



LUTHERAN CHURCH IN GREAT BRITAIN CONGREGATIONAL POLICY ON SAFEGUARDING CHILDREN & VULNERABLE ADULTS

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CONTEXT

This document should be read in conjunction with the LCiGB document entitled “LCiGB Policy on Safeguarding Children and Vulnerable Adults”. Member congregations of the LCiGB are required formally to agree, accept and follow the congregation’s safeguarding policy and procedure which complies with that of the central church. The congregation’s safeguarding policy and procedure is inextricably linked to the central church’s safeguarding policy and procedure, and congregational practice needs always to comply with best practice. If changes are proposed to the congregational policy and procedure, the Council of the LCiGB must be informed and agree the changes prior to the congregation adopting them.

SUMMARY OF POLICY

The Congregation, _____ **[insert congregation’s name]**,

- believes fundamentally in the moral commitment to ensure that all individuals are free from abuse, regardless of gender, age, ethnicity, disability, sexuality or beliefs, and hereby
- accepts the policy of the LCiGB outlined in the document entitled “LCiGB Policy on Safeguarding Children and Vulnerable Adults”, and
- agrees that the requirements under the Safeguarding Policy of the LCiGB apply to all trustees, staff and volunteers in the congregation, and therefore
- the trustees of the congregation have approved and agreed formally this congregational Safeguarding policy and procedure at a meeting of the church council held on _____ **[insert mtg date policy was adopted]** and this decision to adopt is recorded in _____ **[insert meeting minute ref]**

The congregation is committed to providing a safe and secure environment for its staff, members and visitors who access its facilities and services, and it recognises its responsibility to safeguard in particular the wellbeing of children and vulnerable adults by ensuring that there are appropriate arrangements in place to enable it to discharge its duty to deal with issues concerned with suspected or reported abuse of children and vulnerable adults.

The Council of the congregation will ensure that it complies with statutory requirements and regulatory guidance, as well as best practice in safeguarding children and vulnerable adults. The safeguarding arrangements are proportionate and based upon Christian principles and sound common sense. The congregation agrees to the definitions and to the duties and responsibilities as outlined for responsible staff in the LCiGB policy and procedures.

STAFF MEMBERS WITH LEAD RESPONSIBILITIES

Designated Staff with Responsibility for Safeguarding

The senior member of staff with lead responsibility for safeguarding and protection issues in the congregation is the pastor, and if there is more than one pastor, the responsible person is the Senior Pastor, who may delegate the role to a responsible trustee. These persons agree to undertake the responsibilities of staff with lead responsibility as outlined in the LCiGB Policy and in this procedure. The Congregation has a designated Safeguarding Officer. **See Appendix 4 for named persons’ contact details as well as other important local contact details for safeguarding matters.**

SAFEGUARDING PROCEDURES AND SYSTEMS

The congregation’s procedures and systems provide step-by-step guidance on what to do in different circumstances. Congregational protection procedures are linked to local bodies that can provide help in the geographical location of the congregation (**see Appendix 4** for contact details for local bodies).

The congregation’s policy, procedures and systems comply with those of the LCiGB and have the following in place:

- **A named person** (see **Appendix 4**) who is the Safeguarding Officer with a clearly defined role (see **Appendix 3**) that outlines responsibilities in relation to child protection and the protection of vulnerable adults;
- **Formally recorded agreement to the LCiGB’s definitions and descriptions** of abuse, and procedures for how to respond to allegations of abuse where concerns about a child’s safety or the welfare of vulnerable adults are raised or where concerns about the actions of a trustee, staff member or volunteer arise.
- **Relevant contact details for local advice, e.g. children’s services, police, health and NSPCC** (see Appendix 4)
- **A procedure for recording incidents**, concerns and referrals and storing these securely in compliance with relevant legislation and kept for a time specified under data retention recommendations (e.g. by insurance company);
- **Formally recorded acceptance of the LCiGB’s Code of Conduct** for trustees, staff and volunteers;

