HOPE
CHURCH SALFORD

*with the support of*




# Safeguarding Policy, Procedures, and Codes of Conduct

## Adopted: March 2026

*This policy supersedes and replaces previous policies*

*For Hope Church Salford.*

This policy was developed from a Christian Safeguarding Services template.

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# Christian Safeguarding Services (CSS)

# Safeguarding Policy and procedures:

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

**Version 1.0**

# 1 Purpose

This policy with its procedures and appendices outlines how we will seek to:

1.1. Ensure that we provide a healthy and spiritually nurturing, environment for everyone who engages with our church community

1.2. Ensure that every member of our church community is protected from harm, including harassment, abuse, and exploitation

1.3. Ensure that that any harm that is identified, regardless of where it occurred is handled effectively, promptly, and proportionately

1.4. Ensure that when supporting people who have experienced harm:

1.4.1. We treat with dignity, respect, and compassion

1.4.2. That their views and wishes are given full consideration

1.4.3. That we act in their best interest

1.4.4. That we ensure they are appropriately involved in and informed of decisions that affect them

1.5. Ensure that where concerns or support needs that fall below the threshold for reporting to statutory services are identified, responses that are appropriate, proportionate, and consent-based are made

1.6. Ensure that appropriate, confidential safeguarding records, that allow us to fulfil our duty of care to protect and promote the wellbeing of those to whom we minister, are securely kept, and disposed of in line with our legal duties and best practice under both safeguarding and data-protection legislation and guidance (details of our data storage and disposal procedures can be found in the GDPR policy)

1.7. Ensure that our trustees, leadership, staff, and volunteers are clear about their responsibilities and duties and are supported to fulfil them competently and confidently

1.8. Support the development of an open and transparent culture that listens to the views of every member of our church community and supports the raising of concerns, complaints, and allegations

1.9. Provide leadership and accountability for every member of our church community, including our most senior leaders in relation to safeguarding

1.10. Ensure that all our ministry, is provided in a manner that is consistent with our biblical beliefs, and that where challenge, or even formal church discipline are required, that Christian love, grace and mercy, gentleness and kindness characterise our interactions

1.11. Ensure that our leaders model biblical and Christlike servant leadership, valuing, caring for and nurturing those that God brings under their authority with meekness and humility, as those who will give an account in the final judgement

1.12. Ensure that all church members and others participating in church activities have a basic understanding of safeguarding and that they understand their responsibility to raise and challenge any abusive behaviours and to abide by standards for acceptable behaviour, as laid out in this policy and more generally by the leadership of the church (the Session).

## 2 Scope

2.1 This policy applies in particular to staff or volunteers who work on our behalf with vulnerable people (children, young people, their parents / carers, adults at risk of abuse or adults with care and support needs) and to those who have leadership and oversight of the church's activities. This includes trustees, senior leaders, group / ministry leaders, paid staff, volunteers, or others working on our behalf

2.2 The policy also outlines the general responsibilities of every member of our church community to follow our policies and procedures and where necessary to raise concerns about individuals or practice in the church with the appropriate officers.

## 3 Context

Hope Church Salford (HCS) is part of the International Presbyterian Church.
It is registered as a Charity in England and Wales.

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of mistaken or unfounded accusation.

We consider it our privilege to bring the truth of God's good news of salvation through repentance for sin and belief in Jesus Christ to the fallen world. In doing so we recognise our particular responsibility to seek to understand well the needs and vulnerabilities of those in our midst.
In particular we seek to raise our children through example and scriptural teaching to come to a lively and authentic faith in the Lord Jesus Christ that they own for themselves, free of duress, yet encouraged in love to do so.
When we encounter those who are in anguish and suffering mental distress we commit to treating with them in patience and kindness, recognising that our desire for them to know healing from the Lord Jesus must come with their consent and can never be rushed or forced.

HCS meets each Lord's Day (Sunday) to worship the living, triune God.
We do so in formal services, in lessons (for both adults and children), in fellowship, and in other activities that occur throughout the week. Some of these activities will be directed at specific demographics and will be appropriately risk-assessed and staffed to reflect that.

The Church is led by its ordained Teaching and Ruling Elders through the local church court, the Session. Our governance arrangements are set out in the IPC Book of Church Order. The leadership recognise their particular responsibility for those who have become members of Hope Church Salford. In a reciprocal way the membership is expected to submit to the discipline and leadership of the Session and to seek to build up the church family in their love for each other and the Lord their God.
The Session further exercises a level of responsibility for adherents (those who attend church activities but are not members) which includes ensuring activities are safe.

In the event that there is an issue that a church member (or adherent) raises with the decisions or actions of any of the leadership of the church in respect of safeguarding, they are encouraged to raise this with the Session, or failing that with the Presbytery moderator or clerk. The advice and support of Christian Safeguarding Services (CSS) is also available to anyone in the church family who wishes to raise a concern in this way which pertains to issues of safeguarding.

# 4 Values and beliefs

Hope Church Salford is a church family which believes in the infallible inerrant Word of God laid out in the Holy Bible and holds to the truths contained in the Westminster Confession of Faith as our subordinate standard.

Our practice and governance is overseen by the International Presbyterian Church as set out in the Book of Church Order.

**4.1 We believe that:**

i. Everyone who engages with our church community, including staff, volunteers, and beneficiaries, has the right to be protected from any form of bullying, harassment, exploitation, or abuse and 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
ii. We have a particular responsibility to protect and promote the wellbeing of those who have care and support needs and those at risk of abuse including 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 may be experiencing abuse or neglect while in our care or elsewhere
iii. Every member of our church community has a responsibility to act to support the values and commitments outlined in this policy
iv. Everyone who engages with our church community has the right to be treated with dignity and respect
v. Our approach to safeguarding is rooted in, and is a practical outworking and expression of, our biblically based values and supports and confirms our gospel witness

