

SAFEGUARDING POLICY 2024

Amendment Record

Issue	No. of sheets	Date	Name	Details
1	22	21/06/19	C. Morris (with support and advice from M French, Salvation Army Fordingbridge.	Document Originated
2	22	9/10/21	C.Morris & S.	Training delivered
3	13	28/11/ 22	C.Morris & S. Freeman	Document updated
4		4/2/23	C.Morris & S. Freeman	Refresher training delivered
5	12	Feb 2024	J. Fisher	Document updated
		30/4/24	J. Fisher & S. Freeman – Refresher training	Training delivered
6		02/9/25	R.Wilkinson on behalf of Trustees	Change from 31.8 to CSS Remove reference to BB safeguarding Change DSL & DDSL to Jayne Butterworth & Tim Riddles

Author : J Fisher & S Freeman	Approved by Deacons
Date : February 2024	Date: March 2024

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The church has appointed a Designated Safeguard Lead (DSL) and Deputy (DDSL). They will be the central

point of contact, communication and co-ordination in all cases of actual, suspected or reported abuse.

Current DSL: Jayne Butterworth

Phone: +44 7891 971010

Email: safeguarding@alderholtchapel.org

Current DDSL: Tim Riddles

Phone: +44 7900 275272

Email: safeguardingdeputy@alderholtchapel.org

Appropriate authorities are: Christian Safeguarding Services

Phone: 0116 218 4420 / www.thecss.co.uk

Dorset Safeguarding Adults Board

Phone: 01305 221016

Email: DSAB@dorsetcouncil.gov.uk

Church Statement

Alderholt Chapel recognizes the need to provide a safe and caring environment for children, young people and adults. The church however acknowledges that children, young people and adults can be the victims of neglect, physical, sexual and emotional abuse.

This policy is for everyone at Alderholt Chapel, but especially for church workers who have some responsibility for working with or supporting children, young people and adults.

Principles

1. Alderholt Chapel believes that every human being, created and valued by God should be given respect, dignity and neighbourly love. Consequently, we must all be committed to the safeguarding of every child, young person and adult (any person aged 18 or above) within our programmes and to the prevention, identification and consideration of abuse and our response to it.
2. The key principles of Alderholt Chapel's Safeguarding policy are to:
 - Provide a safe environment that promotes emotional well-being and where protection from abuse is of vital importance
 - Empower people to 'have a voice', have access to information and support them to make decisions
 - Offer informed pastoral care to those who have been affected by abuse
 - Take all allegations of abuse seriously and respond without delay
3. The Safeguarding Policy applies to all staff, volunteers and leaders working within Alderholt Chapel programmes whether in a voluntary or paid capacity.
4. Alderholt Chapel guidelines for appointing adult workers consists of:

- Providing relevant role descriptions and ensuring clear roles
 - Conducting interviews with potential adult workers before making an appointment
 - Requesting and following up two references before making an appointment
 - Requesting a criminal record background check as necessary. DBS checks will be reviewed every 3 years
 - An appropriate induction, including receiving *Safeguarding* training which will be refreshed every 3 years
- * Completing a probationary period.

5. If it is known that a person has been convicted of an offence relating to safeguarding, they will not be permitted to participate in a programme unless a risk assessment has been completed and implemented.

6. Any person who has a concern about the behaviour or attitude of a staff member, volunteer, leader or other programme participant can make their concerns known without fear of intimidation to the DSL/DDSL.

7. All individuals working with children, young people and adults will sign a **Workers Code of Conduct** (see Appendix 1) confirming that they understand and accept the responsibility and accountability of such a ministry. Alderholt Chapel has clear sanctions for those who choose to act outside of these parameters.

Children and Young People

Under the Children's Act 1989 and 2004, we all have a responsibility to safeguard and to promote the well-being of children.

Alderholt Chapel will plan our work with young people so as to minimise any opportunity for abuse or harm:

1. Workers – Alderholt Chapel will ensure that groups using the premises for youth work will have at least two workers - preferably one male and one female.
2. Ratios - will be observed for young people from 0 – 18 years in accordance with current NSPCC guidelines.
3. Discipline – to ensure a balanced and consistent approach to encouraging positive behaviour, the following will be implemented: verbal warning, removal from group activity for a set time and if persistent, complete ban. All parents of children and young people will be informed.
4. Accidental Injury - the church will take all reasonable steps to prevent injury to anyone in their care including but not limited to risk assessment. It will also maintain adequate public liability insurance.

Forms used to document accidental injury are located in the first aid cupboard in the church kitchen and must be filled in/submitted where accidental injury occurs. Submission of forms must be to the church office directly, or placed in the church combination safe in the main Chapel store room for collection.

