoral care, working with statutory agencies as appropriate and offering support to all those who have been affected by abuse who have contact with or are part of the church. This pastoral care is likely to be offered by the appropriate church leaders, community group leaders or the safeguarding team relating to the individual requiring care. In circumstances where this is not possible or appropriate a referral would be made to an appropriate alternative services with the individuals consent.

4.2 Working with offenders

When someone attending the church or any activities arranged by TCC is known to be a risk and/or has a history of being a risk to children and or adults The Safeguarding Team should be informed. The Safeguarding Team will then put into place a safety plan and individual contract/risk assessment. This will include safeguarding boundaries that the person will be expected to keep and agree to as part of the contract. TCCs priority will always be the safeguarding of children and adults.

Adults, who are known to have abused children, or confess to a weakness or temptation to do so, are not allowed to be involved in our children's or youth work in any way. They are required to sign an agreement which may include them sitting apart from children, staying away from rooms where children meet, declining hospitality where there are children, never being alone with children, and not working with children. Depending on the severity and nature of the offence there will be a regular review of the agreement between a member of the Safeguarding Team and the individual.

Children, who are known to have abused will have a safety plan put into place. This will involve cooperation with statutory agencies and may involve one-to-one supervision at activities provided by TCC.

Names of such adults and children will only be made known to the people who need this information (e.g. Safeguarding Team and those with pastoral responsibility for the individual concerned).

Appendix 1: Leadership Safeguarding Statement

The Elders and Trustees at The Community Church recognise the importance of its ministry with children and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership team

This organisation is committed to the safeguarding of children and adults and ensuring their wellbeing.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and adults and to report any such abuse that we discover or suspect.
- We recognise that we also have a responsibility to help prevent the psychological, financial and discriminatory abuse of children and adults and to report any such abuse that we discover or suspect.
- We believe every individual should be valued, safe and happy. We want to make sure that those we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and adults have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise the personal dignity and rights of adults at risk and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults, including acting on DBS disclosures.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding. .
- Supporting the Safeguarding Team in their work and in any action they may need to take inorder to protect children and adults.
- Ensuring that everyone abides by these recommendations and the guidelines established by this organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and adults.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all affected by abuse.

We recognise:

- Children and Young Peoples Services have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult.
- 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 and procedures annually.

We have approved the following people to act as Safeguarding Leads for TCC:

Clara Rose, Safeguarding Lead

Katherine Offer and Gill Donne- Davis, Safeguarding Deputies

A hard copy of the full policy and procedures is available from The Community Church.

Appendix 2: Children and Youth Meeting Guidelines on a Sunday morning

These guidelines are to support the Leaders of Crèche, Activ8 and Youth A.S.K on a Sunday morning:

- During the worship time at the start of the service children are the responsibility of their parents/carers. They are not allowed to access the children's work or youth work areas unless specifically directed by a leader.
- When directed the children will leave the main hall with their parents/carers. Parents of Crèche and Activ8 children are expected to take their children to their groups and register them.
- Youth will go to their group without parental supervision and will meet their leaders in their rooms.

Registration: Crèche and Activ8 groups.

All children attending Crèche or Activ8 will be registered as per the registration process.

- Children are not allowed to leave their groups without a leader or a parent/carer.
- Children are only allowed to be part of the group if they have a parent/carer (or adult nominated by the parent/carer) on the church premises.
- Parents are required to collect their children at the end of the sessions and to sign them out.
- If a child is reluctant to be left or needs settling their parent/carer will be invited to stay and asked to care for their own child only.
- If a child becomes upset during a session a leader will go and fetch the child's parent/carer from the service.

As a church we adhere to Ofsted's recommended child to adult ratios in all the children's groups we provide. We will always provide at least one adult to three children under 2 years, one adult to four children aged 2-3 years, one adult to eight children aged 3-7 years and for children over eight years one adult to the first eight children, then one for every additional ten children.

Toilets

In order to minimise disruption within groups all leaders will encourage parents to take their child to the toilet prior to attending their groups.

Crèche and Activ8 toileting procedure:

- Activ8 and crèche children are to be walked to the toilets by a worker.
- Any parents staying to 'settle' their child should only toilet their own child.
- A Crèche child should be helped as much as is needed but as far as possible the worker is to involve the child in their own toileting. Asking questions such as, 'Can you wipe you self?', 'How do you normally have a wee?' (For a young boy, sit/stand?), to establish what help they need.

