

# KING'S CHURCH

*Making Jesus Famous*

## **SAFEGUARDING POLICY**

APRIL 2019

King's Church in Greater Manchester

Registered Charity Number: 1122900

Company Number: 06417797

Address: King's Church Offices, King's House, Sidney Street,  
Manchester, M1 7HB

Telephone: 0161 273 2168

Website: [www.makingjesusfamous.org](http://www.makingjesusfamous.org)

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# The Safeguarding Policy

## SECTION 1

### Details of the place of worship

#### Name of Place of Worship

King's Church in Greater Manchester (King's Church)

#### Address:

King's Church Offices, King's House, Sidney Street,  
Manchester, M1 7HB

**Tel No:** 0161 273 2168 **Email address:** [admin@makingjesusfamous.org](mailto:admin@makingjesusfamous.org)

**Safeguarding Officer:** Lisa Beattie **Tel No:** 07810448817 **Email:** [lisa@makingjesusfamous.org](mailto:lisa@makingjesusfamous.org)

**Charity Number:** 1122900

**Company Number:** 06417797

#### Insurance Company:

Ansvar Insurance Company:

- All Risks Policy
- Trustees Indemnity
- Employers Liability
- Professional Indemnity
- Public and Products Liability

#### The following is a brief description of our place of worship and the type of activities we undertake with children and vulnerable adults

King's Church in Greater Manchester is made up of communities that meet across Greater Manchester. The charity's objectives are:

- (1) The proclamation and furtherance of the Gospel of God concerning his Son Jesus Christ our Lord and the preaching and teaching of the Christian Faith in accordance with the Bible.
- (2) The relief of persons who are in conditions of need, financial hardship or who are aged and sick and in need and to relieve the distress caused thereby in Greater Manchester and in other such parts of the United Kingdom and the world as the Trustees see fit.
- (3) To advance the education of the inhabitants of Greater Manchester and other such parts of the United Kingdom and the world as the Trustees see fit by providing and assisting in the provision of educational facilities and resources and in any other way that the Trustees may from time to time consider appropriate.
- (4) To promote and fulfil such other charitable purposes beneficial to the community in Greater Manchester and such other parts of the United Kingdom and the world as the Trustees see fit.

Our communities meet in the following locations for Sunday gatherings:

- Manchester Health Academy Community Building, Moor Road, Manchester, M23 9BP
- Northmoor Road Methodist Church, Northmoor Road, Longsight, Manchester, M12 5RT
- Manchester Road Methodist Church, Manchester Road, Swinton, Salford, M27 4TT
- King's House, Sidney Street, Manchester, M1 7HB

As part of our Sunday gatherings there are groups for children, such as a crèche for under 3s. The older children also meet in groups based on school years. There is a group for children aged 5-11 and a separate group for secondary school aged children.

Our communities host different events throughout the week which meet in these buildings and in homes across the city. Where youth and children are present we always ensure that there is the correct ratio of adults and children as listed in Section 5.

We also have a number of community groups that reach out to parents, children, young people and vulnerable adults.

## **Our commitment**

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

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

King's Church undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all workers and regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Officer in their work and in any action, they may need to take in order to protect children and vulnerable adults.

## **SECTION 2**

### **Recognising and responding appropriately to an allegation or suspicion of abuse**

#### **Understanding abuse and neglect**

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

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

*1. 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 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

### **Definitions of abuse**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the Internet. They may be abused by an adult or adults, or another child or children.

### **Physical abuse**

Physical abuse 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 of Physical Abuse**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or 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 what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve 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 of a child, though it may occur alone.

### **Signs of Emotional Abuse**

- Changes or regression in mood or behaviour, particularly where a child 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

### **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 (including via the Internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Signs of Sexual Abuse**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- 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 - anorexia, bulimia

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's 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, 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 inadequate care-givers)
- ensure access to appropriate medical care or treatment

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

### **Signs of Neglect**

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses,
- Inadequate care, etc

### **Child sexual exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have

been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

### **Extremism**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

### **How to respond to a child (or a vulnerable adult) wishing to disclose abuse**

If there is a concern that a child, young person or adult with care and support vulnerable adult needs may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information does the following:

- **Listen carefully to the child.** Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking.
- **Let them know they've done the right thing.** Reassurance can make a big impact to the child who may have been keeping the abuse secret.
- **Tell them it's not their fault.** Abuse is never the child's fault and they need to know this.
- **Say you will take them seriously.** A child could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them.
- **Don't talk to the alleged abuser.** Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child.
- **Explain what you'll do next.** If age appropriate, explain to the child you'll need to report the abuse to someone who will be able to help.
- **Don't delay reporting the abuse.** The sooner the abuse is reported after the child discloses the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly.

### **Make Notes**

Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and if possible, a drawing of its location and shape on the child's body.

