

Silver Street Community Church Safeguarding Policy

Authors: Safeguarding Team-Luke Crowter, Joely Pugh
Reviewed by: Trustees- Jonathan Shaw, Patrick Sinyinza

Available to: General Public

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- **Name of Place of Worship:** Silver Street Community Church
- **Address:** 50 Statham Grove, Edmonton, Enfield, London, Middlesex, N18 1RE
- **Contact Number:** 020 8807 6994
- **Charity Number:** 1178856
- **Insurer:** Congregational
- **Policy Reference:** RC01001669/04

Senior Leader and Chair: Luke Crowter

Trustees and Elders: Luke Crowter, Patrick Sinyinza, Jonathan Shaw

Safeguarding Lead: Joely Pugh- 07871561920

Other members of safeguarding team: Luke Crowter- 07792336809

Safeguarding email: safeguarding@silverstreetchurch.org.uk

Current leaders of the childrens and youth groups: Creche- Caroline Brett, Minis and Kids Streams- Larissa Crowter, Refined- Chisomo Mutafya.

SSCC is an independent evangelical church based in Edmonton. The church is affiliated to the Fellowship of Independent Evangelical Churches (FIEC).

SSCC uses Thirtyone:eight for safeguarding advice, training and DBS checks- 0303 003 1111.

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About us

SSCC is an independent evangelical church, affiliated to the Fellowship of Independent Evangelical Churches (FIEC). We are a diverse church family seeking to make Jesus known in Edmonton as we grow to know Him better. We meet on Sundays for a time of worship and teaching. Often this will include children's work, a congregational lunch and small group meetings afterwards. We also meet during the week e.g. for prayer meetings or small group meetings, for women's meetings or for the community cafe. There is also a youth group that meets during the week in term times. Irregularly we hold fun days for young families in the community, along with a variety of other community-facing events.

Our Commitment

As a church our driving desire is to bring glory to God, reflecting and declaring His perfect character. We always want to uphold the honour of Jesus' name, and that includes seeking to look after people who come in contact in any way with the church.

Our Lord Jesus sets the ultimate example of love for all, care for the vulnerable, truthfulness in all situations, being totally above reproach. Our commitment to safeguarding is an expression of our desire to reflect His character.

We acknowledge with sadness, that abuse exists in the wider community and in the church.

As a church, we are committed to providing a safe and caring environment for staff, volunteers, children and adults.

We accept the UN Universal Declaration of Human Rights (1948).

We agree with UN on The Declaration on the Rights of the Child (1959) which says

"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."

Therefore, the following policy is one way in which we will manage our responsibilities regarding the protection of people. It has been written in line with statutory guidance to meet legal requirements.

The Charity Commission requires this policy to be reviewed annually, or when safeguarding legislation changes.

Responsibilities

SSCC believes that safeguarding is everybody's responsibility. We all have a responsibility to prevent and report abuse, especially of children and adults with additional care and support needs, but of everybody.

We are aware of what serious incidents should be reported to the Charity Commission and to our insurance company and will do so if the situation arises.

The church must notify the DBS if a person has been asked to step down or does step down due to potential or actual harm caused to a child or adult.

We are aware of the legal requirements for health and safety, food safety, fire safety and first aid and will adhere to these laws.

The responsibility of the Safeguarding Team:

Any safeguarding issues should be discussed as soon as possible with the safeguarding lead, Joely Pugh.

There is also a safeguarding email address which goes to all team members.

If the issue is pertaining to the safeguarding lead, Luke Crowter (member of the safeguarding team) should be contacted as soon as possible. Any safeguarding issues pertaining to both members of the safeguarding team can be discussed directly with Thirtyone:eight, the Local Authority Designated Officer (LADO) for Enfield (Email: safeguardingservice@enfield.gov.uk Phone Number: 0208 379 2850/ 0208 379 4392) or the police.

The safeguarding team is responsible for ensuring the collation and clarification of precise details in relation to allegations or concerns. This information should be documented and kept in a safe place, it will remain confidential to all apart from relevant parties. The team will then assess risk and refer to any relevant services for additional support, further investigation or for professional medical care.

