



# Minster Christian Centre

## Safeguarding Policy

The policy and procedures have been divided into five sections covering all 10 of Thirtyone:eight's safeguarding standards. Along with details of Minster Christian Centre's services and activities, and a statement of intent and commitment to safeguarding, the policy covers the following sections:

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### Section 1 – Details of Services and Activities

#### Details of the place of worship/ organisation

Name of Place of Worship / Organisation: Minster Christian Centre

Address: Sturminster Rd, Roath, Cardiff, CF23 5AQ

Website: [www.minsterchristiancentre.org.uk](http://www.minsterchristiancentre.org.uk):

Membership of: Fellowship of Independent Evangelical Churches (FIEC)

Charity number: 1184867

Insurance Company: Employers Liability Insurance with Ansvar

#### The following is a brief description of Minster Christian Centre and the type of work / activities we undertake with children / vulnerable adults:

Minster Christian Centre is a place of worship dedicated to the proclamation of the gospel of The Lord Jesus Christ, and the worship of the only true God, who is Father, Son, and Holy Spirit. Services and activities organised by the church normally take place in the Minster Christian Centre building in Sturminster Rd. The Church meets here Sunday Morning and Evening, and on occasions during the week.

Children meet at the church on Sunday mornings when they are included in the Morning Family Worship Service, before they go into either their Creche, Sunday School Classes, or Youth Group, depending on the age of the children. During school term times there are young children who attend with their parents or carers at a group for pre-school children held during the week at the church. Youth Group (11+ years) meets usually at the church but sometimes at other venues on Friday evenings. Occasional Activity days are organised at the church for children.

In addition to our Sunday services, adult Members of the church meet together during the midweek at the church for prayer, and twice a month in people's homes for home group Bible study and prayer. There is also a family house

group that meets once a month for the same purpose as the other home groups. This family home group is for Adults, Parents and their children to meet at a member's house.

When required, small group meetings may be held, either on church premises or in private homes, to provide structured opportunities for individuals to explore the principles of the Christian faith through participation in the *Christianity Explored* course or a comparable programme.

The following activities regularly held at the church are run by organisations that hire the church building for their purposes:-

- On Monday evenings the building is used by the Rainbows, Brownies, and Guides.
- On Thursday mornings each week the church is used by 'Tiny Talk', a baby sign language group.
- On Saturday mornings the church is used by Roath Community Chorus, and once a month by the South Glamorgan Guild of Weavers, Spinners, and Dyers.

### Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child."

As a leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten safeguarding standards published by the Thirtyone:eight and prepared in consultation with Cardiff County Council and the FIEC.

### The Leadership undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action, they may need to take to protect children and vulnerable adults.
- the Leadership agrees not to allow the document to be copied by other organisations.

### Safeguarding awareness

The Church Leaders are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. Workers will take part in online training supplied by Thirtyone:eight and undertake further follow-up training as appropriate.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## Section 2- Recognition and Response

The following section is on recognising and responding appropriately to an allegation or suspicion of abuse.

### Understanding Abuse and Neglect

The definition of abuse, whether involving a child or a vulnerable adult, is complex and multifaceted. Abuse may occur through the deliberate infliction of harm or through the failure to prevent harm. Children and adults at risk may experience abuse within a family, institutional, or community setting. In many cases, the individual responsible for the abuse is known to the victim and may occupy a position of trust or authority.

#### Legislative Framework

The **Social Services and Well-being (Wales) Act 2014**, which came into force in April 2016, establishes a strengthened, robust, and collaborative framework for safeguarding. The Act promotes an inter-agency approach to the protection and well-being of children and adults at risk, ensuring that all agencies work together to prevent abuse, neglect, and harm.

In order to uphold our commitment to safeguarding within our places of worship and affiliated organisations, we align our approach with international human rights standards. Specifically, we adhere to the **United Nations Convention on the Rights of the Child (UNCRC)**, and we adopt **Article 19** of the Convention as our primary reference for defining abuse. Article 19 states that:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

In relation to adults, our safeguarding practice is informed by the **United Nations Universal Declaration of Human Rights (UDHR)**, with particular reference to **Article 5**, which provides that:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

This framework underpins our organisational responsibility to protect all individuals from harm and to promote environments that are safe, respectful, and free from abuse or neglect.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

#### Statutory Definitions of Abuse

Abuse and neglect are forms of maltreatment of a child. A child may be abused or neglected through the infliction of harm or through a failure to act to prevent harm. Child protection legislation across the UK is founded on the principles of the United Nations Convention on the Rights of the Child, with each nation incorporating the Convention within its own legislation and guidance.

Abuse may occur within a family, institutional, or community setting, and is most commonly perpetrated by individuals known to the child, although in some cases it may be carried out by strangers. A child or young person under the age of 18 years may be at risk of abuse or neglect and may require protection and support through an inter-agency child protection plan.

