

# Revelation Family Church Safeguarding Policy



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## **CONTENTS**

Page 4	<b>Charity Information</b>
Page 5	<b>Our Commitment</b>
Pages 6-7	<b>Recognising and responding appropriately to an allegation or suspicion of abuse</b> <i>Understanding abuse and neglect</i> <i>Definitions of abuse</i>
Page 8	<b>How to respond to a child wishing to disclose abuse</b> <i>Effective listening</i> <i>Safeguarding awareness</i>
Pages 9-10	<b>Responding to allegations of abuse</b>
Pages 11-12	<b>Detailed procedures where there is a concern about a child</b> <i>Allegations of physical injury, neglect or emotional abuse</i> <i>Allegations of sexual abuse</i> <i>Suspicious or allegations of physical or sexual abuse</i>
Page 13	<b>Handling, Use, Secure Storage, Retention &amp; Disposal of Disclosures and Disclosure Information</b> <i>Storage and access</i> <i>Handling</i> <i>Usage</i>

*Retention*

*Disposal*

*Our relationship with CCPAS as an umbrella organisation*

Pages 14-15      **Youth Work Social Media Policy**

*General Information*

*Guidance for personal use*

*Use of official accounts*

Page 16      **Mentoring Policy**

*What is mentoring?*

*Do's and Don'ts*

Page 17      **Safer Recruitment**

Page 18-19      **Practice guidelines**

*Management of workers – Codes of conduct*

*Supporting those effected by abuse*

*Working with offenders*

*Practice guidelines*

*Working in partnership*

Appendix 1      Leadership/Trustees Safeguarding Statement

Appendix 2      Safeguarding Personnel and Contact Details

Disclosure Form

## **DETAILS OF THE PLACE OF WORSHIP / ORGANISATION**

Revelation Church

Address:

104 The Hornet,

Chichester,

PO19 7JR

Tel No: (01243) 531898 Email address: [admin@revelation.org.uk](mailto:admin@revelation.org.uk)

Membership of Denomination/Organisation: 24/7 Prayer (Communities Network)

Charity Number: 1138551 Company Number: 07381412

We are a church under the umbrella of the 24/7 Prayer (Communities) who regularly work with children in the areas of emotional and spiritual development of the children and young people who are members of the Church and also those from the surrounding area through youth focused activities, clubs, detached and schools work.

## **OUR COMMITMENT**

As a Leadership/Trustees 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/Trustees 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 **Safe and Secure** safeguarding standards published by the [Churches' Child Protection Advisory Service \(Thirtyone:eight\)](#).

The Leadership/Trustees undertakes 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 Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Officer(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- File a copy of the policy and practice guidelines with [Thirtyone:eight](#).

## **RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE**

### **Understanding abuse and neglect**

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. Firstly we need to define what a child is and what a vulnerable adult is. A child is anyone under the age of 18 and a vulnerable adult are people who are at a greater than normal risk of abuse. Older people are vulnerable, especially those who are unwell, frail, confused and unable either to stand up for themselves or keep track of their affairs. 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 vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 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.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

For definitions of abuse – Please see The Children Act Of 2004 (England) & Child Care 2006 (England).

A possible but not exhaustive list below details clues of abuse:

The following clues could be indicators that abuse has taken place but should be considered in context of the child's whole life. Here are four broad categories of abuse.

First of all let us define what abuse is: A form of maltreatment of a child.

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

### **Physical**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

### **Sexual**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia

## **Emotional**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions 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

## **Neglect**

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc
- Regular poor hygiene



## **HOW TO RESPOND TO A CHILD WISHING TO DISCLOSE ABUSE**

### **Effective Listening**

We believe that enabling the voice of the child/vulnerable Adult to be heard effectively is imperative to creating a culture of safeguarding. 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 that 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.
- We must not give leading questions

### **Safeguarding Awareness**

The Leadership/Trustees is committed to an on-going safeguarding training and development opportunities for all workers every three years, 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 which is the **Thirtyone:eight** Dealing With The Unthinkable Training.

The Leadership/Trustees will also ensure that children 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. We also commit to retraining our volunteers every 3 years.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to The Safeguarding Officer (**Dan Swires-Hennessy**) who is nominated by the Leadership/Trustees 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. For name and contact details please see Appendix 2 and for the Disclosure Form see end of document.
- In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to either the Deputy Safeguarding Officer (**Sam Robinson**), the Leadership representative (**Phil Harper**) or the Trustee representative (**Nicky McIntyre**). For name and contact details please see Appendix 2.
- If none of the above are available or if the suspicions implicate all of the safeguarding Team, then the report should be made in the first instance to the **Thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 11 11 Alternatively contact **The Multi Agency Safeguarding Hub (MASH)** on 01403 229 900 during office hours or 0330 222 6664 out of hours or the police on 999 if an emergency or our West Sussex Police on 01273 475432
- Where the concern is about a child, the Safeguarding Officer should contact MASH. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from **Thirtyone:eight** as above.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or Deputy should not delay referral to Social Services, the Police or taking advice from **Thirtyone:eight**.
- The Leadership/Trustees will support the Safeguarding Officer/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/Trustees hope that members of **Revelation Family Church** will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Officer(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership/Trustees demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Officer/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. It is not for our staff to determine whether abuse has occurred or not.