- If a child has an ‘accident’ then leaders will reassure the child and quietly explain that they will get their parent/carer to come and help change them. Leaders will return the child to their group and will then call for the parent/carer.
- If an Activ8 child needs the toilet they must ask a leader and the leader will escort them to the toilets and wait outside the toilet.

Nappies

Helpers will not change nappies. If a child’s nappy needs changing a leader will call for the parent/carer and ask them to change their child’s nappy.

Call Out

When a child is in distress or needing their parent/carer a leader of the group will fetch the parent/carer of the child.

In a medical emergency a first aider should be contacted and someone should dial 999 immediately if needed, whilst another adult informs the parent/carer.

First Aid

- Personal Injury or illness should be reported to a First Aider.
- If a child requires first aid, it should be administered by a first aider and in the presence of the child’s parent/carer if possible.
- All head injuries or bangs to the head should be reported the parent/carer immediately and the parent/carer will be asked to go and see their child.
- The main first aid kit is stored on the welcome table on a Sunday morning.
- The Crèche and Activ8 First Aid Kits are stored in their refreshment boxes.
- The Kings Centre first aid kit is fixed to the wall in the upstairs cafe area.
- Meadow View first aid kit is stored in the kitchen in between the windows.
- All accidents/injuries should be written in the accident books.

Lost Child

If a child is reported missing from their group on a Sunday morning leaders will check if the child has returned to their parent/carer. The leader will notify Clara Rose or Katherine Offer and The Meeting Manager, who will allow no one to leave, close doors and if not found ring the police.

Appendix 3: Managing Challenging Behaviours

At TCC we aim to create an environment of care and support for our children and young people. We treat all children with respect and dignity. In order to effectively do this all workers must adhere to the following:

- Remember that each child is individual, unique and valued.
- Always recognise and support children with SEND needs.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up.
- Never smack or hit a child.
- Never correct behaviour out of anger. (Leaders to call on support from other leaders if they feel they may be about to or have dealt with a situation unwisely or in anger.)
- Do not shout in anger or put down a child.
- Never reject a child, instead tell the child that you value him/her, but you are not willing to accept the behaviour.
- Workers should be thinking, 'Why is the child behaving like that?'
- Use the agreed group rules to base behaviour on, and remind the child of the procedure which will be taken if they continue to act against the rules
- Leaders will watch their language, tone of voice and body language.
- Where possible one to one discussions with young people should be with a person of the same gender. Ensure another adult knows where and when and with whom this is taking place.

Additional guidelines for Physical Contact with Children

Touch should be related to the child or young person's need, not the worker's.

Church workers should not:

- Ask a child for a kiss.
- Ask a child for a cuddle or to sit on their lap. If a child tries to cuddle a worker the adult should gently remind the child that this is not appropriate.
- Crèche workers may pick up a child and sit them on their lap if this is what the child needs. Activ8 workers and youth workers must not allow children to sit on their laps.
- Play rough or sexually provocative games.
- Allow children to climb on them.
- Give piggy-back rides, shoulder-carries or tickling games.
- Be sexually suggestive even in fun.
- Touch inappropriately.
- Scapegoat or ridicule a child.
- Show favouritism.
- Allow a child to involve you in excessive attention seeking which is overtly physical or sexual.
- Allow unknown adult access to children.
- Be alone with a child or young person, be sure you can be seen at all times.

Responding to inappropriate behaviour

Strategies used may include:

- A quiet word to the child asking them to change their behaviour.
- Asking a helper to sit next to the child
- If distracted by another child separate them.
- Talking to the child and challenging them to change, whilst encouraging them on their strengths.
- Telling the child that their parent/carer will be called if their behaviour does not change.
- Remember to model the ways in which you expect children to behave.

If the child continues to behave inappropriately refer the child to Rebecca Bates (The Children and Youth Overseer) who will if needed pursue the following points;

- Speak to the child
- Speak to a child's parents if needed.
- Remove a child from the group or activity and return them to their parents.

