

# Oxford Chinese Students & Scholars Christian Fellowship

(Working Name: Oxford Chinese Gospel Church)

## **Safeguarding Policy and Procedures**

**Safeguarding children, young people and vulnerable adults**

13 July 2022

# (I) Safeguarding Policy

## Policy Summary

We are committed to:

1. The care, nurture of, and respectful pastoral ministry with, all children and all adults.
2. The safeguarding and protection of all children, young people and vulnerable adults.
3. The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
4. We will carefully select and train all those with any responsibility within our church, in line with safer recruitment principles, including the use of Disclosure and Barring Service criminal records checks.
5. We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation and we will have a clear reporting procedure in place.
6. We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.
7. We will seek to challenge any abuse of power, especially by anyone in a position of trust.
8. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
9. In all these principles we will follow statute, guidance and recognised good practice.

### 1. Purpose

This policy outlines how we will:

- 1.1. Ensure that we provide a healthy, nurturing, and protective environment for everyone who engages with our church community.
- 1.2. Ensure that every member of our church community is protected from harm and abuse and that if abuse is identified, it is handled effectively, promptly, and proportionately.
- 1.3. Ensure that our trustees, staff and volunteers are clear about their responsibilities and duties and are supported to competently and confidently fulfil them.
- 1.4. Support the development of an open and transparent culture that listens to the views and wishes of every member of our church community and supports the raising of concerns and complaints.
- 1.5. Provide leadership and accountability for every member of our church community in relation to safeguarding.

## **2. Scope**

2.1. This policy applies to everyone who works on our behalf with children, young people, their parents, carers and adults at risk of abuse, including trustees, senior leaders, ministry and group leaders, paid staff, volunteers, or others working on our behalf.

## **3. Context**

- 3.1. The Oxford Chinese Students & Scholars Christian Fellowship (OCSSCF) is a Charitable Incorporated Organisation (CIO), charity number 1151974.
- 3.2. The main activities of OCSSCF include Sunday service, small groups for fellowship and/or Bible study, baptismal classes, children Sunday School and youth group meetings and youth activities.
- 3.3. OCSSCF is a church led by the Board of Elders and trustees who must follow its governing documents, namely, Constitution and Organisation Rules, as well as other policies, procedures and guidelines.

## **4. Values and beliefs**

- 4.1. Everyone who engages with our church community has the right to be protected from any form of bullying, harassment, exploitation or abuse. We will seek to ensure that we provide a caring and nurturing environment that is open and transparent and that promotes the raising of concerns with senior leaders.
- 4.2. We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable; particularly to children, young people and adults at risk of abuse; ensuring they are safe while in our care and that we respond appropriately to disclosures or indicators that they are experiencing abuse or neglect while in our care or elsewhere.
- 4.3. Every member of our church community has a responsibility to act to support the values and commitments outlined in this policy.

### **4.4. Our approach to safeguarding is shaped by our belief as Christians that:**

- 4.4.1. We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place that God has set us in.
- 4.4.2. Every human life, including that of the unborn, is valuable to God and each person bears his image.
- 4.4.3. We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone, but particularly the vulnerable in our midst from those dangers.
- 4.4.4. God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation.
- 4.4.5. Jesus example was one of valuing, accepting, and caring about everyone.
- 4.4.6. We are to love those around us as God loves them and to seek to bring healing, restoration and reconciliation to broken and damaged lives by the manifestation of the love of God through us.
- 4.4.7. The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God.
- 4.4.7.1. We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace and forgiveness.
- 4.4.7.2. Where necessary, the church may impose formal discipline on its members in accord with its governing documents.

## **5. Our responsibilities and commitments**

### **5.1. Our responsibilities**

- 5.1.1. To ensure that the protection of all members of our community, but particularly children, young people and adults at risk of abuse and the promotion of their welfare is of paramount importance to us and that best practice in safeguarding is embedded into the culture of our organisation.
- 5.1.2. To treat each person as equal in the sight of God; equally sinful, equally loved and equally offered the gift of salvation and reconciliation to God, and equally protected and respected.
- 5.1.3. To seek to minister to, and to encourage growth in obedience to God and his word with equity, transparency and sensitivity, in accordance with our fundamental beliefs as laid out in our statement of faith, charitable aims and governing documents.
- 5.1.4. To value, respect and listen to the wishes of every member of our community, including those who are vulnerable or find it difficult to make their voice heard.
- 5.1.5. To ensure that as a church we are alert to our duties around the Prevent duty 2016 and to report appropriately.
- 5.1.6. To work in partnership with children, young people, their parents (or carers), vulnerable adults and local and national partner agencies and organisations to promote the welfare of and to protect each member of our community, particularly the vulnerable.
- 5.1.7. To work to develop and maintain an environment that is protective, caring and nurturing for all who engage with our community, in accordance with the doctrines and beliefs as outlined in our governing documents.