## **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 Officer/Deputy will:

- Contact **MASH** (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 **MASH**
- 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 **MASH** directly 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 **MASH**.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer/Deputy will:

- Contact the **MASH**, Duty Social Worker for children and families, or, West Sussex Police 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 **MASH**. **Thirtyone:eight** will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

### **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Officer/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively, **Thirtyone:eight** can be contacted for advice.

### **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with **MASH** in regards to the suspension of the worker, also making a referral to the **Local Authority Designated Officer (LADO)**.

## **Handling, Use, Storage, Retention & Disposal of Disclosures Information**

In consideration of our use of the Disclosure And Barring Service (DBS), to help assess the suitability of applicants for positions of trust, we agree to comply with the DBS Code of Practice, Data Protection Act and other legislation in regard to the correct handling, use, storage, retention, and disposal of Disclosures.

### **Storage and Access**

Disclosure information is never kept on an applicant's personal file but stored separately and securely, in a lockable, non-portable, storage container (e.g. filing cabinet), with access strictly limited to those who are entitled as part of their official duties.

### **Handling**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information have been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, Disclosure information may be kept for up to six months for the resolution of disputes or complaints, unless there are exceptional circumstances. If this happens it will be done in consultation with **Thirtyone:eight** who will seek advice from the DBS giving full consideration to the Data Protection and Human Rights legislation. Conditions regarding safe handling and storage will continue to apply.

### **Disposal**

Once the retention period has lapsed, we will ensure that any Disclosure information is immediately and appropriately destroyed (e.g. by shredding, pulping or burning). While awaiting destruction, Disclosure information will continue to be kept securely. We will not keep any original documents or copies

relating to the disclosure certificate. However, we may keep a record of it, i.e. the name, date, and type of disclosure, the position for which it was requested, the unique reference number and the details of the recruitment decision taken.

### **Our relationship with **Thirtyone:eight** as an umbrella organisation**

We accept that **Thirtyone:eight**, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the DBS Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep **Thirtyone:eight** informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.



## **REVELATION CHURCH YOUTH WORK SOCIAL MEDIA POLICY**

Revelation Family Church and its subsidiaries realise that social media and networking websites have become a regular part of everyday life. However, we are also aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these services. We also recognise that it can be a place where people can be groomed and abused.

### **General Information**

The following policy has been designed to give staff clear guidelines as to what Revelation Family Church expect of them when accessing these sites. The absence of, or lack of, explicit reference to a specific website or service does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

### **Guidance for Personal Use**

If you have your own personal profile on a social media website, you should make sure that you do not have any content, media or information from that profile that (a) you are not happy them to have access to; and (b) which would undermine your position as a professional, trusted and responsible person.

As a basic rule, if you are not happy for others you work with to see particular comments, media or information simply do not post it in a public forum online. When using social media sites, staff members should consider the following:

- Changing the privacy settings on your profile so that only people you have accepted as friends can see your content.
- Reviewing who is on your 'friends list' on your personal profile. In most situations you should not accept friend requests on your personal profile from young people (under 18).
- Ensuring personal blogs have clear disclaimers that the views expressed by the author are theirs alone and do not represent the views of Revelation Family Church. Make your writing clear that you are speaking for yourself and not on behalf of Revelation Family Church.

- Ensuring information published on the Internet complies with the same data protection as the Handling, use, secure storage.
- Ensuring you are always respectful towards: **Revelation Family Church**, Other Staff Members, Parents and Families (including children and other relatives) and Other Agencies and Partners
- **Revelation Family Church** logos and trademarks may not be used without consent.
- At all times, in or out of working hours, you are an ambassador for **Revelation Family Church**. Be aware that your actions captured via images, posts or comments online can reflect on **Revelation Family Church**.

### **Use of Official Accounts**

Revelation and its subsidiaries operate a number of accounts on social media websites for the promotion of activities and events, and as a communication method. The following outlines the limits of their use.

We don't encourage befriending young people on social media with personal accounts but we recognise that sometimes this is the most effective way of communicating therefore a case by case risk assessment approach for staff and volunteers will be carried out by the safeguarding officer. Risk management will be carried out on a three monthly basis.

