



Jubilee Church Derby Safeguarding Policy

Church Details

Jubilee Church Derby
Unit 2.6, Southgate Business Innovation Centre Southgate Retail Park,
Normanton Road
Derby
Derbyshire
DE23 6UQ, UK
Tel: 01332 322655
Email: info@jubilee.org.uk Registered Charity no. 1162660

Notes:

For the purposes of this document the following assumptions are made:

The Safeguarding Team:

Jubilee Church Derby

Safeguarding Co-Ordinator: Rhean Manaktala
Safeguarding Co-Ordinator: Anne Edginton
Safeguarding Co-Ordinator: Graham Pyman

Burton Family Church

Safeguarding Co-Ordinator: Jill Chapman
Safeguarding Co-Ordinator & Deputy Recruiter is: John Batten

The Head Recruiter / Admin for both churches is: David Ash

The safeguarding team can be reached by email at safeguarding@jubilee.org.uk and safeguarding@burtonfamilychurch.org.uk

DBS is: Disclosure & Barring Service

Thirtyone:eight (31:8) *formerly known CCPAS* is a Christian charity which helps us protect vulnerable people from abuse by giving support in all safeguarding areas.

Mission Statement

The Church Leadership of Jubilee Church Derby ("the Leadership") recognises the importance of its ministry to children, young people & vulnerable adults and its responsibility to protect and safeguard the welfare of those entrusted to the church's care.

As part of its mission, Jubilee Church is committed to:

- Valuing, listening to and respecting children, young people & vulnerable adults as well as promoting their welfare and protection.
- Encouraging and supporting parents and carers.
- Safer recruitment, supervision and training for all those who work with children, young people & vulnerable adults within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Supporting those affected by abuse in the church.
- Maintaining good links with statutory childcare authorities and other organisations.
- Adhering to the ten 31:8 safeguarding standards.
- Regular policy reviews and communication to Church Members

31:8 Safeguarding Standards – we are committed to:

1. Having a Safeguarding Policy.
2. Awareness and Training.
3. Safer Recruitment.
4. Supervising and Supporting Workers.
5. Safer Working.
6. Relating/listening to children and adults.
7. Recognising and responding to abuse.
8. Supporting those who have been affected by abuse.
9. Supervising those who pose a risk.
10. Specialised services and working with others.

Jubilee Church Derby - Policy

The Leadership of Jubilee Church recognises the need to provide a safe and caring environment for children, young people & vulnerable adults. It also acknowledges that children, young people & vulnerable adults can be the victims of physical, sexual and emotional abuse and neglect. The Leadership of Jubilee Church has therefore adopted the procedures set out in this document ("the policy"). It also recognises the need to build constructive links with statutory and voluntary safeguarding agencies. The policy and attached practice guidelines are based on a model published by Thirtyone:eight (31:8).

The Leadership of Jubilee Church is committed to on-going safeguarding training for all of its children's and youth workers and will annually review the operational guidelines attached.

The Leadership of Jubilee Church also undertakes to follow the principles found within the Working together to Safeguard Children guidance issued by The Department for Education. It is therefore unacceptable for those in a position of trust to engage in any behaviour that might allow a sexual relationship to develop for as long as the relationship of trust continues.

Responding to Allegations of Abuse

Under no circumstances should a church worker or volunteer carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of these allegations or suspicions of abuse must do the following:

- Report concerns as soon as possible to a member of the safeguarding team, who is nominated by the Leadership of Jubilee Church to act on its behalf in dealing with allegations or suspicion of neglect or abuse, including referring the matter onto the statutory authorities.
- The safeguarding team may also be required by the conditions of the Church Insurance Policy to immediately inform the Insurance Company. *Contact the church office for more details.*
- If the most natural safeguarding team member is not available or if the suspicions in any way involve them, then contact an alternative member of the team.
- If the suspicions implicate the whole team, then the report should be made in the first instance to the Thirtyone:eight (31:8), PO Box 133, Swanley, Kent, BR8 7UQ | Tel: 0303 003 11 11. Alternatively contact Social Services.
- **DERBY:** The local Social Services First Contact Team can be contacted on: 01332 641172. The out of hours Careline number is: 01332 786968. The Derbyshire Police non-emergency number is: 0345 123 33 33 or 101. However, if the child, young person or vulnerable adult is at immediate risk and in need of protection call the police: 999
- **BURTON:** The local Social Services First Contact Team can be contacted on: 0800 131 31 26. The out of hours Emergency Duty Service number is: 0345 604 28 86. The Staffordshire Police non-emergency number is: 01785 236 211 or 101. However, if the child, young person or vulnerable adult is at immediate risk and in need of protection call the police: 999
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns must be made in accordance with church procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to a Co-ordinator, their absence, should not delay a referral to Social Services.
- The Leadership of Jubilee Church will support the safeguarding team in their roles, 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 relevant safeguarding agencies or to seek advice from 31:8, although the Leadership of Jubilee Church hopes that members will use the procedure outlined in this policy. If, however, the individual with the concern feels that the safeguarding team has not responded appropriately, or where they have a disagreement with them as to the appropriateness of the referral, they are free to

contact an outside agency direct. We hope that by making this statement, the Leadership of Jubilee Church demonstrate the commitment of the church to effective safeguarding.