The church will maintain a folder in which all incidents of injury or concern about the welfare of everyone in our care will be recorded - currently in top draw of filing cabinet in church office.

5. Risk assessments - risk assessments for the church building will be undertaken and recorded by the church diaconate. Risk assessments for individual group activities will be undertaken and recorded by group leaders and stored on site at church (currently in filing cabinet in church office). In addition, an electronic copy will be sent to the DSL/DDSL.
6. Images - any images/photos taken on a device by workers should only be used for promotional and/or group related activities (see separate Social Media & Networking Policy).
7. Use of toilets - during group times at Alderholt Chapel, workers should use separate individual toilets from the young people (e.g. toilet upstairs, disabled toilet, toilet near lounge).

Where a young person has an additional need requiring help with use of toilets, parental permission must be sought in writing beforehand. Workers of the same gender may assist the young person when required, in the disabled access toilet.

8. Smoking - smoking is not permitted on the premises or grounds of Alderholt Chapel. Should a young person who is legally allowed to smoke (over 16s) wish to do so, they must leave the premises and grounds of Alderholt Chapel, or if on an offsite or residential trip away, do so away from the group.

Who are 'adults at risk'?

(As defined by Thirtyone:eight formerly CCPAS (Churches' Child Protection Advisory Service):

Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include:

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma

- English is not their first language
- Pregnancy and family problem

Bullying

Bullying in any form will not be tolerated at any group at Alderholt Chapel.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. It is not accidental in nature, and is repeated.

Abuse

The church will take seriously any allegation of abuse, whether received from an adult, child or young person.

What is Abuse?

Abuse is the violation of an individual's human and civil rights by another person or persons. It comes from the misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse.

Abuse may consist of one single act or many repeated acts, and it can occur in any relationship at any time of life. It can take many forms, not just physical or violent acts, but it may also be verbal, sexual, psychological, spiritual or financial. It may be an act of neglect or an omission to act. Any or all types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

Recognising Abuse

The following behavioural signs may be indications of abuse, but they should not be taken in isolation. They may or may not be indicators that abuse has taken place but workers should be alert to the consideration.

1. Possible Physical abuse

- Injuries not consistent with the explanation given for them.
- Injuries which have not received medical attention.
- Bruises, bites, burns or fractures which do not have an accidental explanation.
- Signs of consistent neglect such as under nourishment, constant hunger, untreated illnesses or inadequate care.

2. Possible sexual abuse

In addition to the above signs of possible physical abuse:

- Young person with excessive preoccupation with sexual matters and inappropriate knowledge of adult sexual behaviour.
- Young person who is sexually provocative with adults or other young people.
- Sudden, excessive monetary gain, or equally short of money.

3. Possible Emotional abuse

- Changes or regression in mood and behaviour including withdrawal, aggression or depression.

- Inappropriate relationships with peers and/or adults.
- Attention seeking behaviour Persistent tiredness
- Running away
- Stealing
- Lying
- Evidence of self-harm

4. Possible Signs of Neglect

- Fearful,
- Needing money,
- Hunger
- Poor appearance and hygiene,
- Health and developmental problems,
- Housing and family concerns.

Responding to abuse

It is often not easy to recognise abuse or harm, therefore it is important to act if you suspect abuse – don't wait until you are absolutely sure. You may suspect abuse because:

- You have a general concern about someone's wellbeing.
- You see or hear something which could be abusive.
- Someone tells you that something has happened or is happening to them, or to an adult at risk, which could be abusive.

Record of incident form found upstairs on the notice board near the church office (see Appendix 2)

In these circumstances, do not delay. Pass on your concerns to your church Designated Safeguarding Lead (DSL) in writing within 24 hours. If they are not available or are implicated in the concern, speak to a deputy. *If an individual is in imminent danger of harm, contact the police or emergency services on 999.*

If someone discloses abuse directly to you, then remember to:

Listen	Take what is said seriously;
Reassure	Tell them that they have done the right thing by telling you.
Remain Calm	No matter how difficult it is to listen to what is being disclosed. You have been chosen because the person feels able to talk to you;
Be honest	Do not promise full confidentiality or offer false reassurance;
Be open	Do not ask leading or closed questions, such as "Did she hit you?" It is not your role to investigate. As soon as you have enough information to concern you, stop probing.
Ask	Request their consent to share information and seek help;
Explain	Tell them that you are going to tell the Designated Safeguarding Lead (or deputy if necessary – see above) and give them a timescale;

Write	Document everything the individual has told you, in their own words. You will need to record the questions you asked as well as the answers or information given. This should be done as soon as possible after the disclosure and should include the time and date;
Report	Contact the Designated Safeguarding Lead within 24 hours (or deputy if necessary– see above) and report the disclosure;
Keep quiet	The concerns you have should be kept confidential between you, the person concerned, the Designated Safeguarding Lead / DDSL. The Designated Safeguarding Lead may need to inform the statutory authorities.

