



CHRISTCHURCH
— C A M B O U R N E —

Safeguarding Policy and Form Templates

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This policy has been developed from the Christian Safeguarding Services template policy.

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Christ Church Cambourne

Safeguarding Aims

Christ Church Cambourne is a local church of God's people, who seek to **Love Jesus, Love One Another and Love The Community**. We believe that all men and women are made in the image of God, so have inherent and equal dignity and worth. As such, we want everyone who comes into contact with our church to be safe, valued and cared for.

We aim to **love Jesus**, who justifies freely through his grace. We believe that Jesus died for us while we were still sinners, deserving of God's wrath, but instead received forgiveness and mercy. We believe that God sees everything and knows even our secret or hidden sins and that one day each of us will stand before him as our judge. We believe that when we submit to Jesus and allow him to work in us by his Holy Spirit, we will grow in our faith and gradually be transformed into the likeness of Christ. We hold to the authority of the bible, which is always sufficient for all matters of belief and practice. We therefore aim to be a church where the gospel of grace is taught and on display to all within the church and out in our local community.

We aim to **love one another**, as we learn and grow together in our faith. We aim to provide practical and spiritual support to one another, to encourage each other to keep following Jesus as Lord. We also recognise that we are all sinners; we need to continually repent of our sins and regularly offer and receive forgiveness from others in the church. We aim to encourage one another to grow in maturity in the gospel, so aim to lovingly challenge each other's sins. We aim to listen to and learn from each other to ensure a healthy church culture.

We aim to **love our community** by sharing the gospel of grace with those around us. We aim to be wise in the way we act towards non-believers, making the most of every opportunity to share the gospel. We long for people to be drawn towards Jesus as their saviour without any coercion or force.

We do, however, recognise that within our church there is the opportunity for individuals or groups to harm, abuse and exploit others. We as a church wish to stand against any misuse of power, abuse or exploitation. We all have a responsibility to care for and protect each person who engages with our church community, but particularly those who are more vulnerable. We want to speak up for those who cannot speak for themselves to ensure a culture of safety and wellbeing of all.

As a church we take safeguarding seriously and we work with local and national organisations to help us to do all we can to keep everyone safe, particularly children and vulnerable adults. We also have a responsibility for universal safeguarding (the care for all members and visitors) and have a complaints policy to be followed in instances of concern that fall outside our statutory safeguarding responsibilities.

1. Safeguarding Leadership and Governance

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

- 1.1 Leading the development of a culture that is biblically faithful, healthy, transparent, and accountable and that safeguarding is appropriately prioritised and its profile maintained.
- 1.2 Ensuring that two suitably knowledgeable and skilled Safeguarding Leaders (SLs) or a Safeguarding Leader and named deputy are appointed and that they are adequately trained, supported and resourced.
- 1.3 Ensuring that a proportionate and legally compliant safeguarding policy is implemented and that it is reviewed by the Leaders with input and support from the SLs at least annually.
- 1.4 Ensuring that clearly defined safeguarding procedures and systems are in place, that they are understood and implemented by all Leaders and Members of the church.
- 1.5 Ensuring that the SLs provide a verbal update to all trustee meetings and that a written annual report is provided to the trustees by the SLs.
- 1.6 That a clear statement in relation to safeguarding is included in the annual Charity Commission submission.
- 1.7 That any "Serious Incidents" (as defined in the Charity Commission Guidance - <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>) are reported accurately and in a timely manner

2. Recruitment for roles involving Children and/or Vulnerable Adults

- 2.1 It is recognised that some people may seek certain roles in the church with the direct intention to abuse vulnerable adults or children. The church is therefore committed to vetting every applicant for roles involving children and vulnerable adults to seek to prevent harm.
- 2.2 At least one person involved in the process of recruitment of staff or appointment of volunteers supporting children or vulnerable adults will be trained in Safe Recruitment.
- 2.3 Appropriate records will be kept of all recruitment processes and decisions.
- 2.4 A 'Single Central Record' of recruitment checks and a training log will be maintained.
- 2.5 All staff and volunteers are required to submit an application form (Appendix C1) including a self-declaration of fitness and suitability for the role.