The team will seek to make and maintain open and constructive lines of communication with local statutory agencies to facilitate the care of children and adults with additional care and support needs.

The safeguarding team will ensure all those in positions that are necessary will have a DBS check. They will ensure annual training is in place for all those working with children or adults with additional care and support needs. All church members will be encouraged to attend this training.

The safeguarding team will keep up to date with legislation relevant to safeguarding, as well as ensuring their own knowledge and training is up to date.

Abuse

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

Children: Anyone who has not yet reached their 18th birthday. Children who may be at particular risk could include, young carers, those with additional mental or physical health needs, those with learning or behavioural difficulties, those who have recently moved into the area, those in care etc.

Adults with additional care and support needs: Anyone 18 and over who;
Needs care and support (whether or not the local authority is meeting any of those needs); and
Is experiencing, or at risk of, abuse or neglect; and
As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect. (The Care Act 2014)

The four main types of Abuse are as follows:

Physical, Sexual, Psychological/emotional and Neglect.

Further to this, for adults:

- Physical
- Sexual
- Domestic Abuse
- Psychological/Emotional
- Financial

- Modern Slavery
- Discriminatory
- Organisational/Institutional
- Neglect
- Self Neglect

For Children:

- Bullying/Cyberbullying
- Child Sexual Exploitation (CSE)
- Child Trafficking
- Criminal Exploitation/Gangs
- Grooming
- Female Genital Mutilation (FGM)
- Online Abuse
- Non-recent Abuse
- Fabricated/induced illness

Recognising different types of abuse will feature in annual training and is also discussed in Appendix 1.

It is the responsibility of every individual in the church to report disclosure of abuse or signs of abuse to the safeguarding lead or relevant authorities.

Documentation and Confidentiality

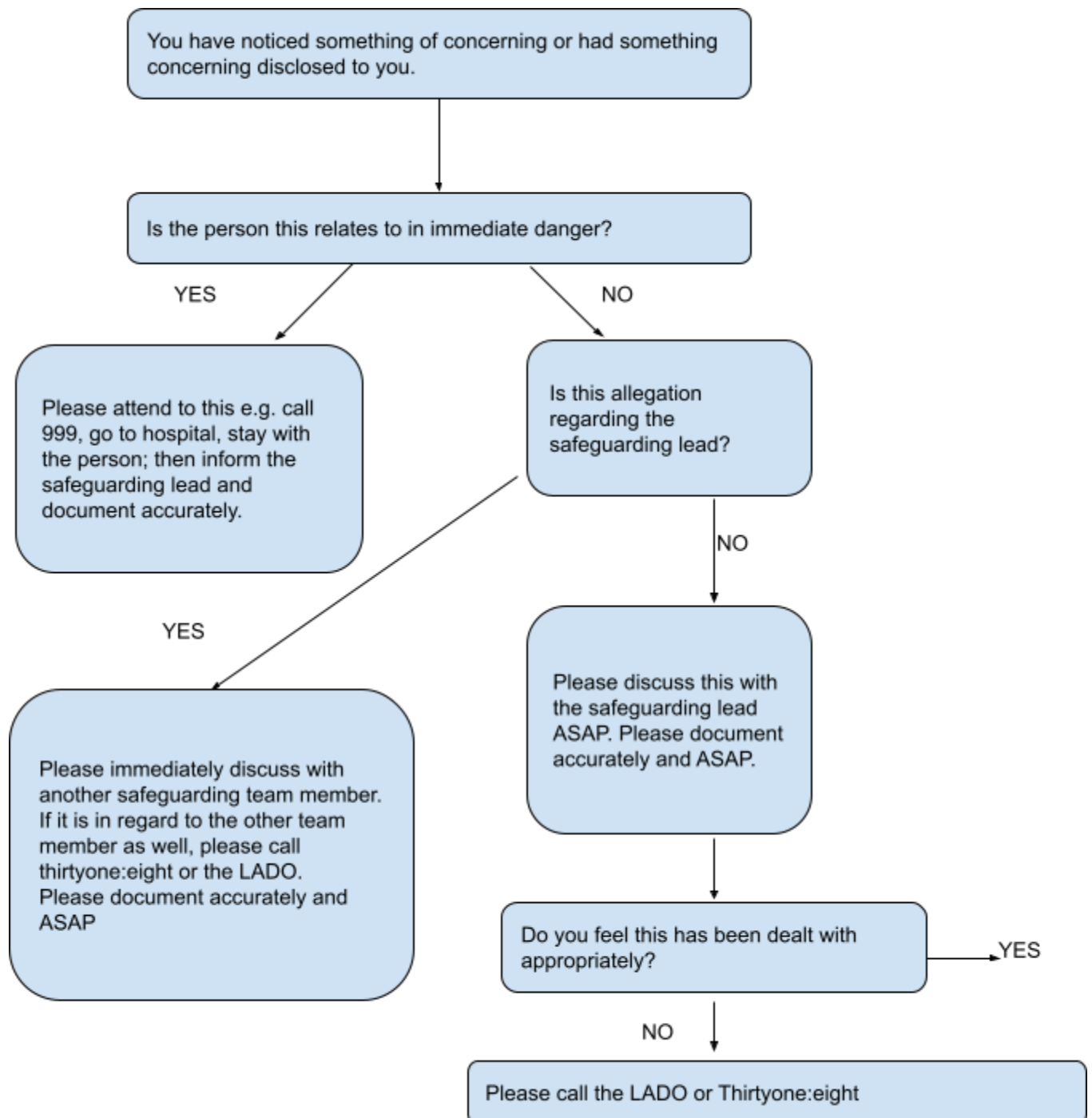
First ensure the person is safe.