Children with additional needs

We aim to offer an inclusive environment allowing all children to access our groups. Where appropriate and involving discussions with the parent/carer we are where possible able to provide one to one support to enable children to access our groups successfully. A plan will be put into place to support this child by the Children's and Youth Worker with support and guidance from the childs parents.

Challenging Parents/Carers

In the situation where a parent/carer becomes difficult, rude or abusive, this should be referred initially to the team leader. If they are unable to resolve it then one of the team should find a member of The Leadership Team or The Safeguarding Team and ask for assistance.

Appendix 4: Praying and Ministering

All workers will be briefed on the appropriate guidelines covering this key area (see below). Team Leaders should remain vigilant and observant during meetings.

Guidelines for Praying and Ministering to children and vulnerable adults.

- Never put pressure on anyone to be prayed for. Ask them if they would like to be prayed for and allow them to say no.
- Be sensitive to the kind of praying that is required. Short and sharp, or do you need to take a bit more time.
- Never lead anyone to think you are expecting certain physical reactions from them.
- Touch should be age-appropriate and more the exception.
- Be sensitive and gentle.
- Help the individual to feel relaxed while you are praying.
- Simply explain what you are doing, they may not be used to being prayed for.
- If an individual becomes emotional or reacts in a strange way, consider why, it may be the Holy Spirit or they may be anxious or frightened. For a child get the leader of the group and speak with their parent/carer later.
- Always check with the individual if they are happy for you to lay hands on them while you pray. Laying on of hands does not mean rubbing, stroking or pushing and do not lay hands on an inappropriate part of their body (head or shoulders only).
- Never take a child or adult at risk out of the room to pray with them or counsel them.
- An individual should be prayed for by a member of the same sex where possible.
- Encourage children and adults to pray for each other as well, but keep an eye on them.
- Please share anything of significance (including prophetic words and pictures) with the group leader and with the child's parent/carer.

Do everything in love and always focus on the Lord.

Appendix 5: Safeguarding Referral Form - Confidential

To be completed by anyone with concerns around the welfare of a child or adult and then discussed with TCC Safeguarding Team as soon as possible.

Name of Group	
Name of Child/Young Person/Adult at risk	
Address	
Date of Birth	
Name of Person reporting incident or concern	
Role of person reporting incident or concern	
Date incident or concern	
Time of incident or concern	
What happened? What concerns you? Please use actual words. **Us body map overleaf where appropriate, only look at injury if visible fully clothed**	
Action Taken	