Paid staff positions

- 2.6 Prior to appointment all paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation.
- 2.7 Prior to appointment of staff, references will be sought (Appendix C2), including, where possible, a reference from the current or previous employer.
- 2.8 Upon commencement of their position, all staff will be required to complete a formal induction process as outlined in their role description and including any matters identified during the recruitment process.
- 2.9 The Single Central Record, training Log and Personnel file will be updated as appropriate throughout the process.

Volunteer positions

- 2.10 Prior to appointment, all volunteer Elders and other volunteers involved in regulated activity will be required to attend a formal discussion to ensure their suitability and clarity of understanding of the role and its requirements.
- 2.11 Prior to appointment, references will be sought. Where an appropriate reference was obtained at the time of application for formal church membership, this may be used, and internal references are acceptable.
- 2.12 Following appointment and prior to commencement of the role, volunteers will be required to complete a formal induction process as defined in the role description.
- 2.13 The Single Central Record, training Log and Personnel file will be updated as appropriate throughout the process.

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Temporary Volunteers from other churches

2.14 In some cases, members of other churches may volunteer for a short-term project, such as Holiday Club or Weekend/Day Away. In these cases, a letter of confirmation of safeguarding checks and current DBS status will be required from their home church. They will need to show their DBS certificate and photo ID to a Safeguarding Leader at Christ Church Cambourne. If they have not completed safeguarding checks at their own church, Christ Church Cambourne will carry out its regular recruitment process.

DBS Checks

- 2.15 Following appointment and prior to commencement of the role, all staff members, all Elders and volunteers involved in regulated activity will be required to complete a DBS check.
- 2.15.1 Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received.
- 2.15.2 Under exceptional circumstances and where it is necessary for the person to commence prior to receipt of the DBS check result, a formal risk assessment will be completed.
- 2.15.3 A formal agreement that outlines the duties that are permitted, and all measures implemented to prevent the individual having unsupervised access to vulnerable people will be drawn up and signed by the appointee and the SL or the Safeguarding Trustee
- 2.16 Once formal notification of a clear DBS check has been received, the Single Central Record will be updated with the relevant information.

Blemished DBS Checks

- 2.17 The applicant will be asked to present the DBS certificate to the Lead Recruiter
- 2.17.1.1 The applicant may, if they wish to, withdraw their application.
- 2.17.1.2 If the application is withdrawn, consideration should be given to whether this required the triggering of the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people” (*see section 5 of this policy*) process needs to be triggered.
- 2.17.2 If the applicant self-declared the blemish and it has been discussed previously, the recruiter will check to ensure that the detail provided in the self-disclosure is consistent with the information on the DBS certificate.
- 2.17.3 If the applicant did not self-disclose, an open conversation about the circumstances of the blemish will be discussed with the applicant.
- 2.17.4 Whether the discussion arises from self-disclosure or examination of the certificate, a formal assessment will be conducted to ascertain the applicant’s suitability for the role and the outcome will be recorded.
- 2.17.4.1 Advice can be sought from CSS if required.
- 2.17.4.2 The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them.
- 2.17.5 A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:
- 2.17.5.1 That the individual is unsuitable for the role.
- 2.17.5.2 That further investigation is required.
- 2.17.5.3 That the person is suitable for the role with restrictions.
- 2.17.5.4 That the blemish does not indicate unsuitability.
- 2.17.6 If the risk assessment concludes that the individual is unsuitable for the role, consideration will be given to whether the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people” (*see section 5 of this policy*) process needs to be triggered.
- 2.17.7 Once the details of the certificate have been recorded in the Single Central Record, the certificate will be returned to the applicant and no copies will be retained.

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3. Safeguarding Training

- 3.1 Named Safeguarding Leaders and Deputies should complete Safeguarding Leader training every 2 years.
- 3.2 All church staff, Elders and Trustees should complete Safeguarding Training for Church Leaders every 2 years.
- 3.3 All people involved in children's and vulnerable adult ministries should complete refresher safeguarding training on at least an annual basis.