- The role of the safeguarding team is to collate and clarify the precise details of the allegation or suspicion and pass this information onto the Social Services department. In some circumstances, the Safeguarding team may delegate these duties to a worker, e.g. to a Youth Leader who is working closely with the young person in question. The Safeguarding team will be kept informed by the worker in question. It is Social Services' task to investigate the matter under Section 47 of the Children Act 1989.

Action to take with children/young people/vulnerable adults who report / make allegations of abuse.

If abuse is suspected, disclosed or discovered

- DO NOT – delay.
- DO NOT – act alone.
- DO NOT – start to investigate.
- DO NOT – contact alleged abusers.
- DO NOT – talk to parents or guardians.
- DO NOT – discuss with friends.

- DO – write down what they have said in their own words. (You may be asked for this report).
- DO – report the matter to the safeguarding team, who will handle the matter from there.

How to react to someone who wants to talk about abuse?

It is important that you react in a way, which will be helpful and supportive. Remember you may be the first person this individual has told. It may also have taken them a long time to build up enough courage to speak to you. It isn't easy to give precise guidance, but the following may be of help.

- DO NOT – agree to keep the information secret.
- DO NOT – say or suggest that you are shocked.
- DO NOT – say or suggest that you don't believe the child.
- DO NOT – ask questions.
- DO NOT – make false promises.

- DO – explain to them at the outset that you may have to tell someone else if you think it necessary.
- DO – remain calm and supportive.
- DO – show acceptance of what they say.
- DO – reassure them that they were right to tell you.
- DO – tell them what you are going to do next.

Allegations of Physical Injury or Neglect

If a physical injury or symptom of neglect is noticed, the safeguarding team will:

- Contact Social Services or 31:8 for advice in cases of deliberate injury, if concerned about their safety or if they are afraid to return home.
- Will not tell the parents or carers unless advised to do so having contacted Social Services (*ask for this in writing or request a case or reference number*).
- Seek medical help if urgently needed, informing a doctor of any suspicions.
- For lesser concerns (e.g. poor parenting) encourage a parent/carer to seek help, but not if this places the child / young person or vulnerable adult at risk of injury.
- 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 Social Services for advice.
- Seek and follow advice given by 31:8 (and **ask for them to confirm their advice in writing**) if unsure whether or not to refer a case to Social Services.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the safeguarding team will:

- Contact the Local Authority Designated Officer (LADO) at the First Response Team for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else. *They will always ask for a case number and any advice given them to be sent in writing.*
 - Seek and follow the advice given by 31:8 if, for any reason they are unsure whether or not to contact Social Services/Police. *They will always ask the 31:8 to confirm any of its advice in writing.*
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Appointment, Support, Supervision and Training of Leaders & Workers

The Leadership of Jubilee Church will ensure all workers (whether paid or volunteers) will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines relating to safeguarding, the DBS, 31:8 guidance and Church practice guidelines.

Appointment - Ensuring Safer Recruitment

All those who work regularly with children, young people & vulnerable adults will need to agree to follow this policy document and will have an advanced Disclosure & Barring Service (DBS) check made on them.

1. Upon expressing an interest in working regularly with children, young people or vulnerable adults, or being approached by a team leader, the team leader will collect forms (*from the welcome box*), and will sign the leader's section of the form and ask the volunteer to complete the form.
2. The applicant must be taken through our safeguarding policy document and must sign the application form to say they have read and understood the document.
3. The applicant must also complete the 31:8 "*Self-Declaration form*" prior to a DBS check being made. (*in the pack*)
4. On completion of the paperwork, the team leader should introduce the volunteer to the head or deputy recruiter who will then progress the application paperwork. If both are absent please use a stamped addressed envelope to return the paperwork to the church office. Alternatively, please give to a member of the church office staff.
5. Any references provided must be taken up and kept in the church office once received.
6. A DBS form will be submitted along with appropriate ID paperwork and sent to 31:8.
 - a. The recruiters will use the ChurchSuite flow system to keep track of the progress of applications. This also allows the safeguarding team and team leaders to monitor the progress of applications.
7. If the disclosure is returned as clear, then the Recruiter will sign the form.
8. The form will then be passed to an Elder to be countersigned and for the appointment to be confirmed.
9. If the disclosure returned is blemished (*i.e. not clear*), the Recruiter will inform the safeguarding team who will take the appropriate action in informing the relevant team leader and the person concerned. They will refer to advice on the 31:8 website entitled "Blemished Disclosures Advice" and use the "Blemished Disclosure Risk Assessment Form" to mitigate risks or decide a way forward. Based upon the reasons for a blemished check, a decision will be made as to whether the person is suitable to serve within the relevant ministry they are applying for. Any details regarding this will be documented in the Safeguarding Reports notes section on ChurchSuite. These notes are only visible to the Safeguarding Team.