The following categories of abuse are recognised within safeguarding practice:

#### *1. Physical Abuse*

Physical abuse involves actions that cause physical harm to a child. This may include, but is not limited to:

- Hitting, shaking, throwing, poisoning, burning, or scalding;
- Drowning, suffocating, or otherwise physically harming a child;
- Fabricating or inducing illness in a child under one's care.

Physical abuse can result in significant harm, both immediately and cumulatively, and may have long-term effects on a child's health and development.

## *2. Emotional Abuse*

Emotional abuse is the persistent emotional ill-treatment of a child that causes severe and long-lasting effects on their emotional development. It may involve:

- Conveying to children that they are worthless, unloved, inadequate, or valued only insofar as they meet another person's needs;
- Imposing age- or developmentally inappropriate expectations;
- Causing children to feel frightened, in danger, or emotionally distressed through exposure to domestic abuse, bullying, exploitation, or corruption.

Emotional abuse is a feature in all forms of maltreatment, although it may also occur independently.

## *3. Sexual Abuse*

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening. Such activities may include:

- Physical contact (penetrative or non-penetrative acts);
- Non-contact activities, such as involving children in the production or viewing of pornographic material, encouraging sexually inappropriate behaviour, or grooming for sexual exploitation.

Sexual abuse can cause significant physical, emotional, and psychological harm.

## *4. Neglect*

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may include:

- Failing to provide adequate food, shelter, or clothing;
- Failing to protect a child from physical harm or danger;
- Failing to ensure access to appropriate medical care or treatment;
- Being unresponsive to a child's basic emotional needs.

Neglect may also occur during pregnancy, for example as a result of maternal substance misuse.

*Risk from other actual or potential harm to a child or young person may also result from:*

- Criminal exploitation such as county lines (CCE)
- Child sexual exploitation
- Radicalisation
- Female genital mutilation
- Modern slavery

Please see Wales Safeguarding procedures for more details.

## **Safeguarding of Adults at Risk:**

### Definition

The safeguarding of adults at risk is governed by the provisions set out in **Chapter 14 (Safeguarding)** of the **Social Services and Well-being (Wales) Act 2014**.

Under **Section 126(1)** of the Act, an **adult at risk** is defined as an adult who:

1. Is experiencing, or is at risk of, abuse or neglect.
2. Has needs for care and support (whether or not those needs are being met by the local authority); and
3. As a result of those needs, is unable to protect themselves against the abuse or neglect, or the risk of it.

### Key Considerations

It is important to note the following principles in applying this definition:

- The term “**at risk**” indicates that actual abuse or neglect does **not** need to have occurred before intervention takes place. Early identification and proactive intervention are encouraged to prevent the occurrence of harm.
- The **three statutory conditions** ensure that protection is afforded to adults with care and support needs who are unable to safeguard themselves from harm, thereby requiring coordinated safeguarding action.
- The **abuse of adults at risk** is often linked to their **circumstances or environment**, rather than the characteristics or identity of the individual experiencing harm.
- The **risk of abuse or neglect** may arise from a single concern or as the cumulative result of multiple factors over time.

This section outlines the different types and patterns of abuse and neglect, and the circumstances under which they may occur. It is not intended to be an exhaustive list, but rather an illustrative guide to behaviours and situations that may give rise to safeguarding concerns.

- **Physical Abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic Violence**- Including psychological, physical, sexual, financial, emotional abuse: so called ‘honour’ based violence.
- **Sexual Abuse** – Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological Abuse**- including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services and support networks.
- **Spiritual abuse** - Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. However, holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour. Religious and spiritual abuse, in the context of domestic abuse, occurs when a victim is prevented from carrying out their religious or spiritual practices or are forced to engage in activities that are in conflict with their beliefs.
- **Financial or Material Abuse** – Including theft, fraud, internet scamming coercion in relation to an adult’s financial affairs or arrangement, including in connection with will, property inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits.
- **Modern Slavery** – encompasses slavery, human trafficking, forces labour and domestic servitude, traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory Abuse**- including forms of harassment, slurs or similar treatment: because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practise as a result of the structure, policies, processes and practices within an organisation.
- **Neglect or Act of Omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life such as medication, adequate nutrition and heating.
- **Self-neglect**- This covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and effect one person or more.

All concerns regarding suspected or actual abuse must be taken seriously and managed in accordance with organisational safeguarding procedures and statutory guidance.

## Recognition

The presence of one or more of these indicators does not prove that abuse is occurring. However, any concern should always be treated seriously and reported immediately through the organisation's safeguarding procedures. Timely action can prevent further harm and ensure appropriate protection and support for the adult at risk; and when regarding children, early recognition and intervention are crucial to preventing further harm and ensuring the child's safety.

### Signs and symptoms of possible abuse in children

Recognising the signs of abuse or neglect is essential to ensuring children's safety and wellbeing. Children and young people may not always disclose abuse directly, and indicators may be physical, emotional, or behavioural. Practitioners, staff, and volunteers must remain vigilant to any changes or concerns that may indicate a child is at risk.