4. Children's Ministry

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

- 4.1 Ensure that registers of children attending, and group leaders present are maintained.
- 4.2 Ensuring that those involved in such ministries have been appointed in accordance with our Safer Recruitment procedures (including application, references and DBS checks).
- 4.3 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.
- 4.4 Ensure that appropriate child: adult ratios are maintained in line with guidance from the NSPCC, with a minimum of 2 DBS checked adults leading any children or youth ministry:
 - ✓ 0 – 1 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
- 4.5 Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner.
- 4.6 Ensure that appropriate order and discipline are maintained.
- 4.7 Ensure that children are encouraged and empowered to raise any concerns that they may have with leaders or their parents as appropriate.

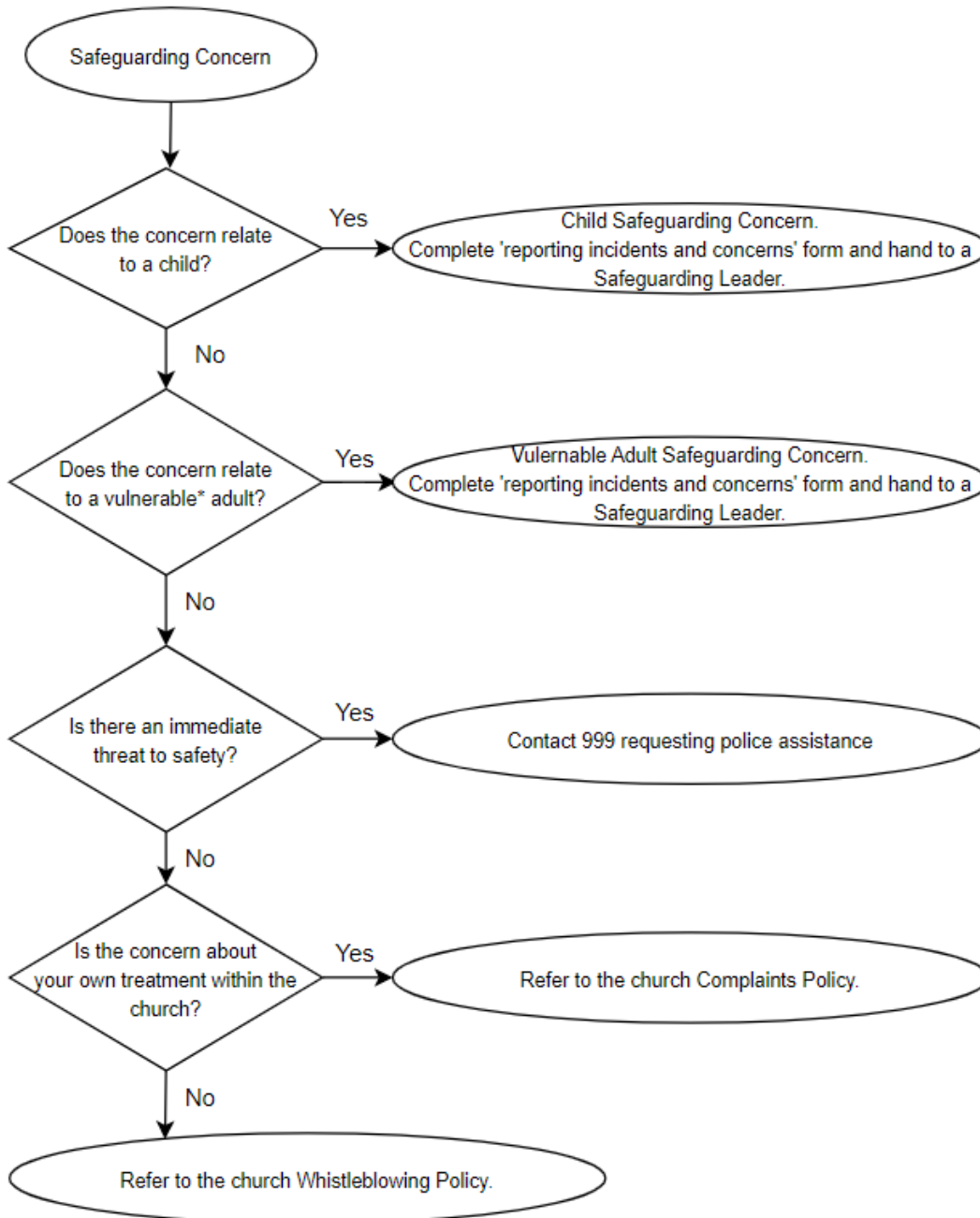
When children or young people are present at meetings that are primarily aimed at adults and childcare is not provided and their parents / carers are present:

