Temple Church London

Safeguarding Policy 2026

Adopted: 1 January 2026
Review date: 1 January 2027

TEMPLE

Contents

Section 1. Details of the organisation
Section 2. Governance and leadership
Section 3. Prevention

- Understanding abuse and neglect
- Types of abuse
- Positions of trust
- Safer recruitment
- Safeguarding training
- Practice guidelines
- Management of workers and codes of conduct

Section 4. Partnership working
Section 5. Responding to allegations of abuse

- Detailed procedures for children
- Detailed procedures for adults
- Spiritual abuse
- Allegations against a worker
- Non-recent sexual abuse

Section 6. Wellbeing support and pastoral care

Adoption of policy
Appendix 1. Safeguarding statement
Appendix 2. Definitions of abuse
Appendix 3. Children's ministry registration, consent and sample forms
Appendix 4. Code of conduct for all staff and volunteers
Appendix 5. Cause for concern for

Adopted: 1 January 2026
Review date: 1 January 2027

TEMPLE

Details of the organisation

Name of organisation: Temple Church London
Postal Address: 4th Floor, Silverstream House, 45 Fitzroy Street, Fitzrovia, London, W1T 6EB
Telephone: 07498924908
General email: hello@templechurch.london
Senior Leaders: Darryll Stephen and Demi Stephen

Safeguarding Lead: Romayle Wade
Safeguarding Lead contact: 07809760624 / hello@templechurch.london

Deputy Safeguarding Lead: Latoya Grant
Deputy Safeguarding Lead contact: 07837 791562

Safeguarding Trustee / Oversight: Demi Stephen
Safeguarding Trustee / Oversight contact: 07498924908

Charity number: Pending
Insurance company: Ansvar Insurance

Governance and Leadership

Our commitment

As the Leadership of Temple Church London, we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, neglect, domestic abuse, spiritual abuse, exploitation and other forms of harm.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which state that everyone is entitled to fundamental rights and freedoms without distinction of any kind. 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, neglect and abuse.

Temple Church London is committed to safeguarding as an outworking of our Christian faith and responsibility. We believe every person bears inherent dignity and worth and should be treated with respect, care and protection.

As Leadership, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance and recognised safeguarding practice. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

Governance

Temple Church London's leadership has overall responsibility for safeguarding within the church. Where trustees are appointed, they will hold formal oversight responsibility for safeguarding governance, policy review, safer recruitment, and serious incident reporting where required.

The Safeguarding Trustee / Oversight Lead will provide independent oversight and accountability in relation to safeguarding matters.

The purpose of this policy is not only to meet safeguarding requirements but also to help build a healthy church culture where:

- those who lead do so by example and are committed to the safeguarding of all
- those who work or volunteer are safely recruited and trained for their roles
- there are clear reporting routes and accountability structures
- safeguarding values are embedded in day-to-day ministry and leadership practice
- communication is open, appropriate and responsible

Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or by failing to prevent harm. Children and adults with care and support needs may be abused within a family, institution, community or faith setting. Very often the abuser is known to, or in a trusted relationship with, the child or adult.

For the purposes of this policy:

- a child or young person is anyone under the age of 18

- an adult at risk is any person aged 18 or over who has care and support needs, is experiencing or at risk of abuse or neglect, and is unable to protect themselves because of those needs

Temple Church London recognises that abuse can occur in person, online, in formal ministry settings, in informal community environments, and through misuse of spiritual authority.

Types of abuse

Temple Church London recognises the following forms of abuse.

Children and young people

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- child-on-child abuse
- child sexual exploitation
- child criminal exploitation
- radicalisation
- domestic abuse
- bullying, including online bullying

Adults

- physical abuse
- sexual abuse
- emotional or psychological abuse
- financial abuse
- organisational abuse
- domestic abuse
- modern slavery
- discriminatory abuse
- neglect
- self-neglect
- spiritual abuse
- harassment, stalking and coercive control
- exploitation, including mate crime, cuckooing and romance fraud

Positions of trust

All adults working with children, young people and adults at risk are in positions of trust. All those in positions of trust must understand the power this gives them and the responsibility that comes with it.

Workers must maintain healthy and appropriate boundaries and avoid any behaviour which could be misinterpreted, exploitative, coercive, secretive or manipulative.