#### *General Indicators of Possible Abuse or Neglect*

- Unexplained injuries, bruises, burns, or fractures.
- Fear of going home or reluctance to be with certain individuals.
- Sudden changes in behaviour, such as becoming withdrawn, anxious, or aggressive.
- Poor hygiene, inappropriate clothing, or consistently poor appearance.
- Frequent absences or lateness at school or activities.
- Developmental delays, failure to thrive, or unexplained weight loss.
- Overly sexualised behaviour or knowledge inappropriate for their age.
- Reluctance to talk about home life or giving inconsistent explanations for injuries.
- Signs of emotional distress such as low self-esteem, depression, or self-harm.

### Signs and symptoms of possible abuse in vulnerable adults

Abuse of vulnerable adults can take many forms and may occur in any setting, including within the home, care environments, community facilities, or healthcare services. Recognising the signs of possible abuse is vital to ensuring the safety, dignity, and wellbeing of adults at risk. Abuse may be deliberate, the result of neglect, or due to poor professional practice.

#### *General Indicators of Possible Abuse*

- Unexplained injuries, bruises, burns, or fractures.
- Sudden changes in behaviour, mood, or personality.
- Fearfulness or withdrawal from social interaction.
- Poor hygiene, malnutrition, or untreated medical conditions.
- Unexplained loss of possessions or sudden financial difficulties.
- Signs of distress, anxiety, or depression.
- A carer or family member showing controlling or coercive behaviour.
- Reluctance of the adult to speak openly, or a change in communication patterns.
- Inconsistent or implausible explanations for injuries or incidents.

#### *Possible Indicators by Type of Abuse*

- **Physical Abuse:** Bruises, burns, fractures, or injuries in various stages of healing; fear of physical contact; flinching when approached.
- **Emotional or Psychological Abuse:** Low self-esteem, anxiety, withdrawal, fearfulness, changes in sleep or eating patterns, or the adult appearing subdued in the presence of certain individuals.
- **Sexual Abuse:** Bruising or bleeding in genital areas, signs of sexually transmitted infections, sudden changes in behaviour, or inappropriate sexualised behaviour or language.
- **Financial or Material Abuse:** Unexplained loss of money or possessions, sudden changes in wills or financial documents, lack of access to personal funds, or bills remaining unpaid.
- **Neglect or Acts of Omission:** Poor personal hygiene, untreated medical needs, dehydration, malnutrition, or unsafe living conditions.
- **Institutional Abuse:** Rigid routines, lack of privacy, disrespectful language or treatment, poor care practices, or the misuse of medication.
- **Discriminatory Abuse:** Harassment, slurs, or unfair treatment relating to a person's race, gender, disability, religion, sexual orientation, or other protected characteristics.

## Response

This section outlines how to respond to a person wishing to disclose abuse.

### Effective listening

- Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private, but making sure others are aware the conversation is taking place.
- It is especially important to allow time and space for the person to talk.
- Above everything else listen without interrupting.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision, but let them know you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille, etc.

### Helpful Responses

- You have done the right thing in telling.
- I am glad you have told me.
- I will try to help you.

### Don't Say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else.

## Next Steps

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The following procedures should be undertaken:

### Procedure for Responding to Safeguarding Concerns or Disclosures

When a safeguarding concern is raised, or a full disclosure is made, church workers and volunteers must **listen attentively and respond with the utmost sensitivity and respect**. Under no circumstances should confidentiality be promised.

Following the disclosure or discussion, the worker must complete a **Safeguarding Incident Report Form** (also referred to as the blue form), which is located in the **safeguarding box file** upstairs in the **youth room – it can also be found as Appendix 3 of this policy**. The form should include as much detail as possible, recorded **verbatim in the words of the child or individual concerned**. All entries must be **clearly dated and timed**.

Once completed, the Incident Form must be **sealed in an envelope** and handed to one of the **Designated Safeguarding Officers at the earliest possible opportunity**.

Alternatively, concerns may be reported via email to **safeguarding@minsterchristiancentre.org.uk**. An electronic version of the Safeguarding Incident Report Form is available and may be submitted to this address. You must call/text a safeguarding officer to notify them that one has been submitted so it can be dealt with in a timely manner.

**Pastoral support** will be made available to any worker or volunteer involved in a safeguarding disclosure, as appropriate.

The person in receipt of allegations or suspicions of abuse should report the disclosure to one of our Safeguarding Co-Ordinators as relevant. These people are who are nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.



The person should report it to:

<b>Child Safeguarding Co-Ordinator</b>	Rebecca Hope-Gill	07931662822	If relating to children
<b>Adult Safeguarding Co-Ordinator</b>	Clare Gatenby	07960588060	If relating to adults
<b>Deputy Safeguarding Officer</b>	Marion Budd	02920 747398	in absence or suspected implication of the appropriate Safeguarding Co-ordinator(s).

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to Thirtyone:eight; alternatively contact Social Services or the police.

Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from Thirtyone:eight as above.