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

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5. Triaging Potential Safeguarding Concerns

- 5.1 Christ Church Cambourne takes seriously its responsibilities to protect all children and adults from harm.
- 5.2 This policy contains details about how statutory safeguarding concerns (those relating to children and vulnerable adults) will be handled.
- 5.3 For concerns related to non-vulnerable adults, the complaints policy should be followed to voice and address concerns.
- 5.4 The following flow chart should be used to identify how to handle a concern:



*A vulnerable adult is defined within the [Protection of Vulnerable Adults Regulations 2002](#). An adult is defined as a person aged 18 or over with a learning or physical disability, physical or mental illness or a reduction in physical or mental capacity. They must also be receiving care home, personal care, social care or learning difficulty care. They must also have a dependency on others for the performing of basic physical tasks, an severe communicate impairment or an impairment in ability to protect themselves from assault, abuse or neglect.

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6. Reporting and responding to Safeguarding Concerns

- 6.1 If the Safeguarding Concern relates to a Child or Vulnerable Adult, the person raising the concern should complete an 'Incidents and Concerns Reporting Form' (Appendix C3) as soon as possible.
- 6.2 In most instances, the 'Incidents and Concerns Reporting Form' should be given to one of the named Safeguarding Leaders (or Deputies).
 - 6.2.1 In the instance that the concern relates to a Safeguarding Leader, their partner or family member, the other Safeguarding Leader should be contacted.
 - 6.2.2 In the instance of neither Safeguarding Leaders being contactable, consideration should be given if there is an **immediate** threat to safety. If there is, the concerned person should phone the police on 999.
 - 6.2.3 In non-emergency situations where neither Safeguarding Leader is contactable, anyone with a Safeguarding Concern can phone Christian Safeguarding Services on 0116 2184420 (line available 8am to 10pm at the point of the last policy update) for guidance.
- 6.3 Upon receipt of the completed incident/concern reporting form, the SL will establish a "Confidential File" in relation to the person at risk.
 - 6.3.1 A Chronology will be established (Appendix C4) and inserted at the front of the confidential file
 - 6.3.2 The confidential file will be updated with any further discussions or actions (Appendix C5), including any advice sought or referrals made and updating will continue on an ongoing basis.
 - 6.3.3 The SL will confirm to the person raising the concern that the matter has been actioned. The SL will not provide any unnecessary information. Information is only shared on a "need to know" basis.
 - 6.3.4 The confidential file will be stored in the church safeguarding folder.
- 6.4 At the earliest opportunity, the Safeguarding Leader will contact the Police (if there is an immediate threat to safety) or Christian Safeguarding Services otherwise.
- 6.5 If a referral is required to authorities (including social care):
 - 6.5.1 All immediate threats to safety should be reported to the Police by phoning 999.
 - 6.5.2 Child Safeguarding concerns should be reported to [Cambridgeshire Children's Social Care](#).
 - 6.5.3 Vulnerable Safeguarding concerns should be reported to [Cambridgeshire Adult Social Care](#).
- 6.6 Where the concern meets the statutory threshold for referral to Children's Social Care:
 - 6.6.1 The SL will in most instances notify the parent or carer of the individual concerned that a referral is being made to Social Care.
 - 6.6.2 Information will not be shared with the parent / carer in situations where:
 - 6.6.2.1 To do so would place a child at increased risk of harm or neglect.
 - 6.6.2.2 The concern relates to Fabricated or Induced Illness.
- 6.7 If a referral to Social Care has not been acknowledged within 3 working days, the SL will follow up with Children's or Adult Social Care.
- 6.8 The SL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process.
- 6.9 All conversations, correspondence, and documentation will be placed into the confidential file and the "Record of action" and Chronology will be maintained on an ongoing basis.
- 6.10 The SL will share information as necessary with other individuals in the church to facilitate effective safeguarding.
- 6.11 Thorough records of all aspects of the handling of the allegation will be retained throughout the process.
- 6.12 The SL will seek and follow specialist advice throughout the process.
- 6.13 If the reported concern is a complaint about church practice or procedures, the reporting person should be directed towards the Complaints Policy.