### **5.2. How we will seek to fulfil these responsibilities**

- 5.2.1. We will seek to visibly demonstrate our commitment to safeguarding throughout the organisation and our most senior leaders will support the development of best practice and provide accountability to everyone who works (whether paid or voluntarily) on our behalf; including providing accountability and challenge to each other.
- 5.2.2. We will ensure that those who are responsible for safeguarding at the various levels of the organisation are appropriately trained and supported to competently and confidently fulfil their role.
- 5.2.3. We will actively seek to create and maintain a culture that is consistent with our biblical principles and best practice in safeguarding.
- 5.2.4. We will ensure that we have robust and relevant policies, procedures and systems that support the culture of our organisation and the work of all those involved in safeguarding and that these are regularly reviewed for effectiveness.
- 5.2.5. We will ensure that we appoint a Designated Safeguarding Lead who will take responsibility for leading safeguarding children and adults across the organisation.
  - 5.2.5.1. Safeguarding will be promoted and overseen by our senior leaders.
  - 5.2.5.2. Delegation of tasks and responsibilities will be outlined in the relevant role descriptions and the organisation's safeguarding structures, complete with contact details, will be included in our procedures.
- 5.2.6. We will adopt safer recruitment best practice in the recruitment and selection of staff and volunteers.
- 5.2.7. We will provide effective leadership, management and support for our staff and volunteers who deliver services on our behalf including:
  - 5.2.7.1. Training and skills development.
  - 5.2.7.2. Supervision and pastoral support.
- 5.2.8. We will ensure that we consider safety in all areas of our work and ministry by
  - 5.2.8.1. Developing a positive culture.
  - 5.2.8.2. Managing health and safety through effective policies, procedures, risk assessments and processes.
  - 5.2.8.3. Creating a positive and nurturing environment in all aspects of the community, including physical, social, emotional, psychological and spiritual environments.

- 5.2.8.4. Considering online as well as physical environments; including use of social media and technology.
- 5.2.9. We will ensure that we monitor the conduct of our staff and that we have policies, procedures and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigor, fairness and transparency.
- 5.2.10. We will ensure that our expectations in relation to the conduct of members of our community are clear through codes of conduct, policies and procedures including:
  - 5.2.10.1. Anti-bullying and zero-tolerance approach to bullying; including cyber-bullying and the bullying of staff and leaders.
  - 5.2.10.2. Dealing with peer-abuse and harassment (including sexual harassment).
  - 5.2.10.3. Accountability processes and sanctions for infringements of our codes of conduct
  - 5.2.10.4. Equality and diversity and a culture of zero-tolerance of discriminatory or abusive attitudes, language or behaviours.
- 5.2.11. We will seek to clearly identify concerns about the safety or wellbeing of those who are part of our community and to respond appropriately and proportionately:
  - 5.2.11.1. To signpost or refer them to local or national services that can help them.
  - 5.2.11.2. To provide information, guidance and support as we are able, to help them overcome their challenges.
  - 5.2.11.3. To share information appropriately with partner agencies where we have concerns about the safety of an individual and statutory thresholds and/or criteria are met.
- 5.2.12. We will record and store information accurately, keeping it securely in line with our legal duties, information sharing policies and national and local guidance and agreements.
- 5.2.13. We will involve children, young people, vulnerable adults, their parents (or carers) and in our safeguarding processes wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them.
- 5.2.14. We will ensure that we have a culture and policies and procedures for raising concerns or complaints by any member of our community including children, young people, vulnerable adults and their parents (or carers) and for dealing with those concerns in an efficient, open, honest and fair manner; including clear appeals processes.
  - 5.2.14.1. We will also ensure that our leaders are competent and confident in handling complaints.
- 5.2.15. We will develop a culture that encourages every member of our community to identify and raise concerns including whistleblowing.
- 5.2.16. We will ensure that relevant policies, procedures and codes of conduct are readily available.