The safeguarding co-ordinator may need to inform others depending on the circumstances and/or nature of the concern. For example:

- the chair of the trustees to log that a safeguarding incident concern is being dealt with.
- the insurance company to log that there is a possibility of a serious incident concerning safeguarding if allegations have been made about a person who has a role with under 18's elsewhere or another denominational officer (e.g. Diocesan safeguarding adviser or similar).

Where required, the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the Church – specifically, the Pastor or one of the Elders.

Suspicions must not be discussed with anyone other than those nominated above. A written record of any concerns must be completed in accordance with these procedures and stored securely. The appropriate form to use is the **Safeguarding Incident Report Form** (appendix 3), typically a blue form located in the safeguarding box within the youth room. Written records or reports will be kept securely permanently.

Whilst allegations or suspicions of abuse will normally be reported to the safeguarding co-ordinator, the absence of the safeguarding co-ordinator or deputy should not delay referral to social services, the police, or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that we, the Church Leaders, demonstrate our commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### Detailed procedures where there is a concern about a child:

#### Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) ) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.



- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

#### Allegations of sexual abuse.

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the **Children's Social Services Department Duty Social Worker** for children and families or **Police Child Protection Team** direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by **Thirtyone:eight** if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

#### Detailed procedure where there is a concern regarding a protected adult:

Where there are suspicions or allegations of abuse or harm including physical, sexual, organisational, financial discriminatory, neglect, self- neglect, forced marriage, modern slavery or domestic abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the adult social care team who have responsibility under **The Care Act 2014** to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contact for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the emergency services, informing them of any suspicions.

If there is any concern regarding spiritual abuse, the Safeguarding Co-ordinator will :

- Identify support services for the victim i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern

#### Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with **Local Safeguarding Children Board (LSCB)** procedures will need to liaise with Children's Social Services in regard to the suspension of the worker.

#### Allegations of abuse against a person who works amongst adults with care and support needs.

**The Care Act 2014** places the duty upon adult service to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the victim chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

## Section 3- Prevention

### Safe recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for paid posts.
- Those applying have completed an application form and a self-declaration form.
- Those short listed for posts have been interviewed.
- Safeguarding has been discussed at interview.
- Written references for paid workers have been obtained and followed up where appropriate.
- A disclosure and barring check have been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications, where relevant, have been verified.
- A suitable training programme is provided for the successful applicant.

- The applicant for a paid post has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## **Volunteer Workers Policy**

The organisation recognises the invaluable contribution of volunteers in supporting the delivery of groups and events. While a designated leader will always retain overall responsibility, volunteers are essential to the safe and effective operation of activities. All volunteers will be formally appointed, trained, and supported under the direction of the leader in charge.

### Volunteer Requirements

All individuals appointed as volunteers must:

- Complete an application form and a self-declaration form.
- Participate in an informal interview, during which safeguarding responsibilities will be addressed.
- Undergo a Disclosure and Barring Service (DBS) check, where this is deemed applicable.
- Undertake an appropriate training programme as directed.
- Be provided with, and familiarise themselves with, the organisation's safeguarding policy, including procedures for raising and reporting concerns.

### Confidentiality

Any confidential information pertaining to safeguarding matters will be disclosed solely to the Safeguarding co-ordinator (Lead Recruiter), Marion Budd.

### Appointment of Young People

Individuals under the age of 16 years will not be appointed as workers. They may, however, assist in the capacity of helpers. In such cases, the disclosure procedure does not apply.

## **Management of Workers – Codes of Conduct**

All children, young people and vulnerable adults will be treated with respect and not be subject to derisory comments or treatment particularly in relation to gender, race, religion or disability.

The Child Protection Co-ordinator	<b>Rebecca Hope-Gill</b>	07931662822
Deputy safeguarding Co-ordinator (Lead Recruiter)	<b>Marion Budd</b>	02920 747398
Safeguarding Co-ordinator	<b>Clare Gatenby</b>	07960588060

### Leadership Responsibilities

- Each area of children's and youth work within Minster Church shall have a designated leader-in-charge.
- Leaders-in-charge are responsible for overseeing both the workers and the children/young people in their care.
- Leaders-in-charge must maintain up-to-date contact details for all workers and remain accountable to the designated deacon.

### Supervision and Ratios

- Leaders-in-charge must ensure adequate supervision by workers is in place. If sufficient supervision cannot be provided, the activity must not proceed.
- Required adult-to-child ratios are as follows:
  - under 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

### Health and Safety

- Leaders-in-charge must know the location of the First Aid Kit at all times.
- All accidents must be recorded in the accident book promptly and accurately.
- A risk assessment should be written for each group and adhered to.

### Discipline and Behaviour

- Physical punishment is strictly prohibited. Appropriate disciplinary measures, taking account of age and circumstances, must be agreed between the leader-in-charge and the Child Protection Officer.
- Bullying, discriminatory behaviour, or harassment of any kind by children or young people will not be tolerated and must be addressed appropriately by workers.

### Activities and Permissions

- Workers wishing to undertake activities outside of the group's normal programme must first obtain consent from both the leader-in-charge and the parents/guardians.
- Parents, adults, or older children assisting on an occasional basis must remain under the supervision of a leader-in-charge at all times.