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7 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.

- 7.1 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.
- 7.2 With the consent of the individual (if required), the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate.
- 7.3 The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated.
- 7.4 A formal agreement with the individual will be drawn up and will be signed by both the church leaders. The agreement will include:
 - 7.4.1 The church's commitments to the individual who poses the risk.
 - 7.4.2 The steps the church will take to support the individual while simultaneously protecting everyone in the church community.
 - 7.4.3 The restrictions and conditions that will be applied to the individual's involvement in the life of the church.
 - 7.4.4 The consequences of failure to comply with the agreement.
 - 7.4.5 When and how the risk assessment and formal contract will be reviewed.
- 7.5 All decisions and agreements will be formally recorded and securely stored.
- 7.6 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:
 - 7.6.1 With the agreement of the individual who poses a risk
 - 7.6.2 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.
- 7.7 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.

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Appendix A
Key safeguarding contacts

<p>Key Contacts</p> <p>Safeguarding Leaders (Please note that email addresses are for non-urgent enquiries or for sending of written records following raising a concern in person or by phone. Do not rely on email to raise a safeguarding concern in the first instance, as delays to reading this may increase risk of harm).</p> <p>If a concern relates to a Safeguarding Leader, their partner or a family member, please raise with another leader.</p> <p>Stephen Robinson 07874 152229 stephen@christchurchcambourne.org.uk</p> <p>Kate Fursdon 07785 247762 kate@christchurchcambourne.org.uk</p> <p>Our policies and other useful information about safeguarding can be found at: https://www.christchurchcambourne.org.uk/</p> <p>Trustees Non-statutory safeguarding concerns (those related to adults not vulnerable to abuse) should be raised with the Trustees through the complaints or whistleblowing processes:</p> <p>Ben Twiss 07725 834870 ben@christchurchcambourne.org.uk</p> <p>Richard Brown 07884 951271 richard53brown@gmail.com</p> <p>Matt Baalham 07310 854027 matt@christchurchcambourne.org.uk</p>	<p>Statutory services</p> <p>If you think you or a child is in immediate danger and needs urgent help, please contact the police on 999.</p> <p>Local Authority Cambridgeshire County Council</p> <p>Raising a safeguarding concern related to a child https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection</p> <p>Raising a safeguarding concern related to an adult at risk https://www.cambridgeshire.gov.uk/residents/adults/report-abuse-of-an-adult-at-risk</p>
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Appendix B - Basis of the policies and procedures and the legal framework

Safeguarding Children	Safeguarding Adults
<ul style="list-style-type: none"> • National legislation and guidance (Safeguarding Children) <ul style="list-style-type: none"> ○ Children Acts (1989 & 2004) ○ Children and Families Act 2014 ○ Children and Social Work Act 2017 ○ Working together to safeguard children (2018) ○ What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015) ○ Protection of Children Act 1999 ○ Safeguarding vulnerable groups act 2006 ○ Protection of freedoms Act 2012 ○ Disqualification under the childcare act 2006 (2018 amended) ○ Prevent duty guidance 2016 ○ Sexual offences Act 2003 ○ The Safe Network Standards (available from the NSPCC website) ○ The policy also takes account of the principles outlined in: <ul style="list-style-type: none"> ▪ Keeping children safe during community activities, after school clubs and tuition ▪ Keeping children safe in education 2021 ▪ FGM duty guidance ▪ Prevent duty guidance 	<ul style="list-style-type: none"> • National legislation and guidance (Safeguarding adults) <ul style="list-style-type: none"> ○ The Care Act 2014 ○ Human Rights Acts 1998 ○ Care Standards Act 2000 ○ Mental Capacity Act 2005 ○ Deprivation of Liberty Safeguards 2007 ○ Sexual Offences Act 2003 ○ Police and Criminal Evidence Act 1984 o ○ Fraud Act 2006 ○ Public Interest Disclosure Act 1998 ○ Health and Social Care Act 2008 ○ Disclosure and Barring Service (DBS) ○ Multi-Agency Public Protection Arrangements (MAPPA) ○ Multi-Agency Risk Assessment Conference (MARAC) ○ LSAB Multiagency Policy and Procedures
<ul style="list-style-type: none"> • Local guidance and procedures <ul style="list-style-type: none"> ○ <i>Local Safeguarding Children Board procedures</i> ○ <i>Local authority guidance</i> 	<ul style="list-style-type: none"> • Local guidance and procedures <ul style="list-style-type: none"> ○ <i>Local Safeguarding Adults Board procedures</i> ○ <i>Local authority guidance</i>