- **A policy for the safe recruitment and selection of staff** that includes vetting procedure checks into the eligibility and suitability of all trustees, staff and volunteers who have direct or indirect (telephone, social media, email) contact with children or who work with vulnerable adults;
- **A transparent complaints procedure** publicly available for adults and children outlining how they can voice concerns about unacceptable and/or abusive behaviour;
- **Monitoring and supervision of staff to ensure training is provided** to all who need to know about protection and safeguarding issues in accordance with their roles and responsibilities.
- **Formal procedures for offering training** to trustees and staff who need to learn about child and vulnerable adult protection and safeguarding in accordance with and as appropriate to their roles and responsibilities.

Duty to refer to the Disclosure and Barring Service (DBS)

The congregation agrees that it has a legal duty to refer any staff member (including any volunteer) who poses a risk of harm to children or vulnerable adults to the DBS, and recognises that failure to do so can result in a fine and/or up to 5 years imprisonment. Sufficient and solid evidence that the employee or volunteer poses a risk of harm must be held before a referral can be made. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred. If it is felt that a referral is required, the congregational responsible person should contact the LCiGB.

Procedure for Vetting Persons in the LCiGB

Please refer to procedures in the LCiGB policy for criminal records checks for relevant workers.

Safe Recruitment and Selection of Staff and Volunteers

Recruitment and selection procedures in the congregation must ensure that staff and volunteers who work in the congregation are appropriate for the safeguarding of children and vulnerable adults. These procedures should be reviewed regularly to ensure that they

- apply to staff and volunteers who work with children, vulnerable groups or individuals;
- the post or role is clearly defined;
- include key selection criteria (including full person specification) for the post or role;
- advertise vacancies widely in order to ensure a diversity of applicants;
- obtain both professional and character references;
- verify previous employment history;
- comply with the LCiGB's Criminal Records check systems and requirements about disclosure certificates (maintain sensitive and confidential use of an applicant's disclosure);
- use a variety of background and selection information (e.g. qualifications, previous experience, interview, reference checks).

Employment

During employment in the congregation whether stipendiary or non-stipendiary, salaried or voluntary, the congregation will ensure, through its monitoring and supervisory duties, that its staff are exercising their roles with careful attention to their power and authority. The exploitation of any relationship will not be tolerated and the highest professional standards will be maintained in all pastoral, counselling, educational, worship and recreational activities.

The protection and safeguarding of children and vulnerable adults is everyone's responsibility and the congregation considers the welfare of the vulnerable is paramount. Under the congregation's policy, members of staff and anyone else who considers that an exploitative behaviour may have taken place or a vulnerable person suffered neglect or abuse will be encouraged to report the matter to the Pastor or Safeguarding Officer. Any allegation will be taken seriously and appropriate procedures implemented.

WHAT TO DO IN THE EVENT OF ALLEGATIONS, COMPLAINTS AND CONCERNS

The LCiGB policy and procedure for safeguarding contains advice about how to handle the following situations so you should refer to that document for the following:

- Guidance if a victim (child or adult) confides in you;
- Dealing with Disclosure of Abuse & Procedure for Reporting Concerns.

In addition there is guidance for dealing with the following:

- guidance for physical contact
- coping with difficult behaviour.

PROCEDURE IF YOU RECEIVE A COMPLAINT

Any member of the congregation or any visitor to the church may report unacceptable or abusive behavior towards children or vulnerable adults to another member, a person in authority in the church or the congregation. If you receive a complaint, tell the Pastor or the congregational safeguarding officer initially, or you may report the matter to the LCiGB Bishop or the LCiGB Safeguarding Adviser. Report without delay and before taking any action.

The Pastor will work with the LCiGB Bishop or Safeguarding Advisor to implement the procedure for allegations, and will also work with the congregation's safeguarding officer and other trustees as necessary. In congregations where there is no full-time pastor, a designated Trustee of that congregation acting in the role of Safeguarding Officer shall complete the tasks assigned to 'pastor' in any of the following procedures.