**4.2 Our approach to safeguarding is shaped by our belief as Christians that:**

i. God is holy, loving, merciful and just and he requires his people to live in accordance with his character; acting justly, loving mercy, and living humbly before our God who will ultimately judge all people for the deeds performed in this life
ii. The church, as the body of Christ on earth should uphold truth and justice with grace, without fear or favour, prejudice, or privilege.
iii. Those in authority within the church are accountable to and will be judged by the God who sees all things and judges impartially.
iv. Higher standards are expected of leaders, who will be judged more severely than those who they are placed in authority over
v. Leaders are to follow the example of Christ, leading with sacrificial, servant-hearted humility
vi. Sin in the church, should be identified, confronted, and dealt with through confession and repentance
vii. Where such sin involves criminal activity, it should be reported to the civil authorities who are appointed by God to uphold justice and order in society
viii. 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
ix. 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
x. Where necessary, the church may impose formal discipline on its members in accord with its governing documents and book of church order
xi. We are to honour those that God has set in authority over us, for example parents over children and to live as responsible and good citizens in the time and place that God has set us
xii. Every human life, including that of the unborn, is valuable to God and each person is created in his image, male and female

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| xiii. | 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 |
| xiv. | We recognise the God ordained gift of marriage between one man and one woman until separated by death and that marriage is the sole appropriate place for sexual intimacy. This is the foundation for healthy family life with children |
| xv. | 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, oppression, abuse, and the inflicting of harm due to negligence |
| xvi. | Jesus' example was one of valuing and caring about those with whom he came into contact; even when delivering difficult and challenging messages |
| xvii. | 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. Ultimately, true healing and reconciliation, forgiveness and salvation, are only found in repentance of sin and trust in the Lord Jesus' redeeming death upon the cross and resurrection, and this through hearing the teaching and preaching of God's perfect Word, the Bible. |
| xviii. | The church is a place of grace, forgiveness and transformation, justice, truth, and holiness |
| xix. | The gospel offers forgiveness by grace, through faith, but does not negate justice or remove the temporal consequences of the sin that has been forgiven |
| xx. | In this present time, the kingdom of God on earth is a spiritual kingdom that resides in the lives of God's people, and it only be advanced by proclamation and the work of the Holy Spirit in convicting and convincing |
| xxi. | The kingdom of God cannot be advanced by coercion or force |

# 5 Our responsibilities and commitments

### 5.1 Our responsibilities

i. To ensure that the protection of all members of our church family, 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 or our church
ii. To treat each person as equal in the sight of God, showing no favour or partiality
iii. 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
iv. To value, respect and listen to the wishes of every member of our church family, including those who are vulnerable or find it difficult to make their voice heard
v. To ensure that as a church we are alert to the risks within society, including risks associated with grooming, online abuse, radicalisation, gender-based violence, exploitation, domestic abuse etc and to report appropriately
vi. To work in partnership with children, young people, their parents / carers, adults at risk of abuse and local and national partner agencies and organisations as appropriate, to promote the welfare of, and to protect, each member of our church family; particularly those who are more vulnerable
vii. To work to develop and maintain an environment that is protective, caring and nurturing for all who engage with our church family, in accordance with our doctrines and beliefs as outlined in our governing documents
viii. To ensure that everyone who ministers or serves within the life of the church is suitable and competent to do so and that they understand the responsibilities of their role
ix. To ensure that we will support victims of past and present abuse and trauma recognising our limitations and referring to specialist services where necessary.

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

i. We aim to visibly demonstrate our commitment to safeguarding throughout the church 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
ii. We will ensure that those who are responsible for safeguarding at the various levels of the church are appropriately trained and supported to fulfil their role competently and confidently
iii. We will actively seek to create and maintain a culture that is consistent with our biblical beliefs and best practice in safeguarding
iv. 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 reviewed for effectiveness annually
v. We will ensure that we appoint a Designated Safeguarding Lead and at least one deputy who will take responsibility for leading the safeguarding of children and adults across the organisation
vi. Safeguarding will be promoted and overseen by our senior leaders
vii. Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and the organisation's safeguarding structures, complete with contact details, will be included in our procedures, and made publicly available
viii. We will adopt proportionate safer recruitment best practice in the recruitment and selection of staff and volunteers
ix. We will provide effective leadership, management, and support to the staff and volunteers who deliver services on our behalf including:
    1. Ongoing training and skills development

2. Supervision and pastoral support
3. Quality and performance management measures

x. We will ensure that we consider safety in all areas of our work and ministry:
   1. Developing a positive culture
   2. Managing health and safety through effective policies and procedures; using risk assessment processes and proportionate systems
   3. Creating a positive and nurturing environment in all aspects of the community, including physical, social, emotional, psychological, spiritual environments
   4. Considering the online as well as the physical environments; including our use of social media and technology

xi. 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

xii. 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:
   1. Anti-bullying and zero-tolerance approach to bullying; including cyber-bullying and the bullying of volunteers, staff, and leaders
   2. Dealing with peer-abuse (including domestic abuse) and harassment (including sexual harassment)
   3. Clear accountability processes and sanctions for infringements of the codes of conduct
   4. Equality and diversity and a culture of zero-tolerance of discriminatory or abusive attitudes, language, or behaviours, excepting those matters upon which the gospel naturally discriminates.

xiii. 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:
   1. To signpost or refer them to local or national services that can help them
   2. To provide information, guidance, and support as we are able
   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

xiv. 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. This will include records such as:
   1. Consent forms
   2. Attendance data for work with children, young people, and Adults at Risk of Abuse
   3. Accident and incident reporting
   4. Confidential recording of safeguarding concerns

xv. We will involve children, young people, their parents or carers and adults at risk of abuse in our safeguarding processes wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them

xvi. We will ensure that we have a culture and policies and procedures for raising concerns or complaints by any member of our church family including children, young people, adults at risk of abuse and their parents / carers and for dealing with those concerns in an efficient, open, honest, and fair manner, including clear appeals processes

xvii. We will also ensure that our leaders are competent and confident in handling complaints, concerns, and allegations

xviii. We will ensure that relevant policies, procedures, codes of conduct etc are publicly available

# 6. Safeguarding Procedures

### 6.1 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.

### 6.2 Scope

These procedures apply to all staff and volunteers and others who act on behalf of the church and to those who are permitted to use its premises.