### Reporting Concerns

- Workers who become concerned about the behaviour or conduct of another worker must report their concerns immediately to the leader-in-charge, a Child Protection Officer, or an Elder.
- The CPO and Elders will determine appropriate action, which may include speaking directly to the individual concerned, or seeking advice from Thirtyone:eight and/or Children's Services.
- Confidentiality must be strictly maintained throughout the process.

### Support and Complaints

- The Leadership Team is committed to supporting all workers and volunteers by ensuring they receive appropriate guidance and supervision.
- All workers are issued with a Code of Conduct that outlines expectations for their interactions with children, young people, and adults with care and support needs.
- In the event of a complaint or allegation made against a worker, the individual will be required to suspend their duties until the matter has been fully investigated and resolved.
- Where appropriate, advice will be sought from the Local Authority Child Protection Team before suspension or disciplinary action is implemented.
- Support will be provided to the worker throughout the process by a member of the Church Pastoral Team.

### Pastoral Support

- Workers who receive a disclosure or information that they find distressing will be offered pastoral support arranged by the Elders. (see section 4 Pastoral care)

### Policy Statement

This policy exists to ensure the safety and protection of children, young people, and vulnerable adults, as well as to provide security and protection for workers by establishing a clear framework for good practice.

While policies provide necessary structure and guidance, they do not replace the importance of sound judgment and common sense, which must always be applied in practice.

## Section 4 - Pastoral Care

### Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

The Church Leaders will ensure that anyone within the church who has been affected by abuse receives counselling. Where it is felt that such persons have the appropriate training and experience, this counselling may be given by a member of the Church pastoral care team. However, the Church Leaders will call upon the professional skills of

members of the church congregation or seek out help from outside organisations to give such counselling if such counselling skills are not felt to be present with members of the church pastoral care team.

The Church Leaders are always ready to work co-operatively with other agencies for the good of those who have been affected by abuse.

### **Working with offenders**

When someone attending the place of worship/organisation is known to have abused children or is known to be a risk to adults with care and support needs, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person which they will be expected to keep.

The Church Leaders will seek the help of Thirtyone:eight in forming a contract, which will set boundaries for the offender when he or she is in the church environment. If the offender fails or refuses to keep to the contract, the Church Leaders will prohibit the offender from attending church activities and events.

If it is believed the offender may go elsewhere, the local authorities, other local churches and organisations should be informed.

## **Section 5 – Practice Guidelines, Policies, and Procedures**

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 false or unfounded accusation.

As well as a general code of conduct for workers we also aim to have specific good practice guidelines for every activity we are involved in, and these are attached /will be developed.

### **5:1 Transport Policy**

#### *Use of Seatbelts and Child Restraints*

- All children and young people must wear seatbelts when travelling in workers' cars or in coaches/minibuses, where seatbelts are provided.
- In accordance with the law, booster seats must be used for children under 12 years of age or shorter than 136cm (4ft 5ins) in height.

#### *Supervision During Transport*

- Workers should avoid transporting children or young people for extended periods of time wherever possible.
- In the exceptional circumstance that a worker is required to transport a single child, the worker must inform the leader-in-charge of both departure and arrival times.

#### *Use of Non-Workers for Transport*

- Where a parent or non-leader/worker is asked to transport children on a regular basis (e.g., weekly), an enhanced Disclosure and Barring Service (DBS) check must be obtained.
- Where parents make their own private transport arrangements, the church accepts no responsibility for those journeys.

#### *Seating Arrangements*

- Wherever possible, children, under the age of 12, should be seated in the rear of the vehicle when transported by a worker.

#### *Insurance*

- All drivers must ensure that both their driving licence and insurance are valid and appropriate for the vehicle being used.
- Vehicles used to transport children and young people must be roadworthy, properly maintained, and fully insured.

## 5:2 Photography Policy

- Leaders are responsible for ensuring that parents and guardians are provided with the opportunity to refuse permission for their child or young person to be photographed.
- Consent must be obtained annually from all parents/guardians regarding the taking and use of photographs for publicity or promotional purposes.
- Photographs of children and young people must not be made available for downloading, copying, or printing by anyone other than the designated leader in charge.
- No photographs containing children or young people may be shared on public social media platforms without prior consent from the individual (where appropriate) and/or their parent or guardian.

## 5:3 Communication Technology Procedure

All communication with children and young people must be conducted in a professional, transparent, and appropriate manner.

### Consent and Permissions

- Annual consent must be obtained from parents or guardians, as well as from the child or young person, before any communication is made via email, phone, or other electronic means.
- Befriending young people on social networking platforms is only permitted where parental consent has been given and the young person is in year 9 or above.

### Record Keeping

- Any communication with a child or young person via text message, email, SMS, instant messaging, or similar platforms must be appropriately recorded.
- Records should be securely stored—either through cloud-based backups or by printing and retaining copies of emails, instant messages, and text messages.
- These records must be made available for review by a leader or elder upon request to ensure accountability and transparency.

