



KNIGHTON  
FREE CHURCH

[KNIGHTON.ORG.UK](http://KNIGHTON.ORG.UK)

**SAFEGUARDING**  
**POLICY**

**2021**

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# **SECTION 1: INTRODUCTION**

## **1.1 CHURCH DETAILS**

Name	Knighton Free Church
Address	Brinsmead Road, Leicester. LE2 3WB
Website	<a href="http://www.knighton.org.uk">www.knighton.org.uk</a>
Tel	0116 2704101
Email	<a href="mailto:office@knighton.org.uk">office@knighton.org.uk</a>
Charity Number	1129115
Affiliated to	FIEC (Fellowship of Independent Evangelical Churches)
Insurance	Ecclesiastical Insurance

## **1.2 CHURCH VISION AND VALUES**

Knighton Free Church is an evangelical church based in south Leicester with around 250 members. In addition to regular Sunday services, the church offers Sunday and midweek groups for children and young people, as well as events for families and small group gatherings for adults. The church supports a number of city-wide projects and partners with other churches and organisations in the area.

What we do                      The Lord Jesus Christ gave us our mission in Matthew 28:19-20.

*“To make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you.”*

What we want                      We want to see more people added to the Kingdom of God. We want to grow deeper in loving Christ together and reach wider in proclaiming Christ together.

What we value                      We value our community, and want to grow in diversity as a church, reflecting the multicultural city in which we are based. We strive to be a place where people are safe and can flourish in their relationship with God.

## **1.3 THIS POLICY**

This policy is in place to ensure that Knighton Free Church is a safe place, and to equip members of the church family to meet the needs of children and adults at risk of harm.

It relates to all activities of the church, providing a framework to manage safeguarding in a proactive way that enables the activities of the church to be carried out in a safe and caring manner.

The policy is based upon the 10 safeguarding secure standards published by thirtyone:eight.

1. Safeguarding policy (Section 1)
2. Training and awareness (Section 3.7)
3. Safer recruitment (Section 5.1)
4. Management of workers (Section 5)
5. Working safely (Section 5)
6. Communicating safely (Section 3.9)
7. Responding to concerns (Section 4)
8. Pastoral care (Section 6)
9. Managing those who may pose a risk (Section 6.2)
10. Working in partnership (Section 3.8)

## Policy Statement

We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We recognise the need to provide a safe and caring environment for children, young people and adults. As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance.

### **1.4 TERMINOLOGY**

31:8	An independent Christian safeguarding charity that helps organisations create a safe environment for children, young people and adults at risk of harm. They also provide the online DBS management system used by the church.
Adults at risk of harm	Previously called 'vulnerable adults', and sometimes referred to as 'adults with additional care and support needs.' Refers to anyone over the age of 18 who may be at risk of harm.
Children and young people	Anyone under the age of 18, as defined by the Children's act (1989).
DBS (Disclosure and Barring)	A government agency that provides checks to prevent unsuitable people from working with vulnerable groups, including children.
Junior Worker	Anyone under 18 who has been approved by a group leader to assist with carrying out the activities of the group.
Safeguarding	The process by which the church family works together to promote a safe and caring environment for children, young people and adults at risk of harm.
Worker	Anyone aged 18 or over who is involved in the ministries of the church that deal with children or adults who may be at risk of harm. This includes paid employees and volunteers.

### **1.5 FORMS OF ABUSE**

Abuse may present in many forms. The following forms of abuse are named in the government guidance 'Working together to safeguard children' (2006). Definitions are based upon those given by the NSPCC (National Society for the prevention of cruelty to children).

In each case the word 'child' could also relate a young person or adult at risk of harm.

Physical Abuse	Physical abuse is when someone hurts or harms a child on purpose.
Emotional Abuse	Emotional, or psychological, abuse involves the continual emotional mistreatment of a child. Some level of emotional abuse is involved in all forms of abuse, though it may occur alone.
Sexual Abuse	Sexual abuse involves forcing or enticing a child to take part in sexual activities. Sexual abuse can happen in person or online.
Neglect	Neglect is the ongoing failure to meet a child's basic needs. It is the most common form of abuse but can sometimes be the most difficult to identify.

