

# Safeguarding Policy

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## *General Info*

## **Policy Statement and Principles**

St Nicholas Cole Abbey Centre for Workplace Ministry Limited (the 'SNCA') is a company limited by guarantee with company number 07780681 and a registered charity with charity number 1147429.

The SNCA is committed to the safeguarding of all children, youth and vulnerable adults who attend its various ministries. To that end:

- We will seek to prevent abuse or neglect wherever possible
- We will raise awareness across the church family so that everyone plays their part in preventing, identifying and responding to abuse and neglect
- We will be responsible for appropriate selection and training of those who work with children, young people or vulnerable adults. This may include the use of DBS checks and other measures
- We will safeguard adults in a way that supports them in making choices and having control about how they want to live
- We will respond immediately to any complaint of harm or potential harm to a child or vulnerable adult, and cooperate with other agencies such as the police or local authority where appropriate
- We will report any concerns about children or vulnerable adults via the appropriate channels
- We will offer pastoral care to victims of abuse
- We will suspend any volunteer under suspicion of abuse, offering them pastoral support throughout the process

## Overview of Safeguarding Responsibilities

(1) **The Directors** of the SNCA have overall responsibility for Safeguarding within all the various ministries undertaken under the SNCA umbrella. This policy is maintained, reviewed, and sanctioned by the Trustees.

(2) **The Church Safeguarding Committee** is a source of advice and guidance on Safeguarding issues. They will advise the Directors on any matters relating to Safeguarding, make recommendations for changes in policy and procedure, and hold Chris Fishlock accountable for policy implementation.

(3) **The Church Safeguarding Officer (CSO)** is the individual member of the Church Safeguarding Committee given responsibility for Safeguarding within the SNCA and all its various ministries.

The CSO will also be included in decisions about whether to permit someone to be involved in ministry with children where their DBS check is blemished or information is provided about them under the DBS scheme.

The CSO is held accountable to his or her safeguarding role by the SNCA Directors.

(4) **The Ministry Leaders** are responsible for safeguarding on a day to day basis. This includes:

- Ensuring all caregivers within their area are recruited in accordance with this Safeguarding Policy
- Acting as Safeguarding Officer to ensure all relevant ministries are covered by ministry-specific safeguarding guidelines (Safeguarding Supplements)
- Acting as Safeguarding Officer for any disclosures of abuse within the ministry.

The Ministry Leaders are held accountable to their safeguarding role by the SNCA Directors.

**Christopher Fishlock** is the Ministry Leader for all the SNCA's ministries, apart from the London Bridge Talks.

**Tom Wright** is the Ministry Leader for the London Bridge Talks.

(5) **The Children's Champion** raises the profile of children within the church and on the PCC.

(6) **Caregiver** refers to anyone serving in any role within church which involves any oversight of children, young people or vulnerable adults.

All caregivers share a particular responsibility for:

- Loving the person as Christ loves them
- Setting an example of proper Christian conduct
- Praying for those in their care

# The SNCA's Ministries

## Ministry with provision for children and young people

The only ministry undertaken under the SNCA umbrella that makes formal provision for children and young people is **St Nick's Church** (*including crèche, Sunday school, youth, weekends away, occasional seminars*).

This ministry must comply with the SNCA Safeguarding policies in their entirety.

## Ministries with no provision for children and young people

The remaining ministries undertaken under the SNCA umbrella do not make formal provision for children and young people. The parts of the SNCA Safeguarding policies relating to children and youth are not relevant to these ministries.

These ministries are: **City Partnership Groups** (Tuesday morning); **London Bridge Talks** (Tuesday lunchtime); **Fleet Street Talks (Wednesday lunchtime)**; **Small Groups** (Wednesday evening); **St Nick's Talks** (Thursday lunchtime); **occasional events** e.g. Christianity Explored, evangelism training, evening drinks, guest events.

## Vulnerable adults – all ministries

None of the ministry areas make formal provision for **vulnerable adults**. However, the vulnerable adults policy outlines considerations relevant to all ministries where vulnerable adults may be in attendance (which is all ministries). This supplement must be read by anyone providing formal care for vulnerable adults. For the purposes of this document, we have opted to use the term 'vulnerable adult' in place of 'adult at risk' due to this being a more familiar term.

## Screening Procedure for Caregivers

Every applicant who wishes to serve in any ministry area involving children or young people must complete a screening process prior to serving, and anyone providing formal care (as defined by the Diocesan policy) for vulnerable adults must complete this process.

To ensure safe and quality care, the church has established several criteria that all caregivers must meet in order to work with children, young people or vulnerable adults:

### ***1. Recruitment***

- All caregivers must be people in good standing with the church.
- All caregivers must be 18 years of age or older.
  - With the prior approval and direction of the Children's Co-ordinator, young people who are aged 14+ can assist with children's work. Such volunteers contribute towards the number of children not the number of adults when it comes to required ratios.

### ***2. Assessment***

- All caregivers must have a face to face conversation with the Ministry Leader or Children's Co-ordinator, in order to go through the role description and to have the opportunity to ask any follow-up questions needed to confirm their suitability for the role.
- All caregivers must complete a Diocese of London Confidential Declaration form, requiring the honest declaration of any criminal convictions.
- All caregivers must provide the names of 2 people to act as personal referees, which will be followed up. Referees must not be relatives/partners, current parish clergy, or church staff.
- All caregivers must complete a Volunteer Agreement & Parish Safeguarding form requiring a Christian testimony and a signed declaration of having read the relevant policy.
- All caregivers must complete a Disclosure and Barring Service (DBS) form for the applicable Enhanced level Disclosure. Details of how to do so will be sent to the caregiver via email.

### ***3. Appointment***

- A caregiver can begin their role **only when** the following have been completed:
  - The Diocese of London Confidential Declaration form and the Parish Safeguarding form have been filed as complete.
  - The personal references have been sent for, received, and reviewed as being acceptable.
  - The satisfactory DBS Disclosure outcome has been received from CCPAS.

### ***4. Data Protection***

- All completed records of screening procedures will be kept securely and indefinitely. The church will have record of the following:
  - Diocese of London Confidential Declaration form
  - Two personal references (which will be available to the DST (Diocese of London Safeguarding Team) should they request it)
  - Parish Safeguarding form
  - DBS Disclosure Certificate reference number
  - Any additional notes pertaining to the above

### ***5. Training***

- All volunteers are encouraged to complete the online Diocesan Safeguarding training upon recruitment, and additional training is then provided for Sunday School and Youth helpers, and we are working towards implementing regular safeguarding training more widely.