## (II) Safeguarding Procedures

### 6. Purpose

These procedures aim to provide staff and volunteers with clear and simple instructions as to how safeguarding is promoted and how concerns should be handled. They are not provided for training purposes and will not be used as a substitute for training.

### 7. Scope

These procedures will be applied to all staff and volunteers who act on behalf of the church.

### 8. Definitions

**Staff:** refers to any paid employee or office holder.

**Volunteer(s):** refers to anyone who is appointed by the church to a role for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised).

**Elder(s):** refers to those appointed by the church to that office to provide spiritual leadership.

**Officers:** refers to Trustees.

**DSL:** refers to Designated Safeguarding Lead

### 9. Governance and oversight

The officers will provide effective oversight of safeguarding across the church by:

- 9.1. Ensuring that the church leadership promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable.
- 9.2. Ensuring that a suitably knowledgeable and appropriately skilled Designated Safeguarding Lead (DSL) is appointed and that he/she is adequately supported and resourced.
- 9.3. Ensuring that a proportionate and legally compliant safeguarding policy is in place and that it is reviewed by the trustees with input and support from the DSL at least annually, but more frequently as required.
- 9.4. That the effectiveness of the safeguarding arrangements is reviewed annually in line with the review of the policy and procedures.
- 9.5. That role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding across the church (Appendix A).

## **10. Recruitment and ongoing support of staff and volunteers**

### **10.1. Management of recruitment processes**

- 10.1.1. At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment.
- 10.1.2. Appropriate records will be kept of all recruitment processes.
- 10.1.3. A "Single Central Record" of recruitment checks will be maintained (DBS certificates will be returned to the applicant and no copies will be kept).
- 10.1.4. Staff and volunteers will be provided with written job descriptions.

### **10.2. Recruitment process**

- 10.2.1. Prior to appointment, all staff and volunteers will be required to submit an application form (Appendix D).

#### **Paid staff positions**

- 10.2.2. Prior to appointment all paid staff will be required to attend an interview, regardless of whether a competitive process is in operation.
- 10.2.3. Prior to appointment of staff, references will be sought, including, where possible, a reference from the current or previous employer.
- 10.2.4. Upon commencement of their position, all staff will complete an induction process.

#### **Volunteer positions**

- 10.2.5. Prior to appointment, all volunteers will be required to attend a discussion to ensure their suitability and clarity of understanding of the role and its requirements.
- 10.2.6. Prior to appointment, references will be sought.
- 10.2.7. Following appointment and prior to commencement of the role, volunteers will complete an induction process .

#### **Ongoing support and supervision**

- 10.2.8. All staff and volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management.
- 10.2.9. Where DBS checks are required, this will be identified in the role description and these checks will be updated at least every three years.

#### **Training**

- 10.2.10. All staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training.
  - 10.2.10.1. Trustees will receive initial training. There is no requirement for formal update training, however, the trustees must ensure that they are competent in their role and that their knowledge of compliance with legislation and Charity Commission guidance up to date.
  - 10.2.10.2. Volunteers and staff involved in working with children, young people or vulnerable adults are required to update their training at least every three years.
  - 10.2.10.3. The DSL is required to attend formal update training at least every two years
- 10.2.11. A log of training and DBS checks will be maintained by the DSL.

## **11. Ensuring a safe and healthy environment**

## **Health and Safety**

- 11.1. The officers will ensure that the health and safety of everyone who enters our church community is protected by:
- 11.1.1. Regularly reviewing our health and safety policy to maximise effectiveness and ensure ongoing legal compliance.
  - 11.1.2. Maintaining and implementing proportionate Risk Assessments for both the premises and the activities of the church.
  - 11.1.3. Maintenance and analysis of Accident and Incident Reports on receipt to ensure appropriate lessons are learned and timely responses are implemented and an overview analysis of reports that examines trends and recurring themes will be conducted at least annually.
  - 11.1.4. Ensuring that adequate First Aid cover is available, and that only qualified First Aiders administer First Aid, except in emergency situations and where instructed to do so by Emergency Services.
  - 11.1.5. Ensuring that appropriate safety equipment such as First Aid kits, Fire Extinguishers etc are available and maintained on an ongoing basis.
  - 11.1.6. Key Health and Safety information will be prominent and best practice will be promoted through announcements, effective signage etc.