Whoever is making the report should write down what they have heard or seen **as soon as possible** to ensure accuracy of details. Appendix 2 can be used to document accurately and can be found at the back of this policy. This should be given or sent to the safeguarding lead and will be kept securely. You must keep your documentation in a secure place.

The details should be shared with **only** the relevant parties e.g. the safeguarding team, relevant services.

If an allegation of abuse has been made DO NOT discuss this with the alleged perpetrator.

Please see flow chart:



Response to Concerns

The safeguarding team will assess the risk of allegations or suspicions of abuse and take necessary action. This may involve:

- Assessing the need for urgent medical attention or input from the authorities and ensuring the victim is in a safe place.
- Collating and clarifying details.
- Contacting Thirtyone:eight for advice and support.
- Contacting relevant services as necessary. This may include the LADO, social care, the police, medical professionals, NSPCC, a refuge or specific abuse hotline. Some helpful contacts are included in Appendix 3.
- If an allegation is made against one of the church workers or volunteers, they will be immediately suspended from their duties until the matter has been fully investigated.
- Talking to parents/ guardians/carers about how to seek help in the coming days.
- Arranging ongoing pastoral care/support.

Low Level Concerns

We recognise that there may also be “Low Level Concerns” that people raise with the safeguarding team or come through the pastor, elders and leaders. This may give you the feeling of “I’m not sure but something isn’t right”.

This could be regarding the behaviour of an adult around a child or something that, alone, does not meet the threshold to be reported to the authorities (Farrer and Co. 2022). These concerns are also valid and important to share. They should also be documented in writing and discussed with the safeguarding team. The sharing of small bits of information can be crucial in building a bigger picture of how someone is doing and encourage early help and intervention.

Safer Recruitment

To recruit a children's worker for SSCC, they are required to be a church member. They must also have been in regular attendance for a minimum of three months. One of the elders must be approached to discuss the proposed appointment before the potential worker is asked to join the team. If the elders approve the appointment, the person will be asked to read the safeguarding policy. They must then receive a Disclosure and Barring Service check (DBS) specifically for SSCC before they begin engaging in children's work. If the DBS comes back with information on it, this will be discussed with the elders to decide if it is appropriate for the person to engage in that position. Information will remain confidential.

There are other roles that require a DBS check. For example, the trustees must all have adult and children DBS checks. Further voluntary roles will be assessed on a case by case basis.