N.B. Complaints and grievances against LCiGB clergy or visiting clergy are not handled by the congregation, and these must be referred to the Bishop or LCiGB Safeguarding Adviser.

IMPORTANT TO NOTE: Most situations are not emergencies. However, if a child or adult who may be vulnerable needs immediate medical help, call emergency services, and ensure that ambulance and hospital staff are informed of any protection concerns. If it would be dangerous for the child or vulnerable adult to return home, or he or she does not want to return home and you are sufficiently concerned for their safety, contact the emergency social care services or the police. If you observe a child or vulnerable adult being harmed or at risk of being harmed by someone (other than a family member), you should inform that person's parent or carer immediately, and work with them on appropriate referral to police or social care.

Whistle-blowing

Organisations that work with, or provide services for, children or vulnerable adults must have appropriate whistle-blowing procedures in place as part of their commitment to safeguarding. This includes a commitment to ensuring an organisational culture that enables issues about safeguarding to be discussed and addressed. The congregation agrees to adopt and follow the principles on whistle-blowing as outlined in the LCiGB's Policy on Safeguarding.

Note that the *Public Interest Disclosure Act 1998* gives workers legal protection against being dismissed or penalised as a result of publicly disclosing certain serious concerns. Whilst the Act does not provide the same protection for volunteers, the LCiGB and this congregation adopt the same approach to protect volunteers.

Members of a congregation are encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of the Pastor, the congregation's Safeguarding Officer, or to the LCiGB Safeguarding Adviser or the Bishop, as appropriate.

How to report a concern:

- Concerns or suspicions or uneasiness about any practices or behaviour of an individual should be voiced as soon as possible
- Be specific about what concerns you have, i.e. what was heard or what was observed
- Inform the Pastor or responsible person as appropriate
- If the concern is about the pastor, contact the LCiGB Safeguarding Adviser or the Bishop
- Ideally put concerns in writing, outlining the background and history, and providing dates and times
- Provide as many facts as possible; do not rely on rumour or opinion, do not assign personal emotion or adjectives unless directly quoting (e.g. avoid using words such as 'very', 'acting like', etc.)
- You are encouraged to put your name to any disclosure; however, any concern raised anonymously shall be considered at the discretion of the church, taking into account the seriousness of the issue raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources.

What happens next:

- If the concern about practice, performance or behaviour relates to safeguarding children or vulnerable adults, it shall be investigated according to the procedures for allegations (see below)
- The whistle-blower is not expected to investigate or to prove the truth of a concern

- Within the bounds of confidentiality, the whistle-blower should be given as much information as possible on the nature and progress of any enquiries
- The congregation's Pastor and Safeguarding Officer should ensure that the whistle-blower is not harassed or victimised and no action will be taken against a whistle-blower if the concern proves to be unfounded and was raised in good faith
- Malicious allegations from a whistle-blower will be considered very seriously and may result in disciplinary action in the case of a paid or unpaid employee, volunteer or office holder.

Procedure upon receipt of a safeguarding allegation (see Appendix 5 flowchart)

This procedure relates to all kinds of safeguarding disclosures or observations which occur on your church premises (including rented premises), in your church-related activities, and regarding those who attend your church events.

If you receive an allegation

- ACT QUICKLY to inform the Pastor or Congregational Safeguarding Officer, i.e. within 24 hours
- DO NOT speak to the person who is being accused
- DO NOT INVESTIGATE the situation yourself
- DO MAKE A WRITTEN NOTE of what has happened or been said.

Individuals who report an incident can expect

- information confirming that that an appropriate referral has been made
- to hear that support has been put in place for the child or vulnerable adult
- to be offered support if it is needed
- to be asked to handover their written record to the Pastor or the Safeguarding Officer for secure record-keeping.

Action to be taken by the Pastor and/or Safeguarding Officer

- without delay, seek advice and share information immediately with the LCiGB Bishop and the LCiGB Safeguarding Adviser (SA)
- if the allegation or observation of abuse relates to clergy, the LCiGB Bishop or SA will instigate the appropriate procedures
- if it does not relate to clergy, the Pastor or Congregation's Safeguarding Officer will liaise with the Bishop or LCiGB SA to assess the incident and to determine whether a referral must be made;
- If the incident constitutes significant actual or potential harm to a child or vulnerable adult, then a referral to Police or Social Care Services will be made.