# **SECTION 2: ROLES AND RESPONSIBILITIES**

## **2.1 ELDERS**

Under God, the Elders (Trustees of the organisation) are the highest leadership authority the church has. Key Safeguarding responsibilities are to:

- Ensure a Safeguarding strategy is in place (usually in the form of Policy, Procedures and delegated authority to a Safeguarding team) and review that strategy at least on an annual basis.
- Approve major decisions affecting the church's Safeguarding needs.
- Appoint the Safeguarding Coordinator(s).
- Review the Safeguarding teams approach to Safeguarding management and form an opinion on whether or not the Safeguarding team has met its obligations.
- Approve Safeguarding policy and procedures and changes made to them.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.

## **2.2 SAFEGUARDING LEADERSHIP**

The Elders have appointed and supported the Safeguarding Coordinator(s) to ensure the safeguarding strategy is carried out.

## **2.3 MINISTRY LEADERS**

Staff, Volunteers and Members with responsibility for specific ministries, events or activities. Key Safeguarding responsibilities are:

- Taking responsibility for identifying and managing Safeguarding issues in relation to their areas of responsibility.
- To make safeguarding a priority for those people and ministries they manage.

# **SECTION 3: SAFEGUARDING MANAGEMENT**

## **3.1 GROUPS AND ACTIVITIES**

**0 to school year reception:** Parents must be present in the building or at the event. When attending groups, their attendance must be signed in and parents contact details recorded. They must only be released to authorised persons.

**School year 1 to year 6:** Parents may or may not be present in the building. When attending groups, their attendance must be signed in and parents contact details recorded. They must only be released to authorised persons.

**School year 7 to 13:** When attending groups, they must provide details of a responsible person who can be contacted if needed.

Activities and Ministries of the church are to be Risk Assessed before proceeding. The majority of activities are covered by a general risk assessment. Specific risk assessments are carried out in situations where more risk is present (e.g. using a bouncy castle at a youth group). If children or vulnerable adults are or could be involved then the Safeguarding policy applies.

- All Workers are required to have a satisfactory and up-to-date DBS check.
- All Workers are required to complete a self-declaration form.
- All Workers are required to have appropriate and up-to-date Knighton Safeguarding Training.
- No applicant will be allowed to work until the recruitment procedure is completed. (see section 5.1)
- Adults who assist occasionally or on a one-off basis, who have not undergone the safer recruitment process, must be supervised by a named worker at all times.

## **3.2 DBS MANAGEMENT**

Knighton Free Church uses ThirtyOneEight for online DBS applications and advice and guidance on safeguarding issues.

The safeguarding team are responsible for the implementation and management of Knighton Free Church's DBS process.

- Knighton Free Church does not apply for disclosures on behalf of other organisations.
- Staff, Ministry Leaders and Elders will be encouraged to be on the update service.
- All Knighton Free Church DBS checks are: Enhanced DBS including Children or Adults barred list check.
- Elders of the church are required to have a satisfactory and up-to-date Knighton Free Church DBS check.
- DBS checks are to be renewed every 3 years. DBS checks are out-of-date when they are 3 ½ years old.
- ID checks (part of the DBS approval process) may be carried out by the Safeguarding Coordinator, the Deputy or other designated people. Original ID documents must be provided.

## **3.3 VOLUNTEERS WHO CANNOT BE DBS CHECKED**

- Those who do not have the right to work in the UK
- Those aged 17 or under

### **3.4 DBS MINISTRIES**

Applicable ministries include but are not limited to:

- Child workforce
- Adult workforce - Vulnerable Adult worker

### **3.5 CONTROLS**

Ministry Leaders will provide up-to-date worker information to the Safeguarding team at least termly. The DBS check and Safeguarding Training status of those Workers in regular Children, Youth and Vulnerable adult ministries will be assessed on a bi-monthly basis in order to ensure that the DBS checks are up to date. Mandatory training will be delivered annually (see section 3.7). A report is provided to the Senior staff showing those whose status is not conforming with the policy and the necessary action will be taken.