Safer recruitment

Temple Church London will ensure that all staff and volunteers are appointed, trained, supported and supervised in accordance with safer recruitment principles. This includes:

- a written role description or person specification
- completion of an application process where appropriate
- interview and discussion of safeguarding responsibilities
- obtaining and following up written references where appropriate
- a self-declaration form where appropriate
- a DBS check where the role is eligible
- verification of qualifications where relevant
- induction and training
- probation or supervised settling-in period where appropriate
- provision of the safeguarding policy and reporting procedures

Temple Church London recognises that DBS checks are part of safer recruitment but are not a substitute for good supervision, accountability and safeguarding culture.

Safeguarding training

Temple Church London is committed to ongoing safeguarding training and development for all workers and volunteers, to help protect children, young people and adults at risk.

- All staff and volunteers will receive safeguarding induction.
- Basic safeguarding training will be undertaken and refreshed regularly.
- The Safeguarding Lead will undertake advanced safeguarding training and refresh it regularly.
- The Safeguarding Trustee / Oversight Lead will also undertake safeguarding training appropriate to the role.

This training approach reflects the training structure already present in the uploaded template.

Practice guidelines

Temple Church London seeks to operate and promote good working practice in all ministry involving children, young people and adults at risk. This enables workers to run activities safely,

develop healthy relationships, minimise the risk of harm, and reduce the likelihood of false allegations.

Temple Church London currently runs children's ministry and is preparing for the future launch of youth ministry. Safeguarding arrangements apply across:

- Sunday gatherings
- children's ministry
- future youth ministry
- prayer ministry
- pastoral support
- volunteer teams
- community events
- small group or table environments
- digital communication connected to ministry

For some activities, specific forms will be needed, including consent forms, risk assessments, accident forms and cause for concern forms.

Management of workers and codes of conduct

Temple Church London is committed to supporting all staff and volunteers and ensuring they receive support, guidance and supervision. All staff and volunteers will be issued with a code of conduct and given clear expectations about what is expected of them both within and outside their role.

The code of conduct appears in Appendix 4 and is based on the same structure as the uploaded policy's worker conduct appendix.

Partnership working

Temple Church London may meet in hired venues and may work in partnership with schools, community venues, charities, ministries and external organisations.

We recognise that there can be variation in safeguarding practice and understanding across different settings. We therefore have clear expectations regarding safeguarding for those with whom we work in partnership, whether in the UK or elsewhere.

Where appropriate, Temple Church London will:

- discuss safeguarding expectations clearly with partners
- clarify responsibilities in writing
- comply with the safeguarding and health and safety requirements of venues we hire

- expect external organisations using our space or working alongside us to have safeguarding procedures appropriate to their activities

Good communication is essential in promoting safeguarding, both to those we seek to protect and to those who serve within the life of the church.

Responding to allegations of abuse

Under no circumstances should a member of staff or volunteer carry out their own investigation into an allegation or suspicion of abuse.

Any disclosure, allegation or concern must be reported as soon as possible to:

Romayle Wade
Safeguarding Lead
07809 760624
hello@templechurch.london

The Safeguarding Lead is nominated by the Leadership to act on their behalf in dealing with disclosures, allegations or concerns, including referrals to statutory authorities where appropriate.

In the absence of the Safeguarding Lead, or if the concern involves the Safeguarding Lead, the report should be made to:

Latoya Grant
Deputy Safeguarding Lead
07837 791562

If the concern implicates both the Safeguarding Lead and Deputy Safeguarding Lead, the report should be made to:

Demi Stephen
Safeguarding Trustee / Oversight
07498924908

Workers and volunteers can also seek advice from Thirtyone:eight on **0303 003 1111 (option 2)**, and Thirtyone:eight states that if a child or adult is in immediate danger, the police or social care should be contacted immediately.

Adopted: 1 January 2026
Review date: 1 January 2027

Local statutory contacts

As Temple Church London's main activity is in the London Borough of Bromley, the relevant local contacts are:

Children's Services
Bromley Children and Families Hub
Mon to Fri, 8:30am to 5pm: 020 8461 7373 / 7379
Out of hours / weekends / public holidays: 0300 303 8671
Email: candfhub@bromley.gov.uk

Adult Social Care
During office hours: 020 8461 7777
Out of hours: 0300 303 8671
Online safeguarding concern reporting is available through Bromley Council's adult safeguarding route.