DBS checks don't have an official expiry but it is generally accepted that these should be renewed every 3 years.

SSCC occasionally uses Junior Helpers aged 14-16 to help in children's work. We do not require a DBS check for under 16's. For this reason we ask the junior helper, their parent or guardian and the leader of the group to sign a form (Appendix 5) detailing their roles and responsibilities. They will not be used as a leader or in place of a leader. They should never be alone with the children. They should not do toilet trips or nappy changes.

Most of SSCC's workers are voluntary.

To recruit a paid church worker in any capacity, the recruitment process includes gaining at least 2 references, facing a panel interview which may include safeguarding questions if appropriate, becoming a member of the church, being asked to read the safeguarding policy and completing a DBS check.

For volunteer staff roles (e.g. the Disciple Training Scheme), as well as for elders & deacons, the process will include a formal conversation including safeguarding questions where appropriate, becoming a member of the church, being asked to read the safeguarding policy, and completing a DBS check if their responsibilities will include working with vulnerable people.

Conduct for Children's Workers or Workers with Vulnerable Adults

As a 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 accusations.

SSCC currently has 4 Children's and Young people's groups, the accepted ratios for these groups are as follows:

Creche	0-3 year olds (Birth to nursery)	1 adult:3 children
Minis	3-7 year olds (Nursery- Yr 2)	1 adult:4 children
Refined	11-18 year olds (Yr 7-13)	1 adult:8 children
Kids Stream	3-11 (Nursery-Yr 6)	1 adult:4 children

It is expected that there is always more than one leader per group regardless of ratios. Mixed sex groups should, where possible, have at least one male and one female leader present on any given occasion.

Any young person (YP) attending these groups must have an information and contact form filled out. These can be obtained from the leader of the group, or the safeguarding lead. This form should include parental permission for nappy changes or accompanied toilet trips if age appropriate. Any information relevant e.g. food allergy or emergency contact should be shared with the rest of the team. All other information should be kept in a secure place.

All activities should be within public view, in plain sight and/or hearing of others. This includes if someone asks to talk to you privately. In such a case, try to be in the same room as others (out of earshot), or in a room close by with the door open and in plain sight of others. It is good practice to alert whoever is in charge of the group or another leader where you are going and why.

If a disclosure of abuse or concern is made, please do not attempt to investigate this or ask leading questions. Please do not promise to keep any secrets for

them. Please do not discuss the allegation with a parent/ guardian if the victim is at risk from this person.

Church workers are expected to treat all YP and adults with dignity, respect and equality in attitude, language and actions. There should be no favouritism shown.

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship. It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

Church workers must not use any inappropriate physical contact or any unnecessary physical contact. Touch should be age appropriate and generally initiated by a YP not the church worker.

Children and adults at risk should be encouraged to manage themselves where possible e.g. applying suncream, removing coats/jumpers but church workers can give appropriate help where necessary.

If a child is posing imminent physical danger to themselves or another person, leaders may use reasonable force- the minimal level possible of appropriate physical restraint, if necessary. This incident must be documented in detail afterwards and discussed with the safeguarding lead.

Electronic Communication

We recommend our children's workers are not in contact with the YP on any social media sites.

The Refined youth group will sometimes use email and phone communication to contact parents and YP with meeting information. Permission for this appears on the Refined contact form.

Church workers should avoid phone and electronic communication where possible. If contact is absolutely necessary or initiated by a YP, we encourage another leader to be in the conversation, for the leaders to be of the same sex as the YP and for all communication to be between 08.00 and 20.00. Language should be appropriate, purposeful and not overly familiar.

Video chat e.g. Zoom, MS Teams, Skype, should only be used for youth meetings if it is not possible to meet in person. Parents/guardians must be aware of the plan for the purpose and times of the meeting and give their child permission for this. YP should be encouraged to take place on the call in a public place and not in a bedroom.

Church workers **should not** take photos of the YP on their phones or personal devices. Sometimes photos may be taken on the church premises for use in SSCC's website, social media and publicity. The storage and use of images by the church is subject to the legal requirements of the Data Protection Act. If a parent/guardian does not wish their child to appear in any of these photos, they should contact the youth group leader or the church office. The Refined contact form also includes permissions for photo taking for church use.