## 5:4 Online Safety Policy

Minster Christian Centre is committed to the physical, emotional, and spiritual wellbeing of all children, young people, and vulnerable adults. We aim to create an atmosphere conducive to meeting those needs within a safe environment. This includes online as well as our physical church meetings.

As our meetings are increasingly being delivered online, we would like to emphasise that the safety of our children and young people continues to be of paramount importance to us.

Online youth work can take many forms, but these might typically include:

- Meeting as a group through an online video chat platform
- Connecting with individuals and groups through messaging software
- Broadcasting activities or video on social platforms
- A video call with a young person and two approved youth workers

Each of these methods can provide a great opportunity for youth work which otherwise might not happen, or even for an enhanced experience of what is possible. But all come with risks, which we need to understand and plan for.

Communicating with groups and holding virtual gatherings via online platforms also presents challenges that should be considered before giving access to your virtual environment to those who you may not know.

Some risks that should be kept in mind include:

- The opportunity for grooming/sexual exploitation
- Sharing of personal contact details of young people and youth workers
- Inappropriate conversations between young people and workers
- Potential allegations against workers
- Use of apps with age restrictions (13yrs for Facebook and WhatsApp)

Minster Christian Centre have implemented appropriate safeguarding procedures, and everyone in the church should be made aware of them.

We are aware that safeguarding procedures can never provide 100% security, but we will do our utmost to comply and to follow our protocols if security is breached, for example, meetings being infiltrated by an outsider.

## 5:5 Residential Situations

Residential activities can offer valuable opportunities for personal growth and relationship building. However, they must be carefully planned and conducted in line with safeguarding principles to ensure the safety and wellbeing of all participants.

### Parental Consent and Medical Information

- Written consent must be obtained from parents or guardians before any residential activity takes place.
- Leaders must collect and record details of any relevant medical conditions, allergies, or additional needs for each child or young person attending.

### Sleeping Arrangements

- If accommodation must be shared between workers and children or young people, there must always be a minimum of two approved leaders present in each room or tent.
- Wherever possible, separate sleeping areas should be provided for adults and young people.

### Notification and Contact Details

- One of the Child Protection Officers must be informed of any residential activity prior to its commencement.
- The designated officer should provide a contact telephone number to the leader in charge for use in case of emergency or safeguarding concerns.

### Sleepovers Arranged by Workers

Sleepovers that are organised privately by parents for their own children and friends remain the parents' responsibility.

- However, any sleepovers organised by Minster Christian Centre workers are subject to the same safeguarding guidelines as other residential activities.
- Appropriate permissions must be obtained, and at least two approved workers must always be present.

## 5:6 Lone Working Policy

### 1. Purpose

The purpose of this policy is to ensure the safety and wellbeing of all individuals who work or volunteer alone on behalf of the Church. The policy aims to minimise risks associated with lone working and to establish clear procedures for communication, risk assessment, and emergency response.

### 2. Scope

This policy applies to all staff, ministers, volunteers, and contractors who undertake duties for the Church that may involve working alone—either on Church premises, in the community, or during off-site activities.

### 3. Definition of Lone Working

A person is considered to be *lone working* when they are undertaking duties on behalf of the Church without direct supervision or the immediate presence of another colleague.

Examples include:

- Working alone in Church buildings outside normal hours
- Conducting pastoral visits to homes or hospitals
- Travelling to or from Church-related activities alone
- Maintenance or cleaning duties carried out when the building is unoccupied

### 4. Responsibilities

#### *The Church Leadership / Trustees will:*

- Ensure this policy is implemented and reviewed regularly.
- Conduct risk assessments for all lone working activities.
- Provide appropriate training, support, and resources to enable safe lone working.



#### *Workers and Volunteers will:*

- Take reasonable care of their own safety and that of others affected by their actions.
- Follow all safety procedures outlined in this policy.
- Report any incidents, near misses, or concerns to their line manager or safeguarding officer as soon as possible.

#### 5. Risk Assessment

A risk assessment must be completed before any lone working activity takes place. This should identify:

- The nature and location of the work
- Potential hazards (e.g. physical, environmental, or personal safety risks)
- Control measures to reduce or remove those risks
- Emergency contact arrangements

Risk assessments should be reviewed periodically and updated where circumstances change.

#### 6. Communication and Safety Procedures

- Workers must inform a designated person (e.g., line manager, team leader, or colleague) of their location, expected duration, and contact details when working alone.
- Check-in procedures should be agreed in advance, including how and when workers will confirm their safety.
- Workers should carry a fully charged mobile phone at all times.
- When visiting homes or community settings, details of the visit (including the name, address, and expected return time) must be recorded in advance.

#### 7. Building Safety

- Lone workers should ensure that doors are locked when working inside the building, and exits remain accessible in case of emergency.
- Workers should not attempt to carry out maintenance, lifting, or repairs that present significant physical risk.
- Lone working should be avoided after dark wherever possible.