WHAT TO DO IF A REFERRAL TO POLICE OR SOCIAL CARE SERVICES IS MADE

- a. Co-operate with statutory agencies
 - i. don't interfere
 - ii. be guided by them before any further action is taken
 - iii. attend multi-agency strategy meetings if invited
- b. Inform the Bishop, if not already aware, and keep both the Bishop and the LCiGB SA informed of progress
- c. Inform the congregation's insurance company
- d. Within the advice of statutory agencies, ensure that those who need support are offered it.

Who needs support?

Situations are usually complex: sometimes victims and alleged perpetrators may both be part of the church community, and extended family and friends may also be affected. The following people may need support:

- The victim

- The family and friends of the victim
- The alleged perpetrator
- The family and friends of the alleged perpetrator
- Other members of the congregation affected
- The person to whom the disclosure was made, or who observed the signs of abuse
- The Pastor
- The congregational Safeguarding Officer.

Be clear about who should support whom –the roles of each person in this regard must be defined. One person cannot support everyone, and some may require referral to specialist support.

Managing afterwards:

It is important that the situation is managed effectively after an incident takes place. In the absence of formal communications, informal destructive or inappropriate communications may arise. It is important to stress that everyone

- remain objective and non-judgmental—don't take sides
- avoid gossip –and put a stop to any gossip that occurs
- engage in a risk assessment on activities - review the way you do things – could anything be done to reduce the risk or prevent a similar situation arising?
- review the case and the actions taken, highlighting lessons learned; if appropriate advise policy or procedural changes to the congregation and to the LCiGB
- when an investigation is completed, if appropriate ensure a risk assessment is carried out on the person posing risk, and appropriate safeguarding action is taken to minimise the risk.

Allegations against staff and volunteers

For the purpose of these procedures, clergy are included under the term 'staff member'. The procedures below should be used in respect of all cases in which it is alleged that a congregation's staff member or volunteer has:

- behaved in a way that has or may have harmed a child or a vulnerable adult;
- committed a potential criminal offence against or related to a child or a vulnerable adult; or
- engaged in inappropriate behaviour towards a child or a vulnerable adult i.e. that might indicate s/he is unsuitable to work with children or vulnerable adults.

In the event of an allegation of this kind, the Pastor and the Congregational Safeguarding Officer must be informed of the allegation, and must liaise with the Bishop and the LCiGB SA immediately, and the procedure for reporting the incident to authorities must be started without delay.

What to do

All allegations or concerns that a staff member/volunteer may have abused a child or a vulnerable adult should be reported to the LCiGB. In cases where either the pastor or the Safeguarding Officer is the person who is the subject of the allegation or concern, the Bishop should be informed.

The LCiGB Bishop and SA will normally take the lead through the process of the allegation, including the setting up a Response Team to manage the process.

The Response Team will agree:

- the terms of suspension from duties of the alleged perpetrator;
- support for the victim and his/her family and the alleged perpetrator and his/her family;
- handling of the repercussions for the congregation and the church;
- boundaries of confidentiality, i.e. who needs to be informed, including the insurance company; and
- statements to the press, and statements to the congregation, in liaison with police and social care services.

The Response Team

The Response Team should normally be made up of **5 persons** as follows:

- A member of clergy – normally the congregation's Pastor, but if not possible, a clergy member assigned by the Bishop or the Bishop;
- The Dean of the LCiGB
- The Congregational Safeguarding Officer
- One trustee from the congregation involved
- The LCiGB Safeguarding Advisor

Communication with and support for the congregation

The congregation will be visited by the Bishop or another LCiGB Trustee, in order to:

- establish an action plan with the congregation's trustees for managing the situation;
- agree the communication to the congregation, within the boundaries of confidentiality;
- formally suspend a pastor (if the clergy is the accused), and advise who will be responsible for carrying out pastoral duties during the suspension.