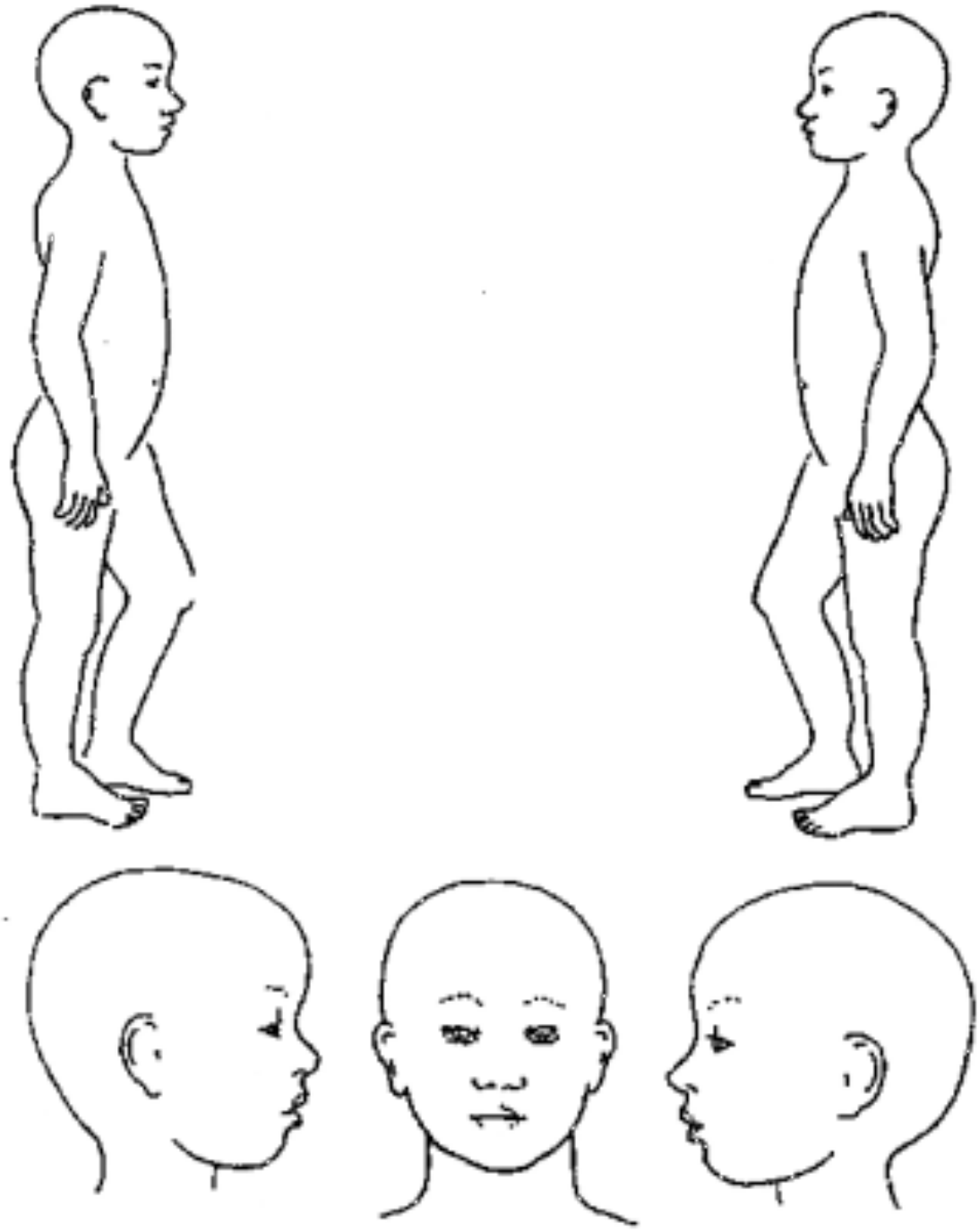
Referred to TCC Safeguarding Team (Yes or NO)	
Signed (Worker)	