Police
999 if someone is in immediate danger
101 for non-emergency concerns

LADO
Where an allegation is made against an adult working with under-18s, a referral should be made using Bromley's LADO referral route.

If the concern relates to someone who does not live in Bromley, the appropriate local authority for that person's home area should be contacted instead. This follows the same principle stated in the uploaded template.

Detailed procedures where there is a concern about a child

If there is concern about a child, the Safeguarding Lead or Deputy Safeguarding Lead will:

- listen carefully and take the concern seriously
- not promise confidentiality
- make a factual written record as soon as possible
- if the child is in immediate danger or requires urgent medical attention, contact emergency services on 999
- contact Children's Social Care where the safeguarding threshold may be met
- seek advice from Thirtyone:eight if unsure
- act without delay

If a child discloses abuse, workers should:

- stay calm
- listen carefully
- not ask leading questions
- not investigate
- not make promises they cannot keep
- explain that the information will need to be passed on to help keep them safe
- report immediately to the Safeguarding Lead or Deputy

Detailed procedures where there is a concern about an adult

If there is concern about an adult with care and support needs, the Safeguarding Lead or Deputy Safeguarding Lead will:

- listen and record carefully
- assess immediate risk
- contact emergency services if the adult is in immediate danger or has sustained serious injury
- contact Adult Social Care for advice and referral where appropriate
- contact the police if a crime may have been committed
- seek advice from Thirtyone:eight if unsure
- respect the adult's wishes and capacity where appropriate, while recognising that safeguarding decisions are ultimately for statutory services, not the church alone

Spiritual abuse

Temple Church London recognises that spiritual abuse can occur in faith settings. This may include coercive control, misuse of scripture or spiritual authority, shaming, manipulation, intimidation, enforced secrecy, or using prayer, ministry or leadership influence in harmful ways.

If there is a concern regarding spiritual abuse, the Safeguarding Lead will:

- record the concern
- identify appropriate support for the person affected
- seek advice from Thirtyone:eight where needed
- consider whether the concern also reaches a safeguarding threshold for statutory referral
- consider whether internal boundaries, suspension from ministry, or further action are needed

If an allegation is made against a worker with children or young people

The Safeguarding Lead will:

- make a referral to the LADO
- consider whether a referral to the DBS is required
- share information with the police where appropriate
- ensure the worker is not informed in a way that could compromise a statutory process
- consider suspension or temporary stepping back from duties, if appropriate

If an allegation is made against a worker with adults at risk

The Safeguarding Lead will:

- liaise with Adult Social Care
- consider whether a referral to the DBS is required
- share information with the police where appropriate

Non-recent sexual abuse

If an accusation is made by a child of non-recent sexual abuse, the procedure in relation to sexual abuse of a child will be followed.

If an accusation is made by an adult of non-recent sexual abuse, the Safeguarding Lead will:

- give the adult the option to report to the police
- if the adult does not wish to report, consider passing on information about the alleged perpetrator without disclosing the adult survivor's identity where possible
- make a LADO referral if the alleged perpetrator works with under-18s
- liaise with Adult Social Care if the alleged perpetrator works with adults at risk
- seek advice from Thirtyone:eight in relation to scale, current risk and appropriate next steps

Wellbeing support and pastoral care

Supporting those affected by abuse

The Leadership of Temple Church London is committed to offering appropriate wellbeing support and pastoral care, working with statutory agencies as appropriate, and supporting those who have been affected by abuse or harm and who have contact with or are part of the church.

Person responsible for wellbeing support / pastoral care:
Darryll Stephen
07956 935992
hello@templechurch.london

Pastoral care will never replace proper safeguarding action, statutory referral, or therapeutic support where needed.

Working with those who may pose a risk

When someone attending Temple Church London is known to pose a potential risk to children or adults with care and support needs, the Leadership will supervise the individual concerned and offer pastoral care, but also set appropriate safeguarding boundaries.

These boundaries will be based on a risk assessment and, where appropriate, consultation with external parties such as Thirtyone:eight or statutory agencies.

This fills the wellbeing and pastoral care section that is left open for local completion in the uploaded template.

Adoption of the policy

This policy was agreed by the Leadership / Trustees of Temple Church London and will be reviewed annually.