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Appendix S
Safeguarding Document Templates

13	S1 Incident/Concerns reporting form
15	S2 Application to volunteer
17	S3 Reference request form
18	S4 Partner Church Clearance Form
19	S5 Confidential file chronology
20	S6 Confidential file record of conversations and actions
21	S7 Template report from SL to trustees

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Christ Church Cambourne

S1 Incident / concern reporting form

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your 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 / (where 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>			

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Date of incident / disclosure	Time of incident / disclosure
Action taken to ensure immediate safety	
Other action taken or advice sought	
Signature	
For office use only: Form reference –	



Christ Church Cambourne
S2 Volunteer application form

About You		
Full name	Address	
Phone number		
Mobile number		
E-mail address		
About the role		
Department /Group / ministry area	Role applied for	
Is the role subject to a DBS check?		
Children only	Adults only	Children and adults
Personal statement		
<p>Please briefly describe your reasons for applying for this role and any appropriate experience in similar roles.</p>		
<p>Do you have any questions or concerns about the role, or your ability to fulfil it, that you would like to discuss with us?</p>		

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Please supply details of 2 people who are able to comment on your suitability for this role.		
Reference 1	Reference 2	
Name	Name	
Relationship to you or capacity in which you are known to them	Relationship to you or capacity in which you are known to them	
Address	Address	
Phone	Phone	
E-mail address	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:		
For office use only: Form reference / volunteer reference as per Single Central Record.		

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Christ Church Cambourne
S3 Reference Request Form

This reference uses the following definition of terms:

- **Child** - anyone under the age of 18 years.
- **Vulnerable Adult** - a person aged 18 years or over who is experiencing or at risk of abuse (including neglect).

Please continue on a separate sheet if necessary

Name of applicant:	[Enter name before sending to referee]*Edit
Name of church:	Christ Church Cambourne
Role applied for:	[Enter role before sending to referee]*Edit
How long have you known the applicant?	
What knowledge or experience do you have of the applicant's ability to work with children?	
What knowledge or experience do you have of the applicant's ability to teach the bible to children?	
Please comment on the applicant's trustworthiness and reliability.	
Do you have any concern that the applicant would not be suitable to work with children.	
If we need further clarification, is there a phone number we can contact you on?	

Signed:

Please print your name:

Date:

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Christ Church Cambourne

S4 Partner Church Member Clearance Form

To the Safeguarding Leader(s) at [Church],

RE: [Event Name]

The individual(s) stated below have expressed an interest in serving at Christ Church Cambourne for an event.

In line with our Safeguarding Policy, we allow members of partner churches to serve at Christ Church Cambourne for short-term events upon confirmation of appropriate checks being conducted by the partner church.

Please complete the following table to confirm the checks have been conducted. This should be returned to safeguarding@christchurchcambourne.org.uk at your earliest convenience.

Name	DBS Check Date	DBS Check Number	References taken up? (Y/N)

Kind Regards,

Name

Safeguarding Leader



Christ Church Cambourne
S6 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

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Christ Church Cambourne

S7 Safeguarding report to the Trustees and Leaders

Report from the Safeguarding Leader covering the period from [date] to [date]	
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?	

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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 SL training up to date?		
Is the training log up to date?		
Any other comments		

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