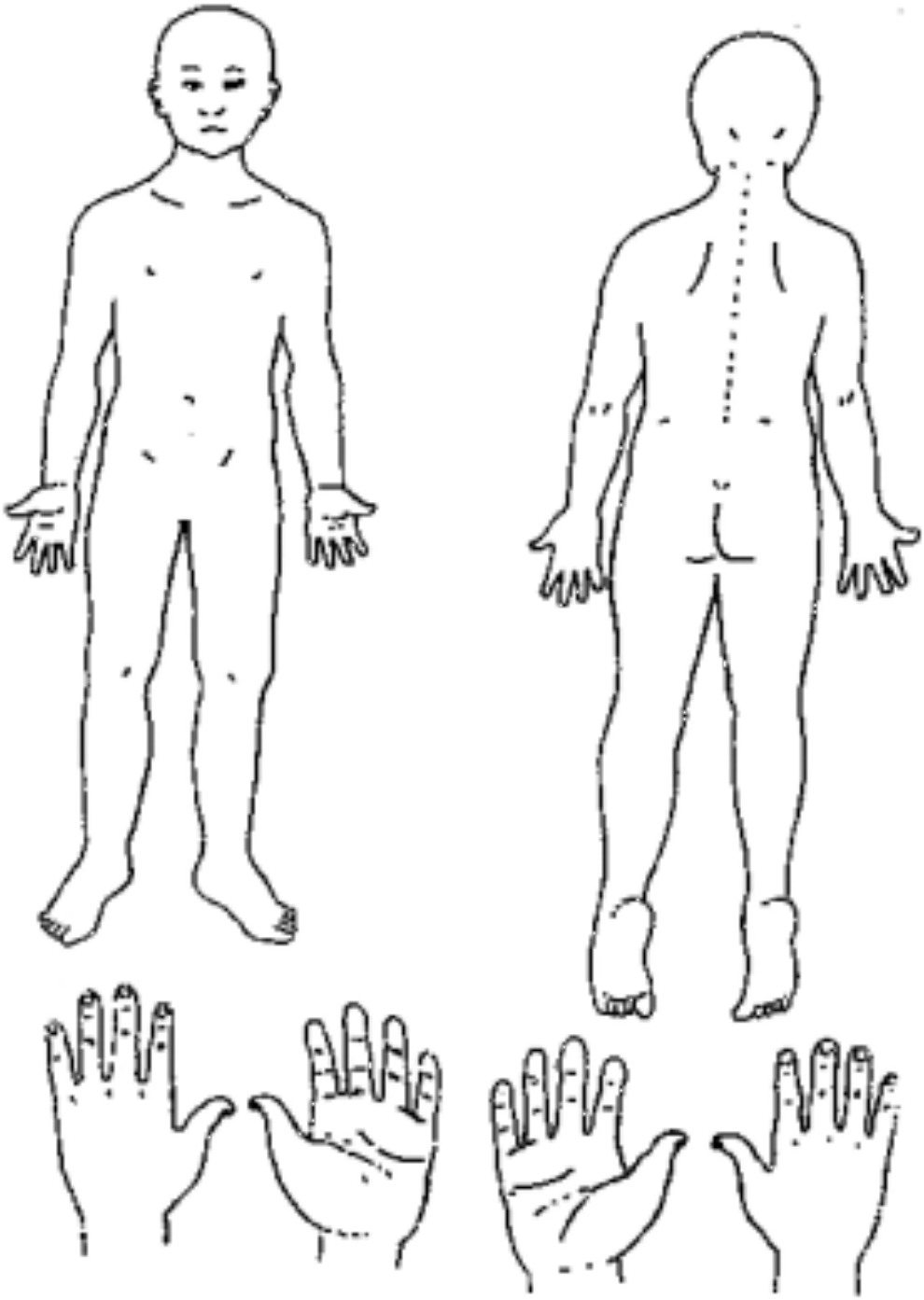
To be completed by Safeguarding Team

Safeguarding Team Members Name	
Action Taken Including times and dates and names of professionals spoken to	
Are Parents/Carers aware of referral? If not why not?	
Agency's response/action	

Appendix 6: Body Maps

Please note on the body map any bruising, scars, injuries, red marks or the like, giving as much detail as possible as to size, location, frequency, colour and so on.





Appendix 7: Children's Work Form - Sunday morning groups

Dear Parent/Carer,
As part of our safeguarding policy at The Community Church we are required to have details of each of the children and young people who regularly attend Crèche, Activ8 and Youth A.S.K and SEEK.

At TCC we like to offer the correct support to the children and young people attending our groups and to make our groups accessible to all children and young people. In order to do this effectively we ask you to answer the questions below. Please complete one form per child. All information will be treated as confidential and only shared by The Safeguarding Team with Team leaders. Please return your form to Clara Rose, Rebecca Bates or your child's group leader.

Thank you,
Clara Rose and Katherine Offer
On behalf of The Safeguarding Team at TCC

Child or Young person's name:	
Date of birth:	
Current school year (if applicable):	
Address:	
Emergency Contact mobile numbers of Parents or Carers:	
Parent/carer's full names:	
Do the above parent/carer's have parental responsibility of the named child?	
Please identify anything which might affect your child's ability to join in group activities at TCC. Please include any relevant diagnosis or additional needs:	
Health issues including medication taken:	
Details of any court orders or residency orders surrounding the child or young person:	

I give permission for this information to be shared with the team leader of the group my child attends.

Signed ..... **Date** .....
Print name .....

Appendix 8: Volunteer agreements

TCC requires that every individual working in a group supporting children or adults at risk must sign a volunteer agreement. Each agreement is specific to the roles and responsibilities of the group but covers the safeguarding expectations of its workers and gives the name of the team leader and their responsibilities to support their team member. Group agreements can be gained from the team leader of the group.

Example of a TCC volunteer agreement

Activ8 Volunteer Agreement

Name of volunteer:

We welcome you as an **Activ8 Helper**

Thank you for joining our team, which together with the church, commits itself to the care and support of children aged 6 to 11 years of age at TCC.

**** and **** are your team leaders and will offer you primary support. They are there to discuss any matters of concern you may have, offer you support, provide resources and training and will meet with you yearly to talk about your volunteering.

The responsibilities of the role are to care for the children during the children's work slot on a Sunday morning, whilst sharing the good news of Jesus with them. We ask you let your team leader know if you cannot attend a session you have been asked to help at.