Signed by: Darryll Stephen
Position: Senior Leader

Signed by: Demi Stephen
Position: Safeguarding Trustee / Oversight

Date: 1 January 2026

Adopted: 1 January 2026
Review date: 1 January 2027

TEMPLE

Appendix 1

Safeguarding statement

Protection of children and adults policy statement

Organisation: Temple Church London

The following statement was agreed on: **1 January 2026**

- Temple Church London is committed to the safeguarding of children and adults with care and support needs and to ensuring their wellbeing.
- We recognise that we all have a responsibility to help prevent harm or abuse in all its recognised forms.
- We recognise the personal dignity and rights of adults and children and will ensure our policies and procedures reflect this.
- We believe all people should be valued, welcomed, protected and treated with dignity and respect.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We want to make sure that all those we have contact with know they are safe, seen and able to raise concerns.

We are committed to:

- following statutory and specialist guidelines in relation to safeguarding children and adults
- ensuring all workers, whether paid or voluntary, work within agreed safeguarding procedures
- supporting, resourcing and training those who undertake safeguarding responsibilities
- keeping up to date with national and local safeguarding developments

Adopted: 1 January 2026
Review date: 1 January 2027

TEMPLE

- supporting all those in the church affected by abuse
- ensuring safeguarding is everyone's responsibility

We recognise:

- Children's Social Care has lead responsibility for investigating concerns about children
- Adult Social Care has lead responsibility for investigating concerns about adults with care and support needs
- where a criminal offence may have been committed, the police should be contacted as a matter of urgency

If you have concerns for a child or adult, speak to one of the following:

- Romayle Wade, **Safeguarding Lead**
- Latoya Grant, **Deputy Safeguarding Lead**
- Demi Stephen, **Safeguarding Trustee / Oversight**

A copy of this policy is available from Temple Church London leadership.

Appendix 2

Definitions of abuse

Temple Church London recognises the following definitions.

Physical abuse
The deliberate use of physical force against another person to cause harm.

Emotional abuse
Persistent emotional ill-treatment causing severe and lasting adverse effects on emotional wellbeing or development.

Neglect
Failure to meet a person's basic physical or emotional needs in a way likely to have a serious negative impact on health or development.

Sexual abuse
Any sexual behaviour that is unwanted, exploitative, non-consensual, forced, coerced or takes place without understanding.

Domestic abuse
Any threatening behaviour, violence, coercion or abuse by one person against another where they are, or have been, intimate partners or family members.

Financial abuse
The attempted or actual misuse of a person's money, property, benefits or other assets.

Self-neglect
When an adult lives in a way that puts their own health, safety or wellbeing at risk.

Modern slavery
The recruitment, movement or holding of a person by force, threat or deception for exploitation.

Discriminatory abuse
Unfair treatment, bullying or abuse because of a protected characteristic.

Organisational abuse
Abuse or mistreatment within an institution or organisation, including poor practice, neglectful systems, abusive culture or dehumanising treatment.

Spiritual abuse
A form of emotional or psychological abuse characterised by coercion and control in a religious or faith context. This can include misuse of scripture, shaming, threats of spiritual consequences, enforced secrecy, manipulation through prophecy or prayer, and misuse of spiritual authority.

The uploaded template contains fuller definitions and signs and indicators across these categories; those can be retained as an expanded appendix if you want the final formatted version to be longer and more technical.

Appendix 3

Children's ministry registration and consent

Temple Church London requires a completed registration and consent form for every child attending children's ministry activities. This form should be completed by a parent or person with parental responsibility before the child takes part.

The form should include:

- child's full name
- date of birth / school year

- home address
- parent / carer full name
- parent / carer contact details
- emergency contact details
- medical information, allergies, medication and additional needs
- collection arrangements
- first aid consent
- emergency medical treatment consent
- photo / video permissions
- any other information relevant to the child's safety and wellbeing

Parent / carer declaration

I confirm that I am the parent / carer of the child named on this form, or otherwise have parental responsibility for them. I give permission for my child to attend Temple Church London children's ministry activities.

I confirm that the information I have provided is accurate to the best of my knowledge and I will inform Temple Church London of any changes to medical, contact, collection or support information.

I understand that Temple Church London will take reasonable care to safeguard my child while they are taking part in church activities. In an emergency, every reasonable effort will be made to contact me, but if this is not possible I give permission for appropriate first aid to be given and for emergency medical treatment to be sought if necessary.

I understand that Temple Church London will store and use this information for the purposes of safeguarding, safe ministry practice, emergency contact, attendance management and pastoral care, in line with its safeguarding and data handling responsibilities.