### **When engaging in ministry to children and / or young people we will:**

- 11.2. Ensure that registers of children attending, and leaders present are maintained.
- 11.3. Ensuring that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures.
- 11.4. Ensure that consent is obtained for their attendance at the group and that contact details and information about any additional or specific needs are recorded.
- 11.5. Ensure that appropriate child: adult ratios are maintained in line with guidance from the NSPCC:
  - ✓ 0 - 2 years - one adult to three children
  - ✓ 2 - 3 years - one adult to four children
  - ✓ 4 - 8 years - one adult to six children
  - ✓ 9 - 12 years - one adult to eight children
  - ✓ 13 - 18 years - one adult to ten children
- 11.6. Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner.
- 11.7. Ensure that appropriate order and discipline are maintained.

### **When children or young people are present at meetings that are primarily aimed at adults and childcare is not provided and their parents are present**

- 11.8. During these times, children remain the responsibility of their parents who are responsible for their safety and care.
- 11.9. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

### **When young people are present at meetings that are primarily aimed at adults and participating in that meeting in their own right**

- 11.10. Although there are not specific procedures for such meetings, the normal principles of safeguarding will apply.

- 11.11. If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents (or carers).
- 11.12. If the young person is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents (or carers) and consent will be sought for the church to contact the parents and establish open communication and transparency.
- 11.13. Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected.
- 11.14. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

#### **When ministering to Vulnerable Adults**

- 11.15. If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers.
- 11.16. If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carers and consent will be sought for the church to contact them with a view to establishing open communication and transparency.
- 11.17. Leaders of the church or of the meeting in question will be vigilant to ensure that the individual is adequately protected.
- 11.18. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

#### **General provisions**

- 11.19. The church will ensure that information relating to safeguarding, including contact details and other relevant information is prominently displayed online.
- 11.20. Leaders will promote the need for every member to be vigilant to safeguarding concerns through the processes, teaching and culture of the church and by personal example.

## **12. Responding to and reporting safeguarding concerns and disclosures**

### **Managing immediate risk**

- 12.1. Upon identification of a concern or receipt of a disclosure, the worker involved should make an assessment as to whether any immediate action is necessary to protect the individual.
  - 12.1.1. The worker may seek advice from the DSL, however, the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm.
  - 12.1.2. In such urgent situations and if the DSL cannot be immediately contacted, the worker should contact either the police on 999 or children's Social care to obtain support. Under such circumstances, the DSL should be notified at the earliest possible opportunity.

### **Reporting concerns to the Designated Safeguarding Lead**

- 12.2. Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL.
  - 12.2.1. The concerns will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding.
  - 12.2.2. Details of the concern must be recorded on the "Incidents and concerns reporting form" (Appendix D) either before, during, or immediately after the discussion with the DSL.

### **Managing the risks: the role of the DSL**

- 12.3. In discussion with the worker reporting the concern, the DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required.

- 12.4. Upon receipt of the completed form, the DSL will establish a “Confidential File” in relation to the person at risk.
  - 12.4.1. A Chronology (Appendix D) will be inserted at the front of the confidential file.
  - 12.4.2. The confidential file will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis.
  - 12.4.3. The DSL will confirm to the person raising the concern that the matter has been actioned. The DSL will not provide any unnecessary information. Information is only shared on a “need to know” basis.
- 12.5. Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are an adult) that a referral is being made to Social Care.
  - 12.5.1. Information will not be shared with the parent (or carer) in situations where:
    - 12.5.1.1. To do so would place a child at increased risk of harm or neglect.
    - 12.5.1.2. To do so would place an adult at increased risk of harm or abuse.
    - 12.5.1.3. The concern relates to Fabricated or Induced Illness.
  - 12.5.2. Referral will be made to the appropriate Social Care service (contact details in Appendix A)
  - 12.5.3. If the referral has not been acknowledged within 3 working days, the DSL will follow up with Children’s Social Care.
  - 12.5.4. The DSL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process.
  - 12.5.5. All conversations, correspondence, and documentation etc will be placed into the confidential file and the “Record of action” and Chronology will be maintained on an ongoing basis.
- 12.6. The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding.