### 6.3 Governance and oversight

The Eldership / Church Session will provide effective oversight of safeguarding across the church by:

i. Ensuring that they appoint from amongst their number a nominated Safeguarding Trustee who will act on their behalf to provide leadership and guidance on matters related to safeguarding
ii. 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 and that safeguarding is appropriately prioritised, and its profile maintained
iii. Ensuring that a suitably knowledgeable and appropriately trained and skilled Designated safeguarding Lead (DSL) and a deputy are appointed and that they are adequately supported and resourced
iv. Ensuring that a proportionate and legally compliant safeguarding policy is implemented and that it is reviewed by the trustees with input and support from the DSL and Deputy DSL at least annually, but more frequently as required
v. Ensuring that clearly defined safeguarding procedures and systems are in place, that they are understood and implemented by all staff, volunteers, and anyone else who acts on our behalf
vi. Ensuring that the DSL provides a verbal update to all trustee meetings (which will be conveyed by the safeguarding trustee) and that a written annual report is provided to the trustees by the Safeguarding Trustee, the DSL, and Deputy DSL.
vii. Ensuring that the effectiveness of the safeguarding arrangements is monitored on an ongoing basis and reviewed annually in line with the review of the policy and procedures
viii. Ensuring that safeguarding roles and responsibilities are clearly defined, and that appropriate accountability is provided (see appendix A)
ix. That a clear statement in relation to safeguarding is included in any requirements by the charity regulator [Charities Commission].

### 6.4 Recruitment and ongoing support of staff and volunteers

*The recruitment / appointment and support of staff and volunteers is of critical importance to Hope Church Salford and to our work and ministry. To fulfil our legal duties and to ensure we meet the still higher standards dictated by scripture, all staff and volunteers will be subject to appropriate recruitment processes.*

#### 6.4.1 Management of recruitment/appointment processes

i. At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment

ii. Staff and volunteers (where appropriate) will be provided with written Job / role descriptions and person specifications prior to deciding whether to take up the position / role
iii. Roles that involve regulated activity and which consequently are subject to a Disclosure and Barring check will be clearly identified as exempt from the Rehabilitation of Offenders Act
iv. Appropriate records will be kept of all recruitment processes and decisions
v. A "Single Central Record" of recruitment checks and a training log will be maintained

### 6.4.2 Recruitment process

Prior to appointment, all potential staff will be required to submit an application form (see appendix E) including a self-declaration of fitness and suitability for the role. Where necessary and appropriate (e.g., lack of literacy skills, English as a second language etc) support can be provided for completion of the forms.

### 6.4.3 Paid staff positions

i. Prior to appointment all paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation
ii. Prior to appointment of staff, references will be sought, including, where possible, a reference from the current or previous employer
iii. 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. This must include as a minimum, reading and understanding this safeguarding policy and agreement to undertake safeguarding training as appropriate.
iv. The Single Central Record, training Log and Personnel file will be updated as appropriate throughout the process

### 6.4.4 Volunteer positions

i. 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
ii. Prior to appointment, references may be sought (role dependent). Where an appropriate reference was obtained at the time of application for formal church membership, this may be used, and internal references are acceptable
iii. The Single Central Record, training Log and Personnel file will be updated as appropriate throughout the process

### 6.4.5 Disclosure and Barring Service (DBS) Checks

i. Following appointment and prior to commencement of the role, staff and volunteers involved in regulated activity will be required to complete a DBS check
ii. Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received
iii. 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
iv. 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 DSL or the Safeguarding Trustee
v. Once formal notification of a clear DBS check has been received, the Single Central Record will be updated with the relevant information

### 6.4.6 Disclosure and Barring Service Checks with concerns identified

i. The applicant will be asked to present the DBS certificate to the Lead Recruiter
- The applicant may, if they wish to, withdraw their application
- 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 of this policy)* process needs to be triggered

ii. 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

iii. If the applicant did not self-disclose, an open conversation about the circumstances of the blemish will be discussed with the applicant

iv. 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
- Advice can be sought from CSS if required

v. The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them

vi. A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:
- That the individual is unsuitable for the role
- That further investigation is required
- That the person is suitable for the role with restrictions
- That the blemish does not indicate unsuitability

vii. 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 of this policy)* process needs to be triggered

viii. 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

### 6.4.7 Probationary periods

*The precise nature and expectations of probationary periods will vary from role-to role as described in the role description, however, they are intended to be supportive of the volunteer / employee and to provide a framework that provides accountability to both the individual and the organisation. Probationary periods will not be used for punitive purposes.*

i. All staff will be subject to a formal probationary period

ii. Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided

iii. Regular support, guidance and review will be provided throughout the probationary period and the outcome (passed, extended, failed) will be communicated to the employee or volunteer prior to the end of the probationary period and records will be retained of all discussions

### 6.4.8 Ongoing support and supervision

i. All staff and volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management

ii. Where Disclosure and Barring checks are required, these will be updated at least every three years

### 6.4.9 Training

i. All staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training
ii. Trustees will receive initial training. While there is no legal requirement for formal update training, the trustees will ensure that they are competent in their roles and that their knowledge of compliance with legislation and Charity Commission guidance up to date
iii. Church leaders will refresh their training every three years
iv. Volunteers and staff involved in working with children, young people, or adults at risk of abuse are required to update their training at least every three years
v. The Designated Safeguarding Lead and the Deputy DSL are required to attend formal update training at least every two years
vi. All staff, volunteers and trustees will undergo some informal update activity annually
vii. Training should include themes on domestic abuse and trauma and the impact on victims including children.
viii. Children are now regarded by law (Domestic Abuse Act 2021) as victims of domestic abuse if they are living in a home where their parents or relational care givers are abusing each other.
ix. A log of training and DBS checks will be maintained by the church

### 6.4.10 Ensuring a safe and healthy environment

*HCS fully recognises that there are many factors that impact on and contribute to the safety of the environment for everyone; some of these being procedural and others cultural. Here we describe only the procedural aspects.*

**Health and Safety**

The officers aim to ensure that the health and safety of everyone who enters our church family is protected by:

i. Regularly reviewing our health and safety policy to maximise effectiveness and ensure ongoing legal compliance
ii. Maintaining and implementing proportionate Risk Assessments for both the premises and the activities of the church
iii. Maintenance and analysis of Accident and Incident Reports on receipt to ensure appropriate lessons are learned and timely responses are implemented.
iv. Ensuring that adequate First Aid cover is available, and that only qualified First Aiders administer First Aid, except in emergency situations when instructed to do so by Emergency Services
v. Ensuring that appropriate safety equipment such as First Aid kits, Fire Extinguishers etc are available and maintained on an ongoing basis
vi. Key Health and Safety information will be prominent and best practice will be promoted through announcements, effective signage etc