Volunteers Privacy

Our Principles We are absolutely committed to protecting your privacy. Our policy can be summarised in one sentence: we will not share your information with others without your consent. You can read our full privacy policy by visiting: jubilee.org.uk/privacy

For the purposes of DBS, a lot of personal data and identity information is collected. Relevant information is stored on our secure ChurchSuite account and any paper copies and application forms are kept in a locked filing cabinet in the church office. Any relevant paperwork collated during the DBS process will be kept on file indefinitely.

Supervision

The Leadership is committed to providing supervision to ensure that no one works alone.

The Leadership will ensure that all who work regularly with children or young people know how to handle a situation where a child, young person or vulnerable adults may be at risk through abuse or neglect.

All those who work or volunteer with children, young people & vulnerable adults should follow these guidelines:

- Do not be alone with a child, young person or vulnerable adult: be sure you can be seen.
 - When counselling, where privacy and confidentiality are important, ensure another adult knows the interview is taking place and with whom. If possible, another adult should be in the vicinity and the child / person should know they are there.
 - Treat all children, young people & vulnerable adults with respect and dignity befitting their age: watch language, tone of voice and where you put your body. When praying, be careful about physical contact.
 - Do not:
 - invade privacy when showering or toileting.
 - initiate rough, physical or sexually provocative games.
 - make suggestive comments about or to a young person.
 - touch in an intrusive or inappropriate way.
 - scapegoat, ridicule or reject a child or young person.
 - Make sure you know and follow first-aid and fire procedures – only authorised, qualified first aiders can treat children, young people & vulnerable adults.
 - Jubilee Church Derby are currently supported by QUAD in the area of First Aid provision. Burton Family Church will designate an Appointed Person who will follow accident and first aid guidelines regarding the appointment and provision of first aiders and record keeping.
 - If any abuse (emotional, physical, sexual or neglect) is suspected, or if allegations are made, do not jump to conclusions or start to investigate but follow the procedures outlined above.
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Supervising and supporting known sexual offenders (places of worship and other organisations with an open-door policy).

Where a known offender joins the church, it will be important to extend love, friendship and pastoral care to the individual. At the same time the leadership will need to ensure that a frank discussion takes place with the person concerned and efforts are made to sustain open communications. (31:8 safeguarding training notes p25)

The leadership commits to:

- Undertake a risk assessment in recognition of the fact that there will be some people who are too dangerous to allow into normal services. This may lead to referring them to another church, which is better placed to help them.

- If they are permitted to attend, the leadership must
 - Establish and maintain close links with any agencies involved (e.g. police, probation, MAPPA)
Be open with the offender and prepare a contract setting out boundaries, support and care to be offered. (See 31:8 Safeguarding Training Notes p.26)
 - Establish clear boundaries for both the protection of children, young people or vulnerable adults and to lessen the possibility of the adult being wrongly accused of abuse.
 - Enforce the terms of the contract, ensuring that key leaders know the situation. If the contract is broken then the offender must be banned from the church and the local police advised of the situation.

Training and Communication.

On-going training will be provided to all workers to ensure a safe environment for children, young people & vulnerable adults is maintained. This will be a mixture of various training styles for example: in house, organised by other churches, the 31:8 or by other recognised agencies.

Jubilee Church will also endeavour to communicate formally through the safeguarding team to Church Members once per year. They will also update/attend meetings with Children and Youth Workers once per year and as appropriate if a major change to the policy occurs.

Jubilee Church will ensure that any changes to policy or procedure will be communicated to all concerned in a written brief.

Declaration

By signing the original copy of this policy, the Elders and Trustees of Jubilee Church have read and agreed to the policy and are committed to ensuring adherence by all those in a relationship of trust with children, young people or vulnerable adults within Jubilee Church to the policy and the guidelines set out in the appendices to it.

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