### **13. Allegations against or concerns about staff and volunteers**

*Our church takes allegations against our staff and volunteers very seriously and will ensure that they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise that we have a responsibility to take the allegation seriously, to manage the situation effectively while the investigation takes place and to and to support the person accused throughout the process.*

- 13.1. Allegations against staff or volunteers within the church should be reported to the designated persons in Appendix A (If the allegation is against the DSL, it should be reported to the deputy).
- 13.2. Full details of the allegation will be recorded.
- 13.3. The church’s investigating officer must first assess whether any immediate action is required to ensure the safety of everyone involved.
  - 13.3.1. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable.
  - 13.3.2. If so, care should be taken not to compromise the gathering of evidence.
  - 13.3.3. If it is necessary to notify the individual at this stage, details of the allegation should not be divulged.
  - 13.3.4. Support must be offered to the subject of the allegation as well as any potential victims.
- 13.4. At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted
  - 13.4.1. If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS) (Appendix A).
- 13.5. If the allegation meets the threshold for LADO, the church’s investigating officer will work with LADO to ensure that the allegation is thoroughly investigated and all issues raised are addressed.
- 13.6. If the allegation does not meet the threshold for LADO, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency.
- 13.7. Thorough records of all aspects of the handling of the allegation will be retained throughout the process and held confidentially by the DSL.
- 13.8. The DSL will seek and follow specialist advice throughout the process.

#### **14. Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people**

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

- 14.1. Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, the church leaders will enter into an open and frank discourse with that individual to understand the context and the risks.
- 14.2. With the consent of the individual, the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate.
- 14.3. The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated.
- 14.4. A formal agreement with the individual will be drawn up and will be signed by both the church leaders. The agreement will include:
  - 14.4.1. The church's commitments to the individual who poses the risk.
  - 14.4.2. The steps the church will take to support the individual while simultaneously protecting everyone in the church community.
  - 14.4.3. The restrictions and conditions that will be applied to the individual's involvement in the life of the church.
  - 14.4.4. The consequences of failure to comply with the agreement.
  - 14.4.5. When and how the risk assessment and formal contract will be reviewed.
- 14.5. All decisions and agreements will be formally recorded and securely stored.
- 14.6. The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the leaders either:
  - 14.6.1. With the agreement of the individual who poses a risk.
  - 14.6.2. Where information needs to be shared to protect vulnerable people and then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared.
- 14.7. If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the church leaders will take specialist advice as to whether this information should be passed on.

#### **15. Concerns about practice and whistleblowing**

- 15.1. Concerns about the culture or practice within the church should be raised with the Board of Elders or Trustees (Appendix A).
- 15.2. Those concerns will be carefully considered, and a formal response will be provided to the individual.
- 15.3. If the complainant is not satisfied with the response, they should formally raise the matter with the church leadership, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response.
- 15.4. Once the church leadership have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision.
  - 15.4.1. Details of how to raise the complaint externally will also be provided as part of the response.
  - 15.4.2. This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the trustees wish to offer.

#### **Basis of policy and legal framework**

This policy is consistent with:

- Current legislation
- National guidance

- Local arrangements
- Our charitable objectives, governing documents and doctrinal statements

Full details are available in appendix C

Related policies and procedures

This policy should be read in conjunction with:

- Our statement of faith
- Our governing documents (Constitution and Organisation Rules)