All children's workers must adhere to TCC's Safeguarding Policy guidelines. You are required to report any Safeguarding concerns to **Clara Rose or Katherine Offer** immediately.

We may ask you to read the Manual Handling advice booklet used by TCC.

Working with young children is a responsibility, but it also brings great rewards. We hope you will enjoy your volunteering.

Thank you for giving up your time to serve in this way.

Signed:	Signed:
Leader:	Volunteer:
Date:	Date:

Appendix 9: Photography and filming consent of children and young people

Filming and Using Photographs Consent Form

To comply with the Data Protection Act 1998, permission must be sought by The Community Church Honiton and granted by the parent/carer before any images of the children are obtained, recorded and/or used.

Who is Requesting this Information?

Please return this form to: Rebecca Bates

The Request

The above-named youth worker would like to take photograph(s) or videos of the following person or people.

Name of child or children	
Location of photographs or film	

To the Parent/Carer	
May we use your child's image in our printed promotional publications?	Yes / No
May we use you child's image on the internet: website or social media?	Yes / No
Parent Signature	
Signature of parent/carer (ie, parent or person with parental responsibility)	
Print name	
Date	

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

If you would like to discuss any issues or find out any more information, please call the office on **01404 43800** or email rebeccab@thecommunitychurch.co.uk

Once completed please return to Rebecca Bates by email or hand into the church office.

Appendix 10: Social media sites

TCC sees all forms of communication as an opportunity to share the Good News of Jesus; however, this brings challenges.

We understand social media's role in the way young people interact with each other and see potential for these tools to be used by youth workers. At the same time we acknowledge the dangers and risks that these sites can pose to both young people and our workers. As a Church we stress that any children's/youth/vulnerable adults' worker using social networking as part of their ongoing work must abide by the following guidelines to safeguard both themselves and young/vulnerable people involved.

Use of Messages & Communication with Individuals

All social networking sites have the potential to allow workers to communicate with young people on a one to one basis however we ask that;

- Anyone using a social networking site of any kind keeps all conversations in the public eye to safeguard both young people and adults at risk as well as workers.
- We do not allow the use of the 'private messaging' facility on any sites. If a young person or adult at risk has sent a private message to a worker we request they do not reply privately, but instead wait until the next group session and speak to the young person face to face.
- If a reply cannot wait then the worker must inform the safeguarding team or youth leader and share their reply with them before sending.
- In all communication with young people and adults at risk using social networking sites we ask leaders to not use abbreviations (for example: lol) as these can often be misinterpreted.
- We suggest workers use a separate, designated account for the purposes of youth work. This account may be examined by any of the churches safeguarding team at any point.
- Any messages with children/young people/adults at risk should be saved and kept (both incoming and outgoing).
- It is recommended that workers do not use their accounts after 10pm in order to maintain a safe boundary between work and personal life.
- Workers should never ask a young person to be their 'friend' on such sites.
- A worker must not add a young person they know/believe to be under the legal age to be on the site.
- Workers must never upload photos of children or young people on social media without the parents/carers consent
- Workers must never upload photos of adults at risk on social media without their consent. Workers must ensure that adults at risk fully understand what they are consenting to.

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Appendix 11: Offsite trips and Activities organised by TCC, involving Children & Young People and Adults at risk.

In addition to TCC's Safeguarding Policy the following additional information is to be used on offsite trips and activities.

Group Leader
Each trip will have an identified group leader. The group leader holds overall responsibility and is responsible for completing relevant risk assessments.
Risk assessments of all aspects of the activity will be undertaken by the group leader prior to the event. Risk assessments will be signed off by Clara Rose or Adrian Birks.
Risk assessments will cover supervision levels, first aid, emergency arrangements and mode of transportation used.
Group leaders and all leaders are required to re-assess risks on an ongoing basis throughout the trip.

Preliminary visit
If possible the group leader is to make a preliminary visit to the site or centre to be visited to check arrangements and complete a risk assessment.
If no pre-visit has been carried out, action must be taken to ensure the group leader is aware of potential hazards and risks.