- An official account on any social media website may only be set-up with consent from a line-manager.
- Only authorised staff may use these accounts to post online and access to the account should be strictly limited.
- All information published on the Internet must comply with **Revelation Family Church** confidentiality and data protection policies.
- Parents or children should not be referenced online without their express consent. This includes all photos, videos and other media.
- Copyright laws must be respected, with references or sources cited appropriately.
- Any employee who becomes aware of social networking activity that would be deemed distasteful should make The Safeguarding Team aware as soon as possible.

All staff/volunteers using official accounts must adhere to the above guidelines.

As a church we are also committed to helping children and adults stay safe online with training and by promoting the Think you know website ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)).

## **REVELATION CHURCH MENTORING POLICY**

Before we look at what a mentor is and does we need to know what mentoring is at **Revelation Family Church**. Mentoring is when an adult meets with a young person one on one no more than twice a month to discuss their spiritual and mental development.

### ***What a mentor is:***

- A befriender
- A listening ear
- An adviser
- A discipler
- A support

### ***What a mentor is not:***

- A friend
- A counsellor
- A psychiatrist/doctor
- A parent

### ***Do:***

- Set clear boundaries around how often/when/where you will meet and the purpose of mentoring. You should be honest about what the young person can expect from the relationship, and vice versa. Not being alone in closed spaces should be discussed.
- Allow the young person to talk more than you. Listening more, speaking less and make sure that you are careful with the information disclosed.
- Bring God into the conversation where appropriate. Open up the Bible and help your young person grow in their faith.
- Encourage your young person with affirming words.
- Pray for them.
- Encourage honesty and accountability.
- Set targets if appropriate.

### ***Don't:***

- Make promises you cannot keep.
- Mentor someone of the opposite sex
- Give gifts or lend money (with the exception of books to aid in discipleship).
- Promise secrecy - if a young person discloses something that points to abuse (physical, sexual, emotional or neglect) or could put the young person at risk, the mentor must immediately report it to the Safeguarding Officer ([Dan Swires-Hennessy](#)).
- Use electronic communication (text/email/social media/instant chat) for anything except arranging time/place to meet or short, clear messages. Do not go into an in depth conversation.
- Meet up more than once a week.
- Force a meeting with the person being mentored. If they do not want to meet then this is fine. If this situation arises then please discuss with the Revelation Church Youth Worker.

### **SAFER RECRUITMENT**

The Leadership/Trustees will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment (for full document please see 'Revelation Church Safer Recruiting Procedures' document). This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has 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 has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- All Job Packs will state that **Revelation Family Church** has a safer recruitment procedure in use.

## **Practice Guidelines:**

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

As a Leadership/Trustees we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership/Trustees undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

### **Supporting those affected by abuse**

The Leadership/Trustees 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.

### **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 vulnerable adults the Leadership/Trustees will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

### **Practice Guidelines**

As an organisation / place of worship working with children, young people and vulnerable adults 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 accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached (see end of policy)

### **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 regards 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 the letting agreement will have their own policy that meets **Thirtyone:eight's** 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.

## **LEADERSHIP/TRUSTEES SAFEGUARDING STATEMENT**

### **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 Officer/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 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:**

- **MASH** 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 a vulnerable adult.
- 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.

The Leadership/Trustees recognises 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.

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults 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 the place of worship/organisation 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 will review this statement and our policy and procedures annually.**

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as Safeguarding Officers for this place of

worship/organisation; Dan Swires-Hennessy, Sam Robinson, Phil Harper and Nicky McIntyre.

A copy of the full policy and procedures is available from 104 The Hornet, Chichester, PO19 8JR



## **Safeguarding Personnel and Contact Details**

### **Safeguarding Officer:**

Dan Swires-Hennessy (07868 077329)

### **Deputy Safeguarding Officer:**

Sam Robinson (07415 059855)

### **Safeguarding Leader**

Phil Harper (07919 486062)

### **Safeguarding Trustee**

Nicky McIntyre (07779 783510)

## Revelation Church Disclosure Form

<b>Incident type:</b> <i>Circle any or all that apply</i>	<b>Physical abuse / Emotional abuse / Sexual abuse / Neglect / other Child Protection issue</b>		
<b>Name of child:</b>		<b>Group:</b>	
<b>Date and time incident recorded:</b>			
<b>Leader or person recording incident:</b>			
<b>The Concern</b> (Record <b>what</b> you have seen, <b>who</b> told you, <b>where</b> and <b>when</b> .)			
<b>Incident reported to:</b>			
<b>Follow-up Actions:</b>			
<b>Note copied to:</b>			

**Follow Up/Discussion**

**Date and Time**

**Role:**

Designated Member of Staff

Yes / No

If not, who

**Consideration/Evaluation**

Notes: Have there been any other concerns?

What does this information suggest?

What are the implications of doing nothing?