Policy due for review:  
13 July 2023

Last review conducted / approved by:  
The Trustees of OCSSCF

## Appendix A

### Safeguarding Role Allocation

<p><b>Governance / strategic level</b> – Legal compliance and final responsibility for safeguarding rests with the trustees.</p>
<p><b>Allegations against staff or volunteers and concerns about practice</b></p> <p>Concerns about conduct of our staff, volunteers or practices within our church should be addressed to:</p> <p>Name: Dr Norman Lee Role: Elder, Trustee, Designated Safeguarding Leader E-mail: <a href="mailto:norman.ocsscf@gmail.com">norman.ocsscf@gmail.com</a> / Phone: 0793 088 0838</p> <p>If the above person is unavailable, the deputy is: Name: Ms Esther Xiao Role: Deacon and Trustee E-mail: <a href="mailto:estherxiao526@gmail.com">estherxiao526@gmail.com</a> / Phone: 0750 108 0275</p>
<p>Details of external specialist support: Christian Safeguarding Services advice line Phone: 0116 218 4420 E-mail: <a href="mailto:info@theccss.co.uk">info@theccss.co.uk</a></p>
<p><b>Statutory services</b></p> <p><b>Local Authority details</b> <a href="https://www.oxfordshire.gov.uk/contactus/contact-local-authority-designated-officer">https://www.oxfordshire.gov.uk/contactus/contact-local-authority-designated-officer</a></p> <p><b>Safeguarding children</b> <a href="https://www.oxfordshire.gov.uk/residents/children-education-and-families/childrens-services/concerns-over-professionals">https://www.oxfordshire.gov.uk/residents/children-education-and-families/childrens-services/concerns-over-professionals</a></p> <p>Phone: 01865 810603 Information should be provided via online submission on the following webpage: <a href="https://www.oxfordshire.gov.uk/contactus/contact-local-authority-designated-officer">https://www.oxfordshire.gov.uk/contactus/contact-local-authority-designated-officer</a></p> <p><b>Report child abuse</b> Immediate danger – call the police on 999. Immediate concern – If you have a concern about a child, call MASH on 0345 050 7666. If you are concerned that the child is being sexually exploited, call 01865 309196.</p> <p><b>Safeguarding Adults</b> Report concerns to Safeguarding Adults Board <a href="https://www.osab.co.uk/how-to-report-concerns/">https://www.osab.co.uk/how-to-report-concerns/</a> Immediate danger – call police on 999 Not in immediate danger – call police on 101 Raise safeguarding concern – call 0345 050 7666 (office hours); 0800 833 408 (outside of office hours)</p>

# **Appendix B**

## **Roles and Responsibilities**

### **Trustees**

- Provide effective oversight of safeguarding in the church as described in Section 9 (Governance and Oversight)
- Receive initial training
- No requirement for formal update training but Trustees must ensure they are competent in their role and that their knowledge of compliance with legislation and Charity Commission guidance is up to date.

### **Designated Safeguarding Lead (DSL)**

- Conduct annual review of Safeguarding Policy and Procedures
- Update Safeguarding Policy and Procedures and seek Trustees' approval as needed
- Report to the Trustees on safeguarding issues
- Keep training log
- Oversee recruitment of volunteers
- Attend formal update training at least every 2 years

### **DBS Lead Recruiter**

- Process DBS checks
- Keep DBS Central Record
- Disseminate Safeguarding Policy and Procedures to the recruited persons

### **Volunteers**

- Serve as Youth Teachers
- Serve as Sunday School teachers or helpers
- Serve in other capacities that require contact with children and vulnerable adults
- Update training at least every 3 years

## Appendix C

### Basis of policy, procedures and legal framework

<ul style="list-style-type: none"> <li>• Our statement of faith (see <a href="https://www.ocgc.org.uk/english">https://www.ocgc.org.uk/english</a>)</li> </ul> <p style="text-align: center;">This policy reflects the organisation’s fundamental biblical beliefs and should be read in conjunction with the statement of faith</p> <ul style="list-style-type: none"> <li>• Our governing documents (Constitution and Organisation Rules)</li> </ul>	
Safeguarding Children	Safeguarding Adults
<ul style="list-style-type: none"> <li>• National legislation and guidance (Safeguarding Children)               <ul style="list-style-type: none"> <li>○ Children Acts (1989 &amp; 2004)</li> <li>○ Children and Families Act 2014</li> <li>○ Children and Social Work Act 2017</li> <li>○ Working together to safeguard children (2018)</li> <li>○ What to do if you’re worried a child is being abused: advice for practitioners (Department for Education, 2015)</li> <li>○ Protection of Children Act 1999</li> <li>○ Safeguarding vulnerable groups act 2006</li> <li>○ Protection of freedoms Act 2012</li> <li>○ Disqualification under the childcare act 2006 (2018 amended)</li> <li>○ Prevent duty guidance 2016</li> <li>○ Sexual offences Act 2003</li> <li>○ The Safe Network Standards (available from the NSPCC website)</li> <li>○ The policy also takes account of the principles outlined in:                   <ul style="list-style-type: none"> <li>▪ Keeping Children Safe in Education 2020</li> <li>▪ FGM duty guidance</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• National legislation and guidance (Safeguarding adults)               <ul style="list-style-type: none"> <li>○ The Care Act 2014</li> <li>○ Human Rights Acts 1998</li> <li>○ Care Standards Act 2000</li> <li>○ Mental Capacity Act 2005</li> <li>○ Deprivation of Liberty Safeguards 2007</li> <li>○ Sexual Offences Act 2003</li> <li>○ Police and Criminal Evidence Act 1984 o Fraud Act 2006</li> <li>○ Public Interest Disclosure Act 1998</li> <li>○ Health and Social Care Act 2008</li> <li>○ Disclosure and Barring Service (DBS)</li> <li>○ Multi-Agency Public Protection Arrangements (MAPPA)</li> <li>○ Multi-Agency Risk Assessment Conference (MARAC)</li> <li>○ LSAB Multiagency Policy and Procedures</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Local guidance and procedures               <ul style="list-style-type: none"> <li>○ <i>Local Safeguarding Children Board procedures</i></li> <li>○ <i>Local authority guidance</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Local guidance and procedures               <ul style="list-style-type: none"> <li>○ <i>Local Safeguarding Adults Board procedures</i></li> <li>○ <i>Local authority guidance</i></li> </ul> </li> </ul>