Travel and Transport

It is expected that parents/ guardians will arrange appropriate travel to and from church activities. Permission for taking children off the church premises will be arranged in individual permission forms.

If a child is waiting to be picked up from a church activity no less than 2 leaders should wait with them.

Only DBS checked leaders who have been driving a minimum of 2 years, have adequate insurance, parent/ guardian/ carer permission and a fully roadworthy vehicle may transport YP to and from activities where appropriate. It is the responsibility of the leader to follow national legal requirements regarding road safety and age-related restraints.

Children's leaders should avoid being alone in the car with a YP where possible but it is reasonable to expect this may happen occasionally for a short period, e.g. dropping off the last child.

Bullying

At SSCC there is zero tolerance for bullying amongst staff, volunteers or church members and any suspected or perceived bullying should be raised with the safeguarding lead or one of the elders. This includes someone using a position of spiritual leadership in a manipulative way.

Speaking up

We would encourage all employees, volunteers, church members or congregational friends to raise concerns internally if they notice something going on at SSCC that could harm someone within church or a member of the general public. This might include illegal activities, miscarriages of justice or risks to the health and safety of individuals or to the environment. We will always seek to protect people in any way we can so are happy to consider these concerns and seek to remedy injustices and risks.

If you feel unable to raise concerns regarding bullying or raising concerns internally please contact the FIEC or Thirtyone:eight with concerns.

Offenders

SSCC is open to all and we recognise that we may come into contact with those who pose a risk to children and adults such as known offenders or those with previous convictions.

We are in a close proximity to a low secure rehabilitation and recovery facility and have good connections with the staff there. We will seek to maintain this communication and relationship with this facility in order to be able to better assess risk of visitors from this unit and create a safe environment whilst seeking to welcome all.

We will seek to have open and honest conversations with those who may pose a risk in order to, if necessary, communicate our expectations and the consequences of not meeting these expectations. This might be in the form of a written contract and agreement with the offender. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

As well as supervising the individual we will offer pastoral care when needed and recognise that these people may also be an adult with additional care and support needs.

Appendix 1.Recognising Abuse

Type of Abuse	Possible Signs/behaviours of Abuse
Physical	Burns, bruises, cuts in places normally covered by clothing, strange explanatory stories for injuries, frequent injuries, signs of malnutrition, failure to seek needed medical attention, changed personality
Sexual	Bruising, discomfort sitting/walking, incontinence, sudden anxiety/withdrawal/concentration, uncharacteristic sexual behaviour/language
Domestic	Any of the signs of physical/sexual/financial/ emotional abuse, different behaviour around partner, rarely out in public, rarely without partner
Psychological/Emotional	Silence around one person, withdrawn, change in appetite, uncooperative, low self esteem, signs of distress
Financial	Unexplained lack of money, person managing money is uncooperative, difference in financial resources to living conditions, someone showing unusual interest in assets
Modern Day Slavery	Signs of physical/emotional abuse, always in same clothes, fear of police, isolation, unkempt, withdrawn, lack of personal belongings, living in overcrowded accommodation
Discriminatory	Denied basic human rights, withdrawn, isolated, angry, anxious, not receiving obvious support
Organisational/Institutional	Lives in rundown/overcrowded care home, inadequate staff levels in home, malnourished, not receiving medical attention, absence of visitors, inappropriately restrained, lack of dignity