Staff
Group Leader to ensure:

- All workers are suitably competent, experienced, qualified and able to supervise the individuals and groups they are responsible for.
- All members of staff, instructors or volunteers leading adventurous activities are suitably competent to do so.
- All workers have sufficient knowledge of the children, young people or adults they are responsible for.
- All TCC workers are members of the church and have an enhanced DBS check.

Staff to young people ratio
Group leaders to ensure ratios are met and there is an appropriate level of supervision. This information to be gathered by the risk assessment of the visit, taking into account the special needs of any individual.

The following ratios must be adhered to on all trips:

- 5 - 8 year olds, a minimum ratio of 1 adult to 6 children.
- Over 8 year olds, a minimum ratio of 1 adult to 15 children/young people.
- In mixed gender groups, both male and female leaders are required.

Health and first aid
First aid will form part of the risk assessment. For all activities and the associated journey an appropriate first aid kit should be available and its stocks regularly replenished.

Each trip to have a designated first aider who is responsible for:

- Taking charge when someone is injured or falls ill, including calling an ambulance, if required.
- Looking after the first aid equipment.

Parental Consent
A signed parental permission slip is required for each child or young person for each trip, this must include, child/young person's full name, date of birth, address, relevant medical information and contact details of parent/guardian.

Transportation of Children and Young People

Travelling by coach or mini bus

- Supervising adults seating arrangements should reflect the need for adequate supervision and ability to respond in an emergency.
- On double-deckers, a supervising adult should be on each deck.
- Behaviour management remains the responsibility of the group leader and other supervising adults, never that of the driver.
- Seatbelts must be worn at all times.

Use of private cars on trips
Where parents and volunteers cars are used on TCC activities the group leader should notify parents and volunteers of their responsibility:

- For the safety of young people and or adults at risk.
- To maintain adequate insurance cover.
- To ensure their vehicle is road worthy and has a current MOT certificate.

TCC insist that all drivers of private cars providing transport for children and young people on their behalf have an enhanced DBS check and are a member of the church.

The group leader and The Safeguarding Team will need to consider the suitability of parents and volunteers to carry young people in their car.

Children/ young people must use car seats appropriate to their age/height and seat belts must be worn at all times.

Where possible children and young people should travel in the back seats of cars. If the front passenger seat is used by children/young people, they should be of the same gender as the driver.

Appendix 12: Effective Record Keeping

Who does this apply to?

This appendix applies to all staff and volunteers and applies equally to staff in a permanent, temporary or voluntary role acting for or on behalf of The Community Church.

TCC recognises the importance of maintaining robust and accurate service user information. It acknowledges that records should provide a detailed account of contact with service users. A

In order to ensure that staff and volunteers provide a thorough and complete documentation of their work with service users who fall within the definition of 'child' or 'adult at risk' as defined earlier in this policy TCC has adopted basic record keeping standards that apply to all records in accordance with local and national recognised standards. All contact with such service users, whether in person, on the telephone or by email must be documented.

TCC is committed to the adoption of these standards within all groups operating under the umbrella of TCC and HCAT. TCC's safeguarding team will have access to records and will monitor compliance with these standards. If standards are not met then the safeguarding team with liaise with the individuals team leader or line manager who will ensure the policy is adhered to.

Aims and Objectives

- To provide a policy framework in order to ensure that workers record and communicate information in a consistent way at all times
- To ensure that all authors in the records are identifiable
- To maximise safety and quality of services provided

Record keeping standards

While the standards required in record keeping may vary from group to group some standards apply to all areas of TCC. The following standards are a basic requirement for all completing individual work with clients. Foodbank workers are required to record individual conversations with service users, it is not expected that they note down those they are just giving food to.

- A separate file must be started for each individual
- A cover sheet must include the service user's address and contact numbers
- Each entry must clearly identify the author.
- Each entry must be legible.
- Each entry must include the time and date and location of incident/contact with service use and any others present
- Entries to include any action to be taken
- Entries to include facts. Where opinions are included this must be clearly stated that it is the workers opinion.
- Any changes made should clearly identify the person making the change and the date the change was made. No entry should be permanently erased. A single line should be drawn through and signed.
- All safeguarding concerns must be discussed with the Safeguarding team or The MASH or Adult Social Care immediately and clearly documented.
- MASH/Adult Social Care referral forms must be added to the service users file.