**Awareness raising**

*HCS recognises that any member of our church family could discover or receive a disclosure of abuse, and therefore all members need a basic awareness and competence, regardless of whether they engage directly in ministry to children, young people, or vulnerable adults. We will raise awareness by ensuring that:*

i. Information about our policies , procedures and codes of conduct are publicly available and promoted by our leaders
ii. Details of our safeguarding team are prominently displayed

iii. We set clear expectations of conduct and that clear processes for identifying, challenging, investigating, and dealing with inappropriate conduct are implemented
iv. We implement and promote clear and transparent processes for the raising of concerns or complaints, supported by a culture that welcomes these as opportunities to learn and improve

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

i. Encourage everyone to treat one another with dignity and respect in attitude, language and actions.
ii. Adhere to any specific guidance for a given activity
iii. Have in place a clear strategy for summoning additional help (if needed) in situations where a worker is working alone with a child, young person or vulnerable adult.
iv. Have awareness of the level of personal care (e.g. toileting) required appropriate to the needs of the individual respecting parental wishes in respect of recalling them.
v. Have in place clear guidelines on personal privacy e.g. when working with children avoiding questionable activity such as rough or sexually provocative games and comments.
vi. Not allow anyone under 16 years of age to be left in charge of children of any age or those attending the group being left unsupervised.
vii. Making a note of other people in the building during the activity and any other events taking place at the same time and taking necessary security measures to avoid inappropriate mixing of groups.
viii. Making a plan for any activity to include details of responsible adults involved, a register of participants including any specific considerations (allergies etc), the resources needed, a risk assessment (if appropriate) with mitigations and contact details for additional help in case of emergency as well as parents' contact details.
ix. Ensure that registers of children attending, and leaders present are maintained
Ensuring that those involved in such ministries have been appointed in accordance with our Safe Recruitment procedures
x. Ensure that appropriate accident / incident reporting is in place and that any accidents or incidents are reported to parents / carers in a timely manner
xi. Ensure that appropriate order and discipline are maintained
xii. Ensure that children are empowered to raise any concerns that they may have with leaders or their parents as appropriate
xiii. 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
xiv. Ensure that appropriate child: adult ratios are maintained:

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

**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**

i. During these times, children remain the responsibility of their parents who are responsible for their safety and care
ii. 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**

i. Although there are not specific procedures for such meetings, the normal principles of safeguarding will apply
ii. If the young person is not believed to be competent to consent to attendance, consent will be sought from their parents / carers
iii. 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 / carers and consent will be sought for the church to contact the parents and establish open communication and transparency
iv. Leaders of the church or of the meeting in question will be vigilant to ensure that the young person is adequately protected
v. Any concerns or support needs identified will be recorded and reported to the DSL in the usual way

**When ministering to Adults at Risk of Abuse or Adults with additional support needs**

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

**General provisions**

iv. The church will ensure that information relating to safeguarding, including contact details and other relevant information is prominently displayed in the building and online
v. 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

**Transportation**

ii. Unless otherwise stated or organised by the church it is the responsibility of the parent or caregiver to transport their child to and from any church activity. If they have delegated this to another person then they are to inform the leader of the activity of this in advance.
iii. Should a parent or care giver be delayed in picking up their child then at least one leader (ideally two) should remain with the child until such time as the parent is able to attend. If the parent or care giver is unable to pick up their child after a church activity then the leaders of the activity should, in the interests of protecting that child, make suitable arrangements for them to be returned home as soon as possible. The leader should inform the other leaders of the activity of their intention and should also inform them when it has been completed.
iv. Where children, young people or adults with care and support needs are being transported by mini-bus the church needs to ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the church. This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

Advice for transporting children, young people or adults with care and support needs, is as follows:

- Driving should be restricted to those who have gone through the church's recruitment procedures for workers or volunteers
- All drivers must have read the safeguarding policy of the church and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (or include it in the General Information and Consent Form).
- The driver should hold a full driving licence; the vehicle must be adequately insured and the vehicle road worthy.

iv. Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly. Two workers in a vehicle does not in itself guarantee safety - there have been incidents where workers have acted abusively together.

v. Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).

vi. When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.

vii. At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to an adult with care and support needs, depending on the nature of their vulnerability and/or disability.

viii. It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.

ix. If parents or carers undertake private arrangements for transporting, they should be aware that such arrangements are their own responsibility and not that of the church.

**Use of social media**

i. Hope church recognises that most children and young people use and communicate via social media. Whilst this is in most cases positive, it is recognised that harm has been done through the use of social media and that its ungoverned use can potentially put children and vulnerable adults at risk.

ii. Hope Church has a website and also communicates with the church and groups within the church using email. Communication of this nature must be kept to information pertaining to the church or the group activity only and must not be used for personal communication between individuals. Leaders within the church and particularly those who lead youth or children's groups should not communicate with children using social media. This would include, for e.g. befriending children on Facebook or other social media sites and making personal comments on their Facebook pages.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in.

These are all available from the safeguarding administrator upon request.

### 6.4.11 Responding to and reporting safeguarding concerns and disclosures

**Managing immediate risk**

i. 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
ii. The worker may seek advice from the team leader or 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
iii. In such urgent situations and if the DSL cannot be immediately contacted, the worker should contact either the police on 999 or 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**

i. 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
ii. The concerns will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding
iii. Details of the concern must be recorded on the "Incidents and concerns reporting form" (See appendix E2) either before, during, or immediately after the discussion with the DSL

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

i. 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
ii. Upon receipt of the completed form, the DSL will establish a "Confidential File" in relation to the person at risk
iii. A Chronology (See appendix E) will be established and inserted at the front of the confidential file
iv. 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
v. 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
vi. 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 a competent adult) that a referral is being made to Social Care
vii. Information will not be shared with the parent / carer in situations where:
    To do so would place a child at increased risk of harm or neglect
    To do so would place an adult at increased risk of harm or abuse
    The concern relates to Fabricated or Induced Illness
viii. The referral will be made to the appropriate Social Care service (See appendix C for contact details)
ix. If the referral has not been acknowledged within 3 working days, the DSL will follow up with Children's Social Care
x. 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
xi. 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
xii. Confidential files will be stored in the locked cabinet of the church office.
xiii. The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding

**Allegations against or concerns about staff and volunteers**

*HCS 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 that we have a responsibility to take the allegation seriously, to manage the situation effectively while the investigation takes place and to support the person accused throughout the process.*

i. Allegations against staff or volunteers within the church should be reported to the Designated Safeguarding Leads (displayed in church premises).
ii. If the allegation is against an Elder, it should be reported to the Deputy DSL (who is not an Elder).
iii. Full details of the allegation will be recorded
iv. The church's investigating officer will assess whether any immediate action is required to ensure the safety of everyone involved
v. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable
vi. If so, care will be taken not to compromise the gathering of evidence.
vii. If it is necessary to notify the individual at this stage, details of the allegation will not be divulged
viii. Support must be offered to the subject of the allegation as well as any potential victims
ix. At the earliest opportunity, if appropriate the LADO (Local Authority Designated Officer) should be consulted
x. If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS)
xi. 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
xii. 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
xiii. Thorough records of all aspects of the handling of the allegation will be retained throughout the process.
xiv. These records will be held confidentially in {the locked cabinet of the church office}
xv. The DSL will seek and follow specialist advice throughout the process

**6.4.12 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.

i. 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
ii. 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
iii. The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated
iv. A formal agreement with the individual will be drawn up and will be signed by both the church leaders. The agreement will include:
- The church's commitments to the individual who poses the risk
- The steps the church will take to support the individual while simultaneously protecting everyone in the church community

- The restrictions and conditions that will be applied to the individual's involvement in the life of the church
- The consequences of failure to comply with the agreement
- When and how the risk assessment and formal contract will be reviewed

v. All decisions and agreements will be formally recorded and securely stored

vi. 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:

- With the agreement of the individual who poses a risk
- 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

vii. 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

**6.4.13 Concerns about practice and appeal to Presbytery**

*HCS strives to create an environment that is open, transparent, and accountable. We want to listen and respond well to any concerns raised by our staff and volunteers.*

i. Staff and volunteers are encouraged to raise concerns about process, practice, or culture with the ministry team leader

ii. If they do not feel able to do so, or if they feel that concerns raised have not been given due consideration, they can be raised with one of the senior leaders, or with the Safeguarding Trustee or the Chair of Trustees

iii. The concerns will be carefully considered, and a formal response will be provided to the individual explaining the decision. The examination of the concerns raised may conclude:

- The concerns are wholly or partially valid and require corrective action
- That the concerns did not take account of all relevant factors, and no further action is required
- That the concerns were invalid and have been dismissed

iv. If the complainant is not satisfied with the response, they should formally raise the matter with the Safeguarding Trustee or the Chair of Trustees, 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

v. Once the Trustees have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision

vi. Details of how to raise the complaint externally will also be provided as part of the response

vii. This will include contacting the Clerk of Presbytery, 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

Details of the relevant legislation and guidance is available in appendix D

| Related policies and procedures<br><br>This policy should be read in conjunction with:<br><br>• Our statement of Faith<br>• Our governing documents | | |
|---|---|---|
| Policy due for review:<br><br>Feb 2026 | Policy last reviewed<br><br>Feb 2025 | Last review conducted / approved by:<br><br>Trustees |

## Appendix A - Safeguarding statement

# Hope Church Salford

# *safeguarding statement*

We want everyone who comes into contact with us to feel safe, valued and cared for. We believe that each person is made in the image of God, and as a result have an inherent dignity and worth.

We also recognise that we live in a sinful world, where human beings rebel against God and his ways for us, and harm one another in innumerable ways. We believe that the human heart is wicked and deceitful and that we are all capable of falling into sin.

We believe in the good news that God offers us forgiveness and new life if we will repent of our sin and receive Jesus Christ as our saviour and Lord. We believe that when we submit to God and allow him to work in us by his Holy Spirit, we will grow in our faith and gradually become more like Jesus. Our greatest purpose and joy is to be in relationship with God, and to know his transforming work within us that gives us the power to change and become more Christlike; living lives that glorify God.

The church is a place where the love of God for each person is displayed and where we live, learn, and grow together in our faith. This involves supporting, encouraging, and even challenging and rebuking one another when we sin; all for the glory of God and for our individual and mutual good. We believe that God sees everything and that he knows even our secret and hidden sins and that one day each of us will stand before him as our judge.

As we journey and grow together in this life of faith, we recognise that we are not perfect and that at various times we will all have to both offer and seek forgiveness from others. We do, however recognise that within our church there is the opportunity for individuals or groups to harm, abuse, or 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 member of our church community, but particularly those who are weaker or more vulnerable.

If you have any concerns about the way that you, or anyone else has been treated, or about anything that we do as a church, please speak to one of the Elders or to one of our Safeguarding Officers. You can find out who they are from the posters on the notice boards. Our safeguarding policy and procedures are available on our website.

As a church we take safeguarding seriously and we work with local and national organisation to help us to do all we can to keep everyone safe. We will fulfil all our legal duties to protect both children and adults at risk of abuse, but we aim to go above and beyond and to discharge our safeguarding duties in a way that is biblically faithful and pleasing to our loving heavenly Father, who calls us to do justice, love kindness and to walk humbly before him.

We commit to speaking to you openly and honestly if we have any concerns that you need to know about. If you have any concerns or require any support or help, please do not hesitate to speak to one of the elders, or the safeguarding officer.