Never go and talk to the alleged abuser or try to investigate the allegations yourself.

Reporting signs or allegations of abuse

1. The DSL will contact the appropriate authority for advice if concerned about an individual's safety.
2. The DSL will ensure that immediate emergency medical attention has been sought if necessary.
3. Under no circumstances will the DSL carry out investigation into the allegations or suspicions of any abuse. The precise details of the allegation will be provided to the appropriate authority.
4. If the person making the allegation or in receipt of the allegation should disagree with the DSL then that person retains the right to report the matter directly to the appropriate authority.
5. The DSL may also be required by the conditions of the Church Insurance policy to ensure that the Insurance Company is immediately informed of any incident that may lead to a claim against the church.
6. In situations where medical attention for a child or young person is required, the group leader or DSL will contact the parent or guardian and suggest that medical help is sought. In cases of real concern of immediate risk, or where the parent/guardian is implicated, the DSL will contact the police.
7. In situations where the parent or guardian is unwilling to seek medical help and the DSL and group first aiders agree, medical attention will be sought.
8. Medical personnel will be informed of any suspicions of abuse and s/he will then be able to initiate further action, if necessary.
9. The DSL will keep a secure written file of all allegations and disclosures on site at the church.
10. Training in handling safeguarding incidents, mediation and other such appropriate skills shall be made available to the DSL/Deputy DSL.

What to do if an allegation is made by an individual against volunteer or a worker

1. Follow the above procedure used for RESPONDING TO ABUSE. It is vital NOT to discuss the matter with the worker in question, or indeed any other worker or group leader. Any allegation must be

reported immediately and directly to the DSL or Deputy DSL following the procedures above.

2. The worker against whom the allegation has been made shall be suspended from all church activities. The responsibility for informing the worker lies with the DSL or Deputy DSL.
3. The group leader(s) and the Pastor(s) shall also be informed of the worker's suspension from all church activities.
4. No reason will necessarily be given to the worker, group leader(s), or Pastor(s) as to the reason for the suspension, pending investigation and guidance by the appropriate authorities.

Storage and Archiving of Forms

1. Once completed, the 'Record of Incident or Disclosure' (see Appendix 2) should be filed in the Safeguarding box within the church office filing cabinet.
2. All forms shall be kept as recommended:
 - a. All Safeguarding Disclosure, Incident or Contact forms until child in question reaches age 26.
 - b. All Consent Forms and Risk Assessments for a period of 6 years following event.
 - c. Forms/files relating to employees/workers who have had an allegation made against them to be kept until that person reaches retirement age, or 10 years, whichever is longer.
 - d. Forms/files relating to employees/workers who have not had an allegation or concern raised, for 6 years after work/employment ends.

Communication Difficulties

Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language, communication skills and disability. You may need to ask the person to repeat themselves or to check that you have understood what they said.

Mental Capacity

Within safeguarding, mental capacity is whether or not someone has the capacity or ability to make decisions about themselves and their safety and well-being. There is a fine balance between the individual's rights to autonomy and their need for protection. If there are any concerns about the mental capacity of an individual at risk, always refer to your local authority.

What if the adult doesn't want help?

The mental capacity of the adult at risk is vital in deciding what should be done. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

If the adult at risk doesn't want help it may still be necessary to inform the police or Adult Social Care Services, who can put a safeguarding plan in place so that, as far as possible, the adult continues to be protected. This is particularly important:

- **When the person lacks the mental capacity to make such a choice**
- **When there is a risk of harm to others**
- **In order to prevent a crime**

If at all unsure of whether or not to pass on information about abuse without permission, the Designated Safeguarding Lead should contact Mrs Lisa Vickers, Safeguarding Officer for Congregational Federation: Telephone: 0115 911 1460 safeguarding@congregational.org.uk for advice.

It is also important that the individual concerned knows where to get appropriate help and support if they should change their mind – contact DSL.

What happens if a referral is made.

If a referral is made to Adult Social Care Services about a disclosure of abuse it is known as an **adult safeguarding alert**. Firstly they will check to see if the adult at risk or alleged abuser is known to them. If the individual(s) are known, then details of the disclosure will be passed on to the social worker involved, who, with their manager, will decide what action should be taken next. If the individuals are not known to Adult Social Care Services then it is likely that a duty worker and manager will make the decision of what to do next, possibly liaising with the police.

If there is an urgent need for the adult at risk to be protected, to be found alternative accommodation or for any other safety measures to be put in place, they will be given priority. If the adult at risk is in immediate danger of physical harm or their life is threatened, then it is appropriate for you to bypass Adult Social Care Services and contact the police for help.