Write down exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity). Write down dates and times of these events and when the record was made. Write down any action taken and keep all handwritten notes even if subsequently typed up.

### **Contact the Safeguarding Officer**

These notes should be passed on to the Safeguarding Officer to assist them should the matter need to be referred to the statutory agencies such as Adult or Children's Social Services or the police. Workers need to share concerns with the Safeguarding Officer as well as clear allegations made by, or about, children, young people and adults at risk. Sharing 'gut feelings' at an early stage, may assist in helping those who need it.

### **Safeguarding awareness**

The Leadership and trustees are 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 at least every 2 years.

The Leadership and trustees will also ensure that children and vulnerable adults 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.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The following procedures must be followed:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Lisa Beattie (hereafter the "Safeguarding Officer") tel no: 0781448817, who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Officer or if the suspicions in any way involve the Safeguarding Officer, then the report should be made in the first instance to Thirtyone:eight (formerly known as the Churches' Child Protection Advisory Service) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Officer should contact Children's Social Services. Where the concern is regarding an adult in need of protection vulnerable adult contact Adult Social Services or take advice from Thirtyone:eight as above.
- The Safeguarding Officer will assess the evidence and contact the relevant organisation as followed - Manchester Safeguarding Children's Board and Manchester Safeguarding Adults Board is the local Children's and Adults Social Services office. Their telephone number is 0161 234 5001;they are open 24 hours a day seven days a week.
- If a concern is reported in Salford, Salford Safeguarding Children Board is the local service. They can contact the Bridge Partnership on 0161 603 4500.
- The Police Protection Team telephone number is 0161 856 8185.
- The Safeguarding Officer **may** need to inform others depending on the circumstances and/or nature of the concern.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The Leadership will support the Safeguarding officer in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer has not responded appropriately, or where they have a disagreement with the Safeguarding Officer 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 Officer 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 Officer will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

#### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

### **Detailed procedures where there is a concern that an adult is in need of protection:**

**Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.**

If there is concern about any of the above, the Safeguarding Officer will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

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

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

**Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regard to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

**SECTION 3**

**Prevention**

**Safer recruitment**

King's Church 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 children's workers handbook which contains detailed information about the post and outlines appropriate codes and conduct.
- All those applying for roles have completed an application form.
- Those appropriate for the role will undertake discussion about expectations of the post.
- Safeguarding will be discussed at interview with the team leader.
- References will be obtained and followed up where appropriate by the admin team – overseen by Catherine Burke (as Children's Ministry Leader).
- Appropriate recruitment checks will be made by Catherine Burke as lead recruiter and Lisa Beattie as Safeguarding Officer in accordance with the process of the Disclosing and Barring Service.
- During the induction process information will be given to applicants along with the full safeguarding policy and procedure.
- The ministry leaders will ensure that new workers know how to report concerns.

## **Management of Workers – Codes of Conduct**

As King's Church, we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. The leadership and Trustees follow the Home Office "guidance for preventing abuse or trust" and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow for a sexual relationship to develop for as long as the relationship of trust continues.

## SECTION 4

### Pastoral care

#### Supporting those affected by abuse

King's Church is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship.

#### Working with offenders

When someone attending the place of worship is known to have abused children, or is known to be a risk to adults with care and support needs vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs vulnerable adults, set boundaries for that person, which they will be expected to keep.

## SECTION 5

### Practice guidelines

As a place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

#### Adult to Child Ratio

Age	Adults: Children
Less than 2	1: 3
Age 2-3	1: 4
Age 4-12	1: 8
Age 13-18	1: 10

If there are not enough adult workers to meet the above criteria, then you must report this concern immediately to the team leader. They must then find someone who can join the team and assist, or children will need to be taken back into the meeting. In the case of youth groups, you may need to telephone in help or contact parents to come and collect young people if the ratios are insufficient to keep the group operating safely.

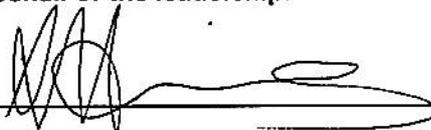
Further guidelines for children's workers can be found in our Children's Worker Handbook.

#### Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation working in partnership with King's Church using our premises, as part of the letting agreement will have their own policy that meets Thirtyone:eight's safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Signed on behalf of the leadership:**

Signed  (R L ANWISS)

Signed 

**Signed on behalf of the trustees:**

Signed 

Date: 10/04/2019

**This is a living document and will be reviewed and updated every 12 months.**

## Safeguarding Statement

### PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

King's Church in Greater Manchester

The following statement was agreed by the Leadership and Trustees on:

10/04/2019

- King's Church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We recognise that the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to church life and worship.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and vulnerable adults.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

#### **We are committed to:**

- Following statutory network and specialist guidelines in relation to safeguarding children and adults and will ensure that as a church all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation. I think the Equality Act superseded the previous 2 acts
- 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.