# Appendix B - Safeguarding responsibilities

**Governance of safeguarding**

The trustees will ensure that they provide leadership of safeguarding across the organisation by:

- Ensuring that legally compliant policies, procedures, codes of conduct and systems are implemented
- Ensuring that a suitably skilled and knowledgeable Safeguarding Officer and at least one deputy is appointed, supported, and resourced
- Providing accountability to those responsible for various aspects of safeguarding
- Reviewing the safeguarding arrangements to ensure that an effective and proportionate approach is thoroughly implemented and consistently enacted across the church
- Ensuring that the Safeguarding Officer and deputy provide regular updates to the Trustees
- Ensuring that Charity Commission requirements, including the responsibility to report any serious incidents are fully met

**Leadership and management of safeguarding**

The Designated Safeguarding Lead and their deputy, will ensure that:

- The Safeguarding Policy is regularly reviewed, updated and any changes signed off by the trustees
- Safeguarding concerns are managed in a timely and proportionate manner, including making referrals to statutory agencies as required, working with partner agencies such as the Local Authority and the Police and the maintenance of accurate records and systems
- Leading the implementation of the safeguarding policies and procedures
- Ensuring that those engaged in ministry on behalf of HCS are provided with proportionate and appropriate training and that they are competent to discharge their safeguarding responsibilities
- Ensuring that regular reports are provided to the trustees and that any urgent issues are communicated to the chair of trustees in a timely manner
- Raising awareness of safeguarding and promoting its importance across the organisation

**Individual responsibilities**

Everyone working on behalf of HCS is required to:

- Act in accordance with the policies, procedures and codes of conduct provided
- Adhere to local legislation, guidance, and procedures
- Ensure that they remain vigilant to the risks of harm to anyone who is vulnerable within the church

## Appendix C - Key safeguarding contacts

| **Organisational** | **Statutory services** |
|---|---|
| Phone:<br><br>E-mail: info@hopechurchsalford.org<br><br>**Leadership**<br><br>**Designated Safeguarding Lead**<br>William Allan<br><br>**Deputy Designated Safeguarding Lead 1**<br><br>**Deputy Designated Safeguarding Lead 2**<br><br>Our policies and other useful information about safeguarding can be found at:<br><br>www.hopechurchsalford.org<br><br>The roles and responsibilities of those involved in safeguarding can be found in appendix A | **Local Authority details**<br><br>Northern Care Alliance 0161 624 0420<br><br>Police emergency 101 or 999 (Police)<br><br>**Safeguarding children**<br><br>https://www.salford.gov.uk/children-and-families/safeguarding-children/worried-about-a-child/<br><br>Emergency out-of-hours:<br>0161 794 8888<br><br>Allegations against staff or volunteers should be reported to *One of the designated safeguarding leads*<br><br>**Safeguarding Adults**<br><br>Report concerns to Adult Social Care<br><br>https://www.salford.gov.uk/health-and-social-care/safeguarding-adults/ |

## Appendix D - Basis of the policies and procedures and the legal framework

- Our statement of faith
  - This policy reflects the organisation's fundamental biblical beliefs and should be read in conjunction with the Westminster standards
- Our governing documents (including the IPC Book of Church Order)

| Safeguarding Children | Safeguarding Adults |
|---|---|
| • National legislation and guidance (Safeguarding Children)<br>○ Children Acts (1989 & 2004)<br>○ Children and Families Act 2014<br>○ Children and Social Work Act 2017<br>○ Working together to safeguard children (2018)<br>○ What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015)<br>○ Protection of Children Act 1999<br>○ Safeguarding vulnerable groups act 2006<br>○ Protection of freedoms Act 2012<br>○ Disqualification under the childcare act 2006 (2018 amended)<br>○ Prevent duty guidance 2016<br>○ Sexual offences Act 2003<br>○ The Safe Network Standards (available from the NSPCC website)<br>○ The policy also takes account of the principles outlined in:<br>▪ Keeping children safe during community activities, after school clubs and tuition<br>▪ Keeping children safe in education 2021<br>▪ FGM duty guidance<br>▪ Prevent duty guidance<br>▪ Domestic Abuse Act 2021 | • National legislation and guidance (Safeguarding adults)<br>○ The Care Act 2014<br>○ Human Rights Acts 1998<br>○ Care Standards Act 2000<br>○ Mental Capacity Act 2005<br>○ Deprivation of Liberty Safeguards 2007<br>○ Sexual Offences Act 2003<br>○ Police and Criminal Evidence Act 1984 of Fraud Act 2006<br>○ Public Interest Disclosure Act 1998<br>○ Health and Social Care Act 2008<br>○ Disclosure and Barring Service (DBS)<br>○ Multi-Agency Public Protection Arrangements (MAPPA)<br>○ Multi-Agency Risk Assessment Conference (MARAC)<br>○ LSAB Multiagency Policy and Procedures |
| • Local guidance and procedures<br>○ *Local Safeguarding Children Board procedures*<br>○ *Local authority guidance* | • Local guidance and procedures<br>○ *Local Safeguarding Adults Board procedures*<br>○ *Local authority guidance* |

## Appendix E - Document templates

| | |
|---|---|
| E1 | Application to volunteer |
| E2 | Concerns reporting form |
| E3 | Role description |
| E4 | Confidential file chronology |
| E5 | Confidential file record of conversations and actions |
| E6 | Template report from DSL to trustees |
| E7 | Complaint form |

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# E 1 - Volunteer lead role application form

| About You | |
|---|---|
| Full name | Address |
| Phone number | |
| Mobile number | |
| E-mail address | |

| About the role | |
|---|---|
| Department /Group / ministry area | Role applied for /invited to fulfil |
| Is the role subject to a Disclosure and Barring check? | |

| Children only | Adults only | Children and adults |
|---|---|---|
| | | |

| Do you have any questions or concerns regarding the Church's doctrines and beliefs? |
|---|
| |

| Do you have any questions or concerns about the role, or your ability to fulfil it, that you would like to discuss with us? |
|---|
| |

| Self-declaration | | |
|---|---|---|
| | Yes | No |
| Do you have any criminal convictions that would affect your ability to perform this role? | | |

| | | |
|---|---|---|
| Have you any concerns about your state of physical, mental, emotional, and spiritual health 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 a church member ? | | |
| 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 consider in relation to this self-declaration? | | |
| I confirm that the information supplied in this form is accurate to the best of my knowledge.<br><br>Signature:<br><br>Date: | | |
| **For office use only:** | | |

| |
|---|
| Role title: |
| Responsible to: |
| Role purpose |
| Role description |
| Person specification |

| | |
|---|---|
| | |
| Date last reviewed | Reviewed by |

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CHURCH SALFORD

# E 2 - 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:<br>*Please tick the appropriate box(es)* | 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) |
| *Please insert more lines as required* | | | |
| **Details of the incident / disclosure / concern** | | | |
| *What happened / was said / have you noticed etc?* | | | |
| **Context of the incident / disclosure / concern** | | | |
| *Where / when / who else was present etc.* | | | |

| | |
|---|---|
| | |
| 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 –** | |

## Notes for completion

### 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. Where this is recorded, please include the relationship to the person involved. Please 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.