#### 8. Personal Safety During Visits

- Where possible, pastoral or home visits should be arranged during daylight hours.
- If there are any concerns about a person or household, the visit should be conducted by two people.
- Workers should always trust their instincts—if a situation feels unsafe, they should leave immediately and report the concern.

#### 9. Emergencies and Incident Reporting

- In the event of an emergency, workers should contact emergency services first (999), followed by notifying their designated contact or the Church Leader.
- All incidents, accidents, or near misses must be reported as soon as possible and recorded in the Church's incident log.
- Serious incidents should be reviewed by Church leadership and, where appropriate, the Safeguarding Team.

#### 10. Review of Policy

This policy will be reviewed annually, or sooner if there are significant changes in working practices, legislation, or identified risks.

### **5.7 Specific Considerations**

All workers and volunteers are expected to conduct themselves with the highest level of integrity and care when working with children and young people. Every action and interaction should reflect respect, transparency, and the safeguarding principles of the Church.

#### Avoiding Misunderstanding and Compromising Situations

- Workers must avoid any situation that could be misunderstood or lead to a compromise of integrity.
- Leaders should use sound judgement and ensure that, wherever possible, no worker is ever alone with a child—whether male or female—even for a brief period.

### Private Meetings and Counselling

- Workers must not meet or counsel a child or young person alone in a private room without the knowledge of another worker.
- Wherever possible, meetings should take place in a visible or public area, or with the door left partly open to ensure transparency.

### Gender Representation

- Where activities or events include both boys and girls, there should normally be both male and female workers present and involved in the overall supervision and leadership.

### Physical Contact

- Appropriate physical contact may occur during activities such as contact sports or games, or when comforting a child in distress.
- However, physical contact should never occur when a worker is alone with a child, except in situations where immediate care is required (e.g., first aid or illness).
- All physical contact should be age-appropriate, public, and respectful.

## 5:8 Responding to Concerns or Disclosures

Safeguarding is everyone's responsibility. All workers have a duty to act upon any concern they have regarding a child's or young person's wellbeing or safety.

- Concerns or disclosures of abuse must be taken seriously and handled with sensitivity.
- Workers must **not promise confidentiality** to a child or young person, but should reassure them that information will only be shared with those who need to know to help keep them safe.
- Concerns must be reported promptly to a **Child Protection Officer** or **Designated Safeguarding Co-ordinator**.
- Workers should **not attempt to investigate** or resolve a situation on their own.
- Information should only be shared on a **need-to-know basis** with appropriate Church leaders or safeguarding officers

## 5:9 Code of Practice for the Child and Vulnerable Adults Protection Officers (CPOs)

### Procedure in Cases of Concern, Suspicion, or Allegation of Abuse

When consulted by a leader regarding any suspicion or allegation of abuse, the Child Protection Officer (CPO) will:

- **Elicit and Clarify Concerns:** Obtain and discuss, in confidence, the reasons for concern raised by the leader and gather relevant details.
- **Ensure Proper Documentation:** Confirm that a detailed written report (Blue Safeguarding Incident Report Form) has been completed by the relevant leader and add any supplementary information if required. Please refer to the Procedure for Responding to Safeguarding Concerns or Disclosures section above (or see Appendix [insert reference]). Alternatively, concerns may be reported via email to [safeguarding@minsterchristiancentre.org.uk](mailto:safeguarding@minsterchristiancentre.org.uk).
- **Seek expert advice:** Contact the Thirtyone:eight helpline for professional advice, ensuring that the identity of the child or vulnerable adult is not disclosed at this stage.
- **Determine next steps:** In consultation with an Elder, determine an appropriate response and agree on a course of action, if required.
- **Communicate outcomes:** Advise the reporting leader of any decisions or next steps to be taken.

### Procedure in the Event of a Serious Allegation

- In the case of a serious allegation, the CPO will **immediately consult with the Elders** and, where appropriate, seek advice from Thirtyone:eight.
- Following this consultation, the CPO may arrange a **meeting with the relevant officer** in Children's Services to discuss the matter further.
- If it is recommended that a formal referral should be made, the CPO will **inform the Elder** prior to disclosing any identifying information.
- **No contact will be made with the family** of the child or vulnerable adult unless agreed by Children's Services, in accordance with the guidance set out in Thirtyone:eight policies, *Working Together to Safeguard Children (1998)*, and the *All-Wales Child Protection Procedures*.

### Record Keeping and Reporting

- The **Pastor will be kept informed** throughout the process.
- The Safeguarding co-ordinators will maintain **comprehensive and confidential records** of all discussions, actions taken, and communications with external agencies, including Children's Services.

### Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of any letting agreement will have their own policy that meets Thirtyone:eight safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

The safeguarding policy will be reviewed annually before the Church AGM by the Church Leaders, Trustees and Safeguarding Co-ordinators.

There will be a safeguarding item on the agenda of each Church AGM to update and review safeguarding practices within the Church family.

A safeguarding poster with relevant phone numbers and names will be kept on the main church notice board.