Neglect	Poor hygiene, malnourished, untreated injuries, lack of medical help, school absence, clingy, aggressive, inappropriate clothing, left alone inappropriately
Self Neglect	Poor diet, poor hygiene, withdrawal, hoarding, inability to do household chores, lives in hazardous way, lack of engagement with relevant services
Bullying/Cyberbullying	Afraid to go to school, loss of confidence, loss of appetite, bullying others,
Child Sexual Exploitation (CSE)	Secretive behaviour, having money/things they can't explain how they got them, overly sexualised talk/behaviour for age, alcohol/drug use, sharp change in mood, talk about older partner, has new group of friends
Child Trafficking	Not living with family, rarely seen, reluctant to share personal info.
Criminal Exploitation/Gangs	Absent from school/home a lot, spending time with older friends, aggressive, isolated, unexplained money/things, using new slang, spending more time on phone, unexplained injuries
Grooming	Secretive about where they are going, have older partner, alcohol/drug use, more time on phone, sexualised language/behaviour, unexplained money/things
Female Genital Mutilation (FGM)	Girl taken out of country for a period of time, girl talks about ceremony to 'become woman', spending longer in bathroom, suddenly anxious/withdrawn, difficulty walking/standing/sitting
Online Abuse	Increased/decreased time online, distant/upset/angry after time online, secretive about what they're doing online
Non-Recent abuse	Can cause mental health problems, emotional difficulties, drug/alcohol

	overuse, struggling with parenting and relationships, poor physical health
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Appendix 2. Documenting a Concern

Please include ONLY the facts of what was heard/seen/done. Please DO NOT include your opinions or what you think may have happened. You may use extra paper if more space is needed.

Date of incident:

Time of Incident:

Where the incident took place:

What happened:

What did you say/do (response, including who you told, action taken):

Name (of person documenting):

Signature:

Date and time of Documenting:

Appendix 3 Useful Contacts

Non urgent police- 101

Local Authority Designated Officer (LADO) for Enfield (Email: safeguardingservice@enfield.gov.uk Phone Number: 0208 379 2850/ 0208 379 4392)

Enfield Adult Social Care- 020 8379 3196/ 020 8379 5212

Enfield Children's Social Care- 020 8379 5555/ 020 8379 1000

Thirtynine:eight- 0303 003 1111

Samaritans Mental Health Crisis Helpline- 116 123

SANE Mental Health Crisis Helpline- 0300 304 7000

Refuge's National Domestic Abuse Helpline- 0808 2000 247

NSPCC- 0808 800 5000 for advice

NSPCC- 0800 1111 for under 18's

FRANK Substance misuse- 0300 123 6600

National Domestic Violence Hotline- 0808 2000 247

Appendix 4 Consent Form

Name:

DOB:

Address:

Contact Number:

Role applying for:

I have read Silver Street Church's current safeguarding policy, understand it and agree to abide by it (Signature):

I agree to undergoing a check of the Disclosure and barring service (DBS) (signature):

I wish to disclose something that may be relevant to the role I will be undertaking (If you wish to speak to someone in person, please just write 'Yes' here and we will follow up with you, you may write details of the disclosure below if you would prefer):

Appendix 5 Junior Helper Form

Organisation: Silver Street Community Church

Activity: Creche and/or Minis

Thank you for agreeing to be a junior helper! We very much value and appreciate your willingness to serve God in this way. You will be expected to assist the adult, DBS checked leader that is on the rota to keep the children safe, facilitate their learning and maximise fun!

Never be aggressive, angry or unfriendly towards the children. Try and have a happy smile and be gentle with them during games. Give praise for their achievements but help and encourage them with consideration when they find things difficult. Above all show them God's love through your caring actions. Finally, avoid too much close physical contact, children may wish to cling to you or constantly sit on your lap or jump on you whilst rolling around on the floor. Instead, just encourage them to take part in what has been organised for them. To support you in the great work you will be doing as a helper we will ensure that you will only be involved in activities where you are under direct supervision and eye contact of the leader. You should never find yourself alone with the children, taking them to the toilet or changing nappies.

The assigned leader for Creche is Caroline Brett. The assigned leader for Minis is Larissa Crowter. The safeguarding lead is Joely Pugh (07871561020). They will be able to offer any necessary guidance. You can talk to them at any time regarding any concerns surrounding Creche or Minis. Also please contact the assigned leader if you can't attend when you are expected.

I _____ commit regularly to attend and help at
(name of group).

DOB: _____ Date: _____

Approved by (Parent/Carer with parental responsibilities)

Name: _____

Sign: _____ Date: _____

Contact number: _____

Appointment approved by (Name of leader of group)

Name: _____

Sign: _____ Date: _____

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