## Appendix D

### Volunteer application form

About You			
Full name		Address	
Phone		Mobile	
E-mail address			
About the role			
Department /Group / ministry area		Role applied for	
DBS check (tick if relevant)	Children only	Adults only	Children and adults
Personal statement			
Please describe your reasons for applying for this role and appropriate experience in similar roles.			
Do you have any questions or concerns about the role, or your ability to fulfil it, that you would like to discuss with us?			
Please supply details of a person who is able to comment on your suitability for this role.			
Name		Relationship to you	
Address	Phone	E-mail address	
Self-declaration			
	Yes	No	
Do you have any criminal convictions that would affect your ability to perform this role?			
Is your state of physical, mental, emotional, and spiritual health adequate to fulfil this role?			
If the role involves working with children, young people or vulnerable adults, are you, or have you ever been barred from such work?			
Are you in agreement with the church's beliefs as outlined in the statement of faith?			
Do you agree to abide by the policies, procedures, codes of conduct, risk assessments etc that are relevant to this role?			
Is there anything that you wish to add or that you wish us to take into account in relation to this self-declaration?			
I confirm that the information supplied in this form is accurate to the best of my knowledge.			
Signature:		Date:	

## Appendix D

### Incident / concern reporting form

About this form and the person completing it			
Your name	Phone	Mobile	E-mail address
Are you reporting: <i>Please tick the appropriate box(es)</i>	An incident	A disclosure	A concern
Department /Group / ministry area			Date completed
About the person or people we are concerned about or involved in the incident			
Their name(s)	Their Address and contact details	Their Date of birth	Name & contact details for parent (if appropriate)
<i>Please insert more lines as required</i>			
Details of the incident / disclosure / concern			
<i>What happened / was said / have you noticed etc?</i>			
Context of the incident / disclosure / concern			
<i>Where / when / who else was present etc.</i>			
Date of incident / disclosure		Time of incident / disclosure	
Action taken to ensure immediate safety			
Signature		Date	

## Appendix D

### Notes for completion - Incident / concern reporting form

#### About this form and the person completing it

- Please complete all sections.

#### **About the person or people we are concerned about or involved in the incident**

- When reporting a concern involving a child or young person, please complete all sections.
- When reporting a concern about an adult, the parent / carer details may not be required.
- Please include the relationship to the person involved.
- Insert additional lines as required.

#### **Details of the incident / disclosure / concern**

- Please include as much relevant detail as you can.
- When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.
- When drawing conclusions, please include the evidence that has led to that conclusion.

#### **Context of the incident / disclosure / concern**

- Please include as much relevant detail as you can.

#### **Action taken to ensure immediate safety**

- Please provide details. If no action was required, please indicate by writing "None".

#### **Other action taken or advice sought**

- If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

#### **Signature**

- Please ensure that you sign the form.