• All electronic records are to be securely saved on the churches secure google drive in the correct folders. These will be overseen by The Safeguarding Team.
• All paper records are to be stored in a locked filing cabinet at The Kings Centre.
• Workers must not take service users files home with them.
• All records remain the property of The Community Church even after a worker leaves TCC.

Supplementary standards for record keeping in electronic records

The principles for manual records also apply to electronic records; however in addition, some specific standards apply and are listed below.

- Service user information should not be stored on individual's private devices, including phones.
- Information to only be stored on devices belonging to TCC.
- Service user information is not to be emailed without the use of egress or other secure systems.
- All TCC devices will have a password. Passwords must never be displayed on the computer screen.
- Once added information must not be deleted.

Responsibility

- All staff and volunteers are responsible for documenting their work and for the quality and content of those records.
- All staff who supervise/line manage staff or volunteers are responsible for ensuring this quality is maintained and policy adhered too and are required to check records on a regular basis. Managers and the safeguarding team will check for quality of records.

Appendix 13: Information Sharing

At TCC we will follow the guidance listed below:

Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment and service provision to keep children safe. Serious case reviews (SCRs13) have highlighted that missed opportunities to record, understand the significance of and share information in a timely manner can have severe consequences for the safety and welfare of children.

Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children's social care (e.g. they are being supported as a child in need or have a child protection plan). Practitioners should be alert to sharing important information about any adults with whom that child has contact, which may impact the child's safety or welfare.

Information sharing is also essential for the identification of patterns of behaviour when a child has gone missing, when multiple children appear associated to the same context or locations of risk, or in relation to children in the secure estate where there may be multiple local authorities involved in a child's care. It will be for local safeguarding partners to consider how they will build positive relationships with other local areas to ensure that relevant information is shared in a timely and proportionate way.

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children, which must always be the paramount concern. To ensure effective safeguarding arrangements:

- All organisations and agencies should have arrangements in place that set out clearly the processes and the principles for sharing information. The arrangement should cover how information will be shared within their own organisation/agency; and with others who may be involved in a child's life

- All practitioners should not assume that someone else will pass on information that they think may be critical to keeping a child safe. If a practitioner has concerns about a child's welfare and considers that they may be a child in need or that the child has suffered or is likely to suffer significant harm, then they should share the information with local authority children's social care and/or the police. All practitioners should be particularly alert to the importance of sharing information when a child moves from one local authority into another, due to the risk that knowledge pertinent to keeping a child safe could be lost

- All practitioners should aim to gain consent to share information, but should be mindful of situations where to do so would place a child at increased risk of harm. Information may be shared without consent if a practitioner has reason to believe that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. When decisions are made to share or withhold information, practitioners should record who has been given the information and why

Practitioners must have due regard to the relevant data protection principles which allow them to share personal information, as provided for in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

To share information effectively:

- All practitioners should be confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data'

- Where practitioners need to share special category personal data, they should be aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk

2) Taken from Devon Safeguarding Adults Board Information Sharing Principles and Agreements for Safeguarding Adults at Risk

Information Sharing Principles for all those working in Devon Safeguarding Adults Board member organisations Staff and others within all Devon Safeguarding Adults Board Member organisations will share information with other services that needs the information to protect an adult at risk from abuse or neglect, including self-neglect.

Where and when it is safe to do so, the person concerned must be consulted, and their wishes and feelings taken into account, when deciding what information to share about that person. Initial urgent information sharing and gathering may need to take place without the involvement of an adult identified as possibly being at risk. They must then be informed and consulted on the need for further Enquiries and information sharing as soon as possible.

If the person has substantial difficulty in being involved and where there is no one to support them Devon County Council must arrange for an independent advocate to represent them and facilitate their involvement. People must be assumes to have capacity to make decisions unless there is evidence they may not have the level of capacity needed. If the person is assessed as lacking capacity to take any of the decisions relating to the Enquiry then the principles of the Mental Capacity Act must be applied. https://new.devon.gov.uk/devonsafeguardingadultsboard/themental-capacityact

The Data Protection Act 2018 and GDPR do not prohibit the collection and sharing of personal information, but rather provide a framework to ensure that personal information is shared appropriately. In particular, the Data Protection Act 2018 balances the rights of the information subject (the individual whom the information is about) and the possible need to share information about them.

For more information about our data protection policy, please contact the church office.