# Hope Church Salford

## E 3 - Confidential File Chronology

| Date | Document reference | Document type | Brief summary of content | Entered by |
|---|---|---|---|---|
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# Hope Church Salford

## E 4 - 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 |

# Hope Church Salford

## E6 - Safeguarding report to the trustees and officers

| **Report from the Designated Safeguarding Lead and Deputy covering the period from ……. to …….** | |
|---|---|
| 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?<br>*(CSS can be consulted to check whether any significant changes have occurred)* | | |
| 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 | | |

# Hope Church Salford

# E 7 Complaints and concerns

| **Complainant details** | |
|---|---|
| Name: | Home address: |
| Phone: | E-mail: |
| Details of the concern or complaint | |
| Details of the complaint: | |
| Have you raised this matter with anyone from the church before completing this form?<br>If yes, please provide details of who. | |
| Date completed | |
| Office use | |
| Complaints log reference: | |

# Appendix F - Codes of Conduct

HOPE CHURCH SALFORD

**Code of conduct for staff and volunteers working with children or young people**

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

- Ensure that they understand the policies, procedures, systems, guidelines, and risk assessments etc that are provided and that they are implemented
- Attend safeguarding training on the frequency stipulated in this policy
- 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
- Ensure that their conduct embraces their responsibility for the safety of the children in their care
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children
- Refrain from any abuse of their power or authority as adults and leaders within the group
- Only take responsibility for children if they are physically and mentally fit and able to do so
- Treat them with respect and dignity
- Treat them in an age-appropriate way that recognises their developmental stage and ability
- Provide them with appropriate levels of choice
- Treat them as individuals
- Respect their views and wishes
- Promote and ensure appropriate behaviour towards one-another
- Ensure that appropriate professional boundaries are maintained
- Ensure that age-appropriate boundaries are clearly explained and consistently implemented in accordance with this policy
- Ensure that any age-appropriate physical contact is child led
- Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group
- Refrain from any physical chastisement
- Refrain from making any social media connections with them
- Not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them
- Act with fairness and treat children equitably, avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding
- 2022 Position of Trust law now states that if a church leader/youth leader engages in an inappropriate relationship with a 16-17 year old, this is now illegal and carries a 5 year prison sentence.

**Code of conduct for staff and volunteers working with Adults**

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

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

**Code of conduct for staff and volunteers providing pastoral care**

*(Please note: this code of conduct is not intended to cover disciplinary issues, although the broad principles would still apply)*

Those involved in providing pastoral care will:

- Ensure that support provided is led by the person receiving the support
- Ensure that the dignity and wishes of the individual are always respected
- 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)
- Will seek to ensure that the individual's right to question or ignore any advice or suggestions is fully understood
- Attend safeguarding training on the frequency stipulated in this policy
- 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
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual
- Only engage in activity for which they are physically and mentally fit
- Ensure that appropriate professional boundaries are maintained
- Ensure that any physical contact is client led
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them
- Act with fairness and treat each person equitably, avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding

# Appendix G - Complaint's log

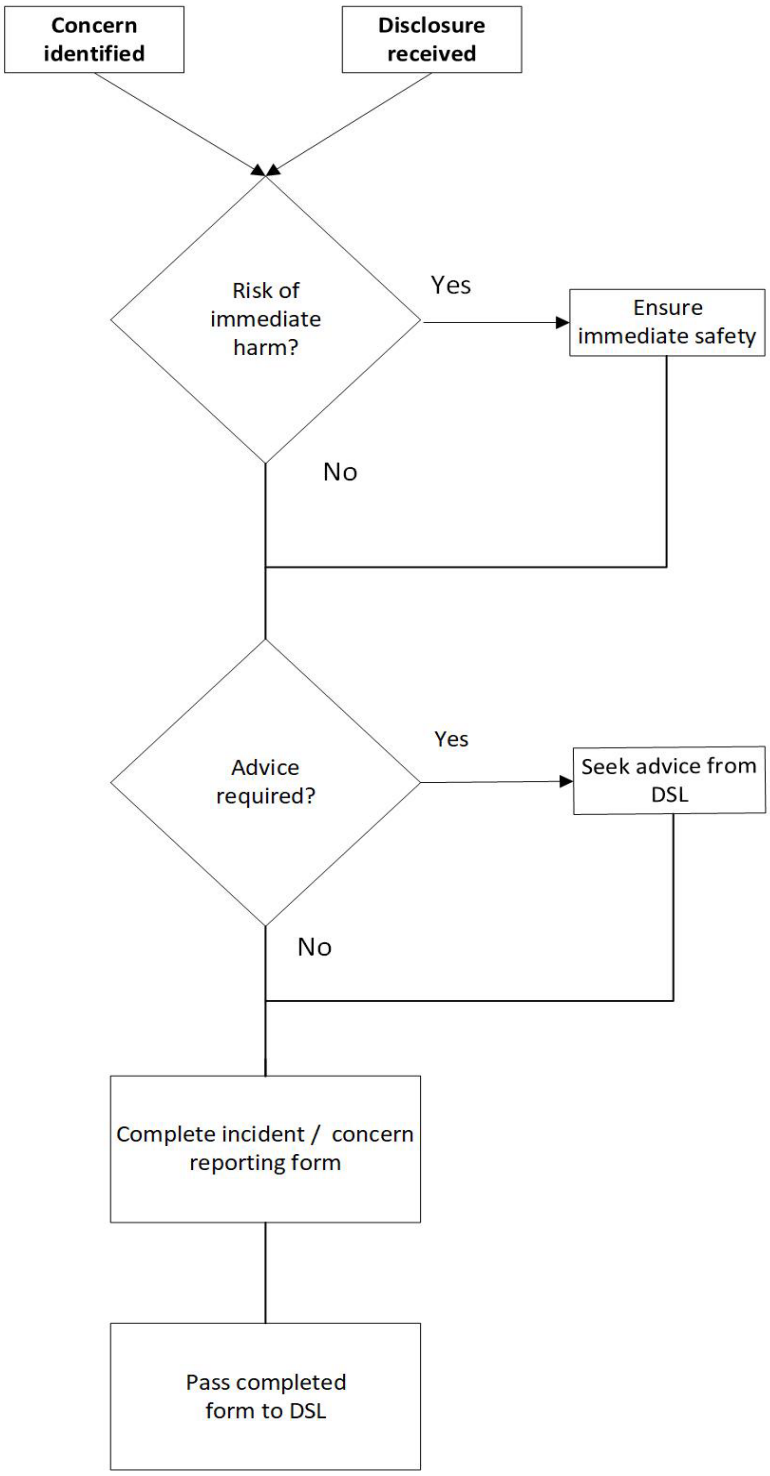


Microsoft Excel
Worksheet

| Reference | Date Rec'd | Complainant name(s) | Nature of complaint / key theme(s) | Acknowledged | Stage 1 commenced | Stage 1 complete | Stage 1 coutcome | Stage 2 commenced | Stage 2 complete | Stage 2 outcome | Appeal commenced | Appeal complete | Appeal outcome | Closed |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2021-1 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
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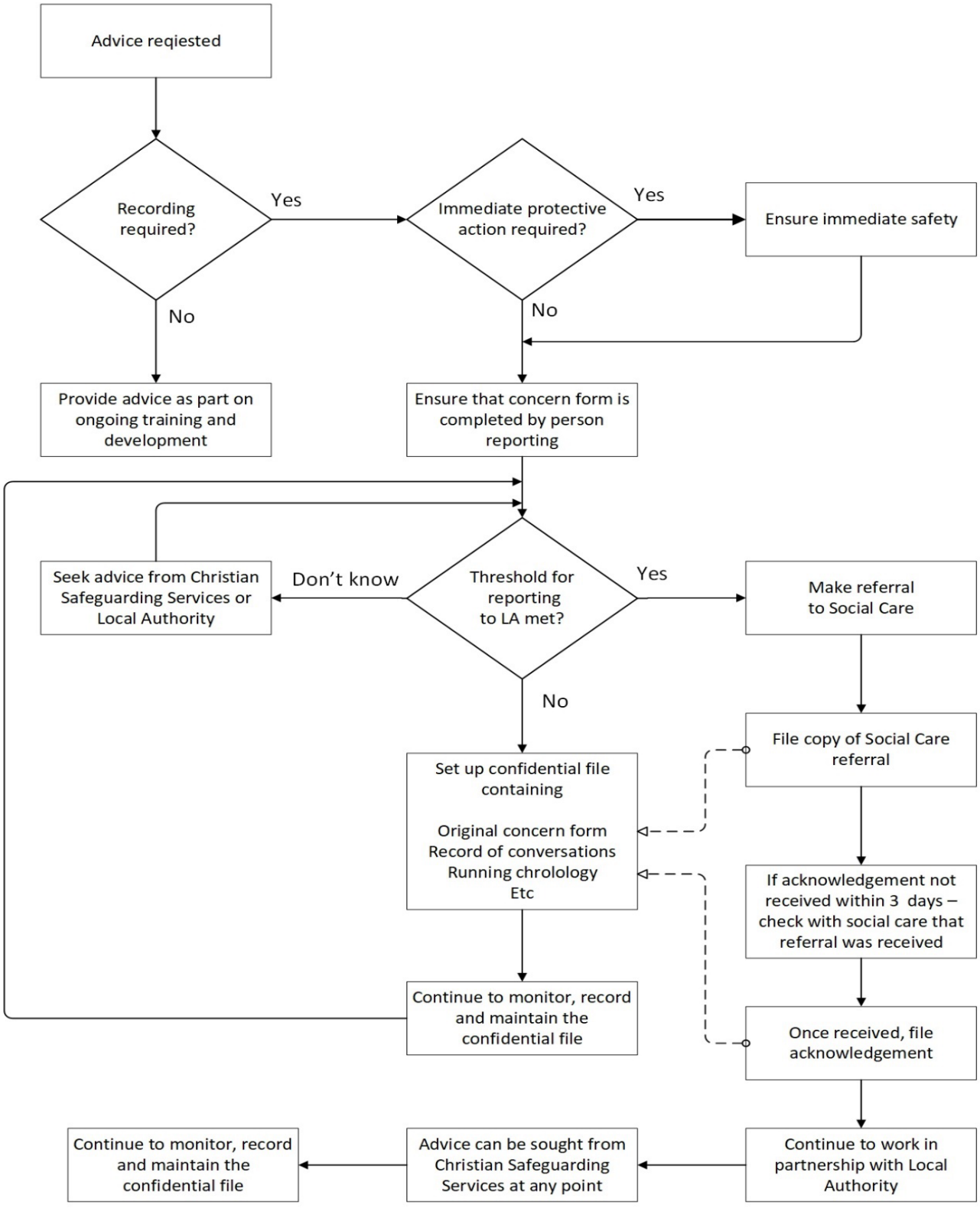
# Appendix H – Flowcharts

# Reporting concerns or disclosures




***Christian Safeguarding Services can be contacted for advice at any point in the process***
***Phone 07960 751778 or e-mail advice@thecss.co.uk***

# Processing concerns or disclosures: the role of the DSL




***Christian Safeguarding Services can be contacted for advice at any point in the process***
***Phone 07960 751778 or e-mail advice@thecss.co.uk***

# Safeguarding Information

*Safeguarding everyone at Hope is a priority for us*

*If you have any questions or concerns about children or vulnerable adults please speak with one of the Safeguarding coordinators:*

| | | |
|---|---|---|
| **A B**<br>**Deputy Safeguarding** | **A B**<br>**Safeguarding Lead** | **A B**<br>**Deputy Safeguarding** |

*You can also contact us by email:* **info@hopechurchsalford.org**

*In an emergency you can contact Salford City Council Social Work on*

*Or the Christian Safeguarding Service Advice Line on*

**0166 218 4420 (7am-10pm,7/7)** www.thecss.co.uk

or the police on **999.**