Forms and copies of Minster Christian centre "Guidelines for Safeguarding" booklets will be kept in a safeguarding box kept in a central place available to all members and church workers.

Signed by: (on behalf of the leadership Of Minster Christian Centre)

Date: October 2025

## Appendix 1- Leadership Safeguarding Statement

The Leadership of Minster Christian Centre is comprised of the Pastor/Elder and Chair of Trustees -Sam Liu and the Elders/Trustees – Ben Hope-Gill, Jonny Travis, Matthew Todd, and Ian Williams.

The Leadership of Minster Christian Centre recognise the importance of its ministry/work with children and young people, and adults in need of protection, and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: (date) October 2025.

This place of worship/organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

### Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Minster Christian Centre unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised, and challenges are responded to appropriately.

### We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyone:eight.

## We recognise

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

## We will review this statement and our policy and procedures annually.

If you have any concerns for a child or an adult with care and support needs, speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship.

Rebecca Hope-Gill - Child Safeguarding Coordinator  
Clare Gatenby - Adult Safeguarding Coordinator  
Marion Budd - Deputy Safeguarding Coordinator

A copy of the full policy and procedures is available from any of the Safeguarding Co-ordinators.

A copy of this leadership statement is kept on the main church notice board and is available on the church website.

Further copies of the policy and associated documents and forms are kept in a file box in the youth room of the church.

Signed on behalf of the leadership of Minster Christian Centre.

Date: October 2025.

## Appendix 2: Contact Numbers

Contact	Name	Landline	Mobile
<b>Child Safeguarding Co-ordinator</b>	<b>Rebecca Hope-Gill</b>		<b>07931 662 822</b>
<b>Deputy Safeguarding Co-ordinator</b>	<b>Marion Budd</b>	<b>02920 747 398</b>	
<b>Adult Safeguarding Co-ordinator</b>	<b>Clare Gatenby</b>		<b>07960 588 060</b>
Church Pastor and Chair of Trustees	Sam Liu		
Church Elder and Trustee	Ben Hope-Gill		
Church Elder and Trustee	Jonny Travis		
Church Elder and Trustee	Matthew Todd		
Church Elder and Trustee	Ian Williams		

Safeguarding email address: [safeguarding@minsterchristiancentre.org.uk](mailto:safeguarding@minsterchristiancentre.org.uk)

This is for submitting a disclosure/incident form and for queries regarding safeguarding. Note: you **must** message or call one of our safeguarding co-ordinators – above – immediately to notify them that you’ve submitted a disclosure.

### External Contact Details

Thirtyone:eight (PO Box 133, Swanley, Kent, BR8 7UQ)	0303 003 1111
Local Children’s Social Services Office (office hours)	02920 536 400
Emergency Duty Team (out of hours) number	02920 788570
Local Adult Social Services Office (office hours)	02920 234234
Out of hours emergency number	02920 788 570
Ansvar Insurance	01323 737 541
Emergency Number	999
Non-emergency number	101



# Safeguarding Incident Report Form (SGIRF):

To be completed by a volunteer who wishes to report concerns, allegations, or disclosures regarding a potential abuse. Please ensure all possible fields are completed.

### Details of the person making the report (you):

Your first name:		Your Surname:	
Your position:		Your contact number:	

### Details about the person of concern:

Person's first name:		Person's surname:	
Person's date of birth:		Person's age:	
Person's sex:	M <input type="checkbox"/> F <input type="checkbox"/>	Disability (if relevant)	
Person's address:		Parent's address (if a child)	
Home phone number:			

### Disclosure details:

Time of incident/disclosure:	
Date of incident/disclosure:	
Nature of incident/disclosure:	
Are you reporting your own concerns <input type="checkbox"/> or those of someone else <input type="checkbox"/> ? (please tick)	
If someone else's please state their position:	

### Report

Report the facts as you observe them (including visible injuries/behaviours):
Report the account of the person making the allegation/disclosure (using their words where possible) making clear distinctions between fact and opinion/hearsay:
Summarise the person of concern's account of the incident(s) if available:

Detail any witnesses to the incident with names and contact details:
Detail any action taken including anyone else who has been consulted, with names and contact details:
If the incident relates to a child, have their parents been contacted: YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Where there are concerns of suspected abuse carried out by a family member, please leave contacting parents to the Safeguarding Officers, who will only do so after consulting with Children's Social Services in line with our policy.</i>
If YES, what has been said:

This form must be submitted to the safeguarding officers immediately following a disclosure.

Safeguarding Incident Report Forms should be submitted in paper form directly to one of our safeguarding officers; or, via email to [safeguarding@minsterchristiancentre.org.uk](mailto:safeguarding@minsterchristiancentre.org.uk).

If submitted via email, **you MUST call or message** one of our safeguarding officers to notify them that you've submitted a disclosure to ensure the disclosure is dealt with in a swift manner.

The phone numbers of our current officers are in "Appendix 2" of the safeguarding policy.

Envelopes for paper forms can be found in the safeguarding file.