Storage and handling of children's records

Temple Church London will keep children's ministry registration and consent records securely and only make them accessible to those who need the information for safeguarding, safety, pastoral care, emergency response, or the safe running of children's ministry.

Any paper records will be stored in a secure locked location. Any digital records will be stored in a password-protected system with appropriate access controls.

Safeguarding records, incident forms, accident records and cause for concern forms will be kept securely and separately from general ministry administration where appropriate.

Youth ministry

Temple Church London is preparing for the future launch of youth ministry. Prior to launch, separate youth registration and consent processes will be implemented.

Sample risk assessment form

Church / organisation:
Activity:
Location:
Date of risk assessment:
Frequency:
Responsible leader:

Hazard	Who may be harmed and how	What controls are already in place	Further action needed	Action by whom	Action by when

Sample accident and incident form

Day, date and time of incident:_____
Names and ages of those involved: _____
Location of incident: _____
Name of group: _____
Person responsible for group at the time: _____
Other workers supervising: _____
Witnesses: _____
Description of incident, injuries and treatment:
_____
Has parent/carer been informed? _____
Who else needs to be informed? _____
Follow-up required: _____

Signed: _____
Date: _____

Appendix 4

Adopted: 1 January 2026
Review date: 1 January 2027

Code of conduct for all staff and volunteers

Temple Church London behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all staff and volunteers. It aims to help protect children, young people and adults at risk from abuse and inappropriate behaviour by those in positions of trust, and to reduce the risk of unfounded allegations.

The role of staff and volunteers

When working with children, young people or adults at risk, you are acting in a position of trust for Temple Church London. You will be seen as a role model and must act appropriately both within church activities and outside them.

Good practice

Staff and volunteers must:

- treat everyone with dignity, respect and fairness
- work in a responsible, transparent and accountable way
- be willing to challenge unacceptable behaviour and be open to challenge themselves
- be aware of power dynamics and positions of trust
- listen carefully to those they are supporting
- avoid any behaviour that could be perceived as bullying, harassment, emotional abuse, physical abuse, sexual abuse or spiritual abuse
- seek advice when necessary
- work in an open and observable environment wherever possible
- avoid private or unobserved situations
- follow policies, procedures and guidelines
- report all disclosures, concerns, allegations and suspicions without delay
- avoid making promises they cannot keep, especially regarding confidentiality
- explain, where appropriate, what action they need to take

Workers should also:

- avoid being alone behind closed doors with a child or young person
- not initiate private or secret communication with under-18s through personal phones or personal social media

Adopted: 1 January 2026
Review date: 1 January 2027

TEMPLE

- use approved and accountable communication routes
- ensure prayer ministry or pastoral conversations with children, young people or adults at risk are carried out safely and appropriately
- ensure physical contact is appropriate, proportionate, non-invasive and never secretive
- avoid giving lifts to a child or young person alone unless agreed, risk assessed and authorised

Unacceptable behaviour

Unacceptable behaviour includes:

- not reporting concerns or delaying reporting concerns
- taking unnecessary risks
- any threatening, abusive, intimidating or controlling behaviour
- passing on personal contact details to under-18s inappropriately
- developing inappropriate or secretive relationships
- favouritism or exclusion
- using spiritual influence, prayer, scripture or leadership authority in a manipulative or coercive way
- communicating with children or young people through personal channels in breach of church guidance
- encouraging participation in activities that could harm a person or the reputation of the church

Breaching the code of conduct

If it is thought that a worker has behaved inappropriately, their team leader or relevant leader, in consultation with the Safeguarding Lead, will meet with them to discuss the concern.

Depending on the seriousness of the concern, action may include:

- further supervision or retraining
- temporary removal from duties
- internal disciplinary action
- referral to statutory agencies
- referral to the DBS where required

Appendix 5

Cause for concern form

Child / adult's name:
Date of birth / age:
Address:
Date and time of incident:
Date and time of writing:

Your name:
Role / job title:
Signature:
Other household members:

Record the following factually:

- nature of concern
- disclosure, injury, behavioural change, demeanour or appearance
- who was present
- how the concern came to light
- what the child or adult said, using their own words where possible
- any other relevant information, including previous concerns

Date and time of discussion with Safeguarding Lead:

Please pass this form to the Safeguarding Lead without delay.