### **3.6 MINIMUM STAFFING LEVELS**

<b><u>KNIGHTON FREE CHURCH GROUP</u></b>	<b><u>CHILD'S AGE</u></b>	<b><u>MINIMUM STAFF LEVELS</u></b>
Creche	0-1	1 worker to every 2 children
Mini starters	1-3	1 worker to every 3 children
Starters	3-5	1 worker to every 6 children
Sunday Club 1	6-7	1 worker to every 8 children
Sunday Club 2	8-9	1 worker to every 8 children
Sunday Club 3	10-11	1 worker to every 10 children
KYP 2 GIRLS & BOYS	11-14	1 worker to every 10 children
KYP 3	14-17	1 worker to every 10 children

The above ratios also apply for all midweek groups.

If teaching alone, ensure that another nominated adult knows where you are and, where possible, be in a room with windows.

More supervising adults may be required if, for instance:

- The children have specific support needs.
- A risk assessment identifies behaviour as a potential issue for the group.
- children are being taken off site (including residential).
- children are undertaking physical activities.
- if needed for safe fire evacuation.
- Adults who assist occasionally or on a one-off basis who have not been appointed formally using the safer recruitment procedures must be under the care of a named worker at all times.

### **3.7 SAFEGUARDING TRAINING**

The Leadership is committed to on-going safeguarding training and development for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. Safeguarding training will be delivered in an accessible way to ensure engagement with the Safeguarding Policy. Workers will be given an annual update on key information and policy changes. Training programmes will include:

- Signs and symptoms of abuse and neglect
- How to respond to a child or adult wishing to disclose abuse.

As part of the safer recruitment process, and in addition to the DBS process, new workers will receive a digital copy of the Safeguarding Policy and training from ministry leaders appropriate to their age group.

The Safeguarding team are responsible for the implementation and management of Safeguarding Training. They will consult with 31:8 at least every 3 years to ensure training is up to date. Further consultation will be carried out where there are significant developments in safeguarding on a national scale.

### **3.8 WORKING IN PARTNERSHIP**

Organisations carrying out events on Knighton Free Church's premises must have their own safeguarding policy that meets ThirtyOneEight's standards.

### **3.9 COMMUNICATING SAFELY**

The Leadership will ensure that children and adults with care and support needs 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 by means of:

- Posters clearly displayed around the building
- Safeguarding Policy available on the church website





# **SECTION 4: RECOGNISING AND RESPONDING TO AN ALLEGATION OR SUSPICION OF ABUSE**

## **4.1 RECOGNISING ABUSE AND NEGLECT**

Definitions of abuse and neglect (see section 1.5)

### **Signs and symptoms of abuse and neglect**

The following behavioural signs may or may not be indications that abuse has taken place, but the possibility should be considered.

#### **Physical signs of abuse**

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention.
- Neglect – undernourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained stomach pains.

#### **Emotional signs of abuse**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes inappropriately clingy. Signs of depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsession or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away, stealing, lying.

#### **Signs of possible sexual abuse**

- Any allegations made by a child concerning sexual abuse.
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawings.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbance with fears, phobias, vivid dreams, or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia.

## **4.2 RESPONDING TO AN ALLEGATION OF ABUSE**

When responding to an allegation of abuse, adhere to the following guidance:

- Never promise to keep a secret.
- Listen and accept what you hear.
- Don't be judgmental.
- Don't ask leading questions.
- Let the child know what is going to happen.
- Keep it confidential!

With any allegation of abuse, make careful notes as soon as you can. Put the time and date on the paper and sign your name. Then pass it to the safeguarding officer.

### **4.3 PROCEDURE FOR RESPONDING TO ALLEGATIONS OF ABUSE**

Any concerns or allegations of abuse should be reported.

The person in receipt of allegations or suspicions of abuse should report concerns **as soon as possible** to a member of the safeguarding team as named on posters clearly displayed around the building.

The safeguarding team member will then contact ThirtyOneEight for support and further advice.

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. (CHANGE OF ORDER)

It is likely that the Safeguarding team will want a report of the allegation to be emailed to the confidential address provided in order to maintain an accurate record of events.

The reporting email address is [safeguarding@knighton.org.uk](mailto:safeguarding@knighton.org.uk).

#### **Safeguarding Co-ordinator**

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

#### **Deputy Safeguarding Co-ordinator**

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to ThirtyOneEight.

Any member of the church has the right to contact ThirtyOneEight.