Following the initial referral to Adult Social Care Services and the creation of an adult safeguarding alert, a referral will be made to the local **adult protection officer**, who will start to investigate the alleged abuse. They will liaise with the adult at risk and discuss options and procedures and find out what the individual wants to happen. The adult protection officer will involve other agencies as necessary, to ensure a co-ordinated response to the alleged abuse.

The outcome will be communicated to the local **Safeguarding Adults Board (SAB)**. Safeguarding Adults Boards are multi-agency groups (which may include Adult Social Care Services, the police, and Crown

Prosecution Service, health services, Quality Care Commission and voluntary organisations) who work in partnership to promote and develop effective protection systems for adults at risk in their locality.

Generally, families will be informed when there is an allegation of abuse and what action is being taken. However, there are a few circumstances which may prevent this communication from happening. These include:

- If the adult at risk does not wish their family to be informed
- If the alleged abuser is a member of the family.
- If a police investigation is likely to take place

This process can be daunting and if at any stage the adult at risk wants someone to support them and help them through the process, then independent advocates are available through Adult Social Care Services.

Additional policy references

These separate documents can be found in the Church Office or contact the DSL/DDSL:

[Safeguarding young people: Guidelines for residential & off-site activities](#), [Social media & Networking Policy](#) and [Dealing with offenders](#).

Appendix 1 - Alderholt Chapel – Workers Code of Conduct

Code of Conduct

The following Codes of Conduct have been adopted by Alderholt Chapel to ensure that all workers, paid or voluntary, adhere to the Safeguarding policies and procedures relating to their role.

Name

Working with Children under 18 Acknowledgement:

I have attended Alderholt Chapel training session that outlines and explains Alderholt Chapel Safeguarding and Protecting Children policy and procedures. I understand the policy, agree to abide by it and accept that any behaviour that would constitute a breach of the policy will result in disciplinary action being initiated.

Thereby: – I will abide by Alderholt Chapel Safeguarding Children Policy – I will do my utmost to prevent abuse and neglect among children and young people involved in Alderholt Chapel programmes and activities – I will not neglect or physically, sexually or emotionally abuse a child or young person – I will endeavour to be a source of help to individuals and families in which either the abuse or neglect of a child has been identified – I will share all concerns about inappropriate behaviour or the breach of the safeguarding policy with my supervisor / line manager or the Chapel D/DSL

I agree that a copy of this Code of Conduct will be held on my personnel file in accordance with Data Protection Legislation to administer my involvement in Alderholt Chapel activities and will be kept in accordance with the current retention policy to ensure safeguarding of vulnerable individuals.

Signature:

Working with Adults Acknowledgement:

I have attended Alderholt Chapel training session that outlines and explains Alderholt Chapel Safeguarding and Protecting Adults policy and procedures. I understand the policy, agree to abide by it and accept that any behaviour that would constitute a breach of the policy will result in disciplinary action being initiated.

Thereby: – I will abide by Alderholt Chapel Safeguarding Adults Policy – I will do my utmost to prevent abuse and neglect among adults involved in Alderholt Chapel programmes and activities – I will not neglect or physically, sexually or emotionally abuse an adult – I will endeavour to be a source of help to individuals and families in which either the abuse or neglect of an adult has been identified – I will share all concerns about inappropriate behaviour or the breach of the safeguarding policy with my supervisor / line manager or the Chapel D/DSL

I agree that a copy of this Code of Conduct will be held on my personnel file in accordance with Data Protection Legislation to administer my involvement in Alderholt Chapel activities and will kept in accordance with the current retention policy to ensure safeguarding of vulnerable individuals.

Signature:

Appendix 2 - Alderholt Chapel - Record of Incident or Disclosure

(Form available in church office and on the church noticeboard upstairs near the office)

Young Person's Name: _____ Date: _____

Reported by: _____ Venue: _____

Additional Witnesses: _____

Nature of Incident:

- | | | |
|--|--|--|
| <input type="checkbox"/> Overheard
Conversation | <input type="checkbox"/> Hearsay | <input type="checkbox"/> Behaviour giving
cause for concern |
| <input type="checkbox"/> Disclosure by young
person | <input type="checkbox"/> Disclosure by another
person | <input type="checkbox"/> Witnessed incident |

Details of Incident:

Details of action taken at the time of the incident / disclosure:

Signed: _____

PTO

Details of follow up action taken, by the designated person, on behalf of the Chapel:

Details of others informed: (Please tick and insert date)

- ☐ Parents
- ☐ Police
- ☐ Group Leader
- ☐ Social Services
- ☐ Other:

Once actioned, this form must be passed on for **confidential filing** to the Designated Safeguard Lead, or Deputy Designated Safeguard Lead.