## Appendix D

### Record of safeguarding conversations and actions

Date of action / conversation	Document reference
Description of record	
Information given	
Advice received	
Actions to take	
Outcomes	
Recorded by	Date recorded

## Appendix D

### Safeguarding report to the trustees and officers

Report from the Designated Safeguarding Lead covering the period from 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> March 2021		
Report completed by:	Date	
Summary of safeguarding activity		
Number of concern / incident reports received in relation to children		
Number of concern / incident reports received in relation to adults		
Number of cases referred to Children's Social Care		
Number of cases referred to Adult Social Care		
Number of allegations received		
Number of allegations investigated by Local Authority		
Number of reportable incidents reported to charity commission		
Were there any common themes or issues in the reports submitted?	Yes / No	
If so, what?		
Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place?	Yes / No	
If so, what?		
What training or informal update activity been completed this year?		
Any recommendations to or requests of the trustees?		
Declaration from Safeguarding Leads	Yes	No
Has the policy been reviewed for legal compliance and effectiveness? <i>(CSS can be consulted to check whether any significant changes have occurred)</i>		
Are DBS checks up to date for all staff and volunteers?		
Is the Single Central Record up to date?		
Is staff and volunteer training up to date?		
Is DSL training up to date?		
Is the training log up to date?		
Any other comments		

# Appendix E1

## Code of Conduct

### *For staff and volunteers working with children or young people*

#### **Those working with children and young people will:**

1. Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc that are provided and that they are implemented.
2. Attend safeguarding training on the frequency stipulated in this policy.
3. Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge from parents.
4. Ensure their conduct embraces their responsibility for the safety of the children in their care.
5. Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children.
6. Refrain from any abuse of their power or authority as adults and leaders within the group
7. Only take responsibility for children if they are physically and mentally fit and able to do so.
8. Treat them with respect and dignity.
9. Treat them in an age appropriate way that recognises their developmental stage and ability.
10. Provide them with appropriate levels of choice.
11. Treat them as individuals.
12. Respect their views and wishes.
13. Promote and ensure appropriate behaviour towards one-another.
14. Ensure that appropriate professional boundaries are maintained.
15. Ensure that age appropriate boundaries are clearly explained and consistently implemented in accordance with this policy.
16. Ensure that any age appropriate physical contact is child led.
17. Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group.
18. Refrain from any physical chastisement.
19. Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
20. Act with fairness and treat children equitably; avoiding discrimination or favouritism.
21. Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.

## Appendix E2

### Codes of Conduct

#### *For staff and volunteers working with Vulnerable Adults*

**Those working with vulnerable adults including adults at risk of abuse will:**

1. Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc that are provided and that they are implemented.
2. Attend safeguarding training on the frequency stipulated in this policy.
3. Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge.
4. Ensure that their conduct embraces their responsibility for the safety of those with whom they are working.
5. Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them.
6. Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual.
7. Only engage in activity for which they are physically and mentally fit.
8. Treat them with respect and dignity.
9. Ensure that support is client led and that their views, wishes and choices are respected.
10. Treat them as individuals.
11. Promote and seek to ensure appropriate behaviour towards one-another.
12. Ensure that appropriate professional boundaries are maintained.
13. If working in groups, seek to ensure that necessary behavioural and interpersonal boundaries are clearly explained and consistently implemented.
14. Ensure that any physical contact is client led.
15. Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
16. Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory language or behaviour with them.
17. Act with fairness and treat each person equitably; avoiding discrimination or favouritism
18. Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.

## **Appendix E3**

### **Codes of Conduct**

#### ***For staff and volunteers providing pastoral care***

**Those involved in providing pastoral care will:**

1. Ensure that support provided is led by the person receiving the support.
2. Ensure that the dignity and wishes of the individual are respected at all times.
3. When delivering challenge or difficult messages, will do so in a respectful, compassionate and gentle way that is in line with their best interests (including their emotional and spiritual wellbeing).
4. Will seek to ensure that the individual's right to question or ignore any advice or suggestions is fully understood.
5. Attend safeguarding training on the frequency stipulated in this policy.
6. Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge.
7. Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them.
8. Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual.
9. Only engage in activity for which they are physically and mentally fit.
10. Ensure that appropriate professional boundaries are maintained.
11. Ensure that any physical contact is client led.
12. Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
13. Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
14. Act with fairness and treat each person equitably; avoiding discrimination or favouritism.
15. Seek to avoid any language, behaviour or attitude that could lead to misunderstanding.