# **SECTION 5: CARE AND SUPERVISION OF WORKERS**

## **5.1 SAFER RECRUITMENT**

Ministry Leaders are appointed by the Elders. Ministry Leaders are responsible for the recruitment of volunteers within their area of ministry. Recruitment selection happens by:

- Prospective candidates meet with ministry leaders.
- Safeguarding is discussed at this meeting and prospective candidates are given a digital copy of this safeguarding policy and know how to report a concern.
- A DBS check will have been completed before the recruit partakes in the activity.
- It would be reasonable for a potential recruit to have a trial period prior to completion of their DBS check, ensuring that they are supervised by a named adult during this period.

## **5.2 WORKERS FEEDBACK AND REVIEW**

The leadership will take a pastoral interest in workers and be mindful of their personal circumstances. Workers are encouraged to feedback thoughts and concerns at any time and the leadership is open to receiving, considering and acting on such feedback. The leadership will on occasion review workers' roles with them either personally or as a group and/or invite feedback on their experience and circumstances.

## **5.3 CODE OF CONDUCT (WORKING SAFELY)**

### **5.3.1 BEST PRACTICE**

- You should operate within the organisation's principles and guidance.
- Make every effort to display a character, conduct and lifestyle consistent with Biblical standards, treating all children, young people and vulnerable adults with respect and dignity.
- Be aware that physical contact with a child or young person may be misinterpreted. All physical contact should be for the best interests of the child or young person.
- You should challenge unacceptable behaviour in a responsible way, including abusive peer activities such as ridiculing or bullying.
- You should report all allegations/suspensions of abuse.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
- Never hit a child.
- Never touch a child inappropriately or play sexually provocative games.
- Never show favouritism to any one child, young person or group.
- Make every effort to ensure you are not alone with a child and out of sight of others. If unavoidable, ensure that another leader is aware of the situation.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- If a worker is required to transport a child or children to and from an activity, parental consent must be gained in advance. (A text message would be appropriate)
- Ensure next of kin contact details are up to date. This is especially important if you are going on a trip, where a list of contact details should be kept.
- If transport is required for children within an organised activity, avoid transporting a child on their own or on your own. If it is unavoidable, inform another adult and consider whether to ask the child to sit in the back of the vehicle.
- Never invite a child or young person to the youth leader/worker's home alone without parental permission.
- Never allow unknown visiting adults unsupervised access to children. A known person should always accompany visitors.

### **5.3.2 USE OF SOCIAL MEDIA, EMAIL AND TEXTING**

- All those involved in working with children and young people will exercise care in the use of social media and adopt the principles set out below.
- Ensure that your social media usage is consistent with a character, conduct and lifestyle that matches up to Biblical standards.
- All use of social media, email and texting should be for the best interest of the young person.
- For children under the age of 11, all communication should happen via parents, carers or guardians and not with direct email or texting to the child. It is worth noting that most forms of social media have an age rating of 13+.
- For Young people aged 11 to 14, group communication is preferred.
- For Young people aged 14+, communication must be in the best interest of the young person, and avoiding forms of social media that are not traceable (such as Snapchat). The principles for the use of social media should be communicated to young people aged 14 and over.
- Individual and group photographs may only be posted to social media where parental permission has been granted.

In scenarios not specifically covered by the guidance, our policy is to follow what is in the best interests of keeping the child, or adult at risk of harm, safe.

# **SECTION 6: PASTORAL CARE**

## **6.1 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.

## **6.2 WORKING WITH OFFENDERS AND THOSE WHO MAY POSE A RISK**

When someone attending the place of worship / organisation is known to have abused children, is under investigation, 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. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

# **SECTION 7: SAFEGUARDING POLICY**

## **MANAGEMENT**

### **7.1 SAFEGUARDING CONTROLS REVIEW**

Safeguarding Controls will be developed on an ongoing basis by the Safeguarding Team and reviewed at least annually for completeness and suitability of purpose.

### **7.2 MONITORING AND REVIEW OF POLICY**

The Safeguarding Policy will be reviewed annually by the Safeguarding Team who will make recommendations to the Elders as appropriate.

### **7.3 BREACH OF POLICY**

The Elders will take seriously any instances of non-adherence to the policy. Any instance of breach of policy will be investigated, assessed and may result in change to systems, policy and/or training and, where appropriate, disciplinary action may be taken.

This policy has been approved and adopted by the Elders for use by the church.

..... (signed)

..... (date)