The Response Team will use its discretion if there is public knowledge as to how much should be shared with the congregation. Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. All press enquiries must be directed to the LCiGB Offices.

PASTOR RECEIVES A PRIVATE CONFESSION

It is possible that relevant information may be disclosed in the context of private confession. If a pastor receives disclosed information about an individual's criminal or abusive behaviour, the pastor should urge the person to report it to the police or social care services themselves. If the information disclosed is consistent with what is described or defined by "abuse", the pastor must follow the procedures as outlined.

Disclosures of historic abuse

In the course of their work ministers and those offering pastoral support may hear disclosure from adults regarding abuse that happened to them when they were children or younger adults, or from children regarding abuse that happened to them when they were younger.

The wishes of an adult disclosing abuse are very important. For some adults, being able to talk to a trusted person about the experience can provide healing, and pastoral care of the person who has been abused should be a priority. A referral to the police will not always be necessary unless the individual wishes to report the offence; however, they should be encouraged and supported to do so.

Adults disclosing historic abuse need to be informed that if the alleged abuser is still potentially working with children, a referral to the Children's Social Care Service will be made, and the LCiGB will be informed.

Press enquiries

The personal contact information of congregational leaders, in particular clergy and trustees, are likely to be in the public domain, so a police investigation in which your church may be directly or indirectly implicated may result in the local or national press making contact for the story. Do not speak to them, but refer them to the LCiGB.

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. The police will not normally provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence.

The LCiGB Bishop and SA must be kept informed of all key stages of an investigation, including dates of court appearances. The LCiGB will prepare a statement for use if asked.

Capacity, consent and confidentiality relating to vulnerable adults

The ability of adults to choose their lifestyle and to take risks is a fundamental right, but protecting an adult from harm may involve some invasion of personal autonomy.

Decisions made on behalf of people without capacity should be made in their best interests, giving priority to what they themselves would have wanted. There is currently no universal accepted definition of mental capacity and the assessment of capacity, but there is guidance.

In all circumstances where alleged abuse or mistreatment of a vulnerable adult has been disclosed or observed, that information should be shared in the first instance with the Pastor, who in turn should share it with the LCiGB's Safeguarding Adviser (SA) (see the procedure for steps to follow). This needs to be done, regardless of whether the victim has given consent to the information being shared. At this stage the information remains confidential to those people, and is shared for the purpose of assessing what action should be taken next.

The LCiGB SA will then assess, in consultation with the Bishop and if necessary with the Dean, whether the consent of a person to an adult protection investigation and intervention should be overridden, if necessary taking legal advice. Consent is likely to be overridden in the following circumstances:

- a common law duty of care applies in extreme circumstances
- the person lacks capacity to make a particular decision
- other adults who may be vulnerable are placed at risk
- the alleged perpetrator is a paid carer, a church officer, or is also a vulnerable adult
- a criminal offence has been or may have been committed.

The circumstances of domestic abuse involving an alleged victim who has capacity but does not consent may be an exception.

If consent is not given, and the above grounds to override consent do not apply, the wishes of the vulnerable adult will be respected, but if a criminal offence may have been committed, the police will be informed on an information only basis.

Information sharing, confidentiality and consent

If you are uncertain about whether particular information should be shared or not, or whether the person's consent to share information is required, then in the first instance consult with the LCI GB Safeguarding Adviser (SA) in confidence. She will work with you in deciding whether the information needs to be shared, and how, if necessary taking external advice anonymously from Social Care or the Police.

Information sharing

Knowing when and how to share information is not always easy, but it is important to get it right. The advice below is taken from the government guidance published in October 2008 (*Information sharing: Guidance for practitioners and managers*, which can be downloaded from the Department of Education website). For more details please read through *Information Sharing: Further guidance on legal issues* (also available through the Department of Education website).

Guidelines for information sharing:

1. **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
2. **Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information shall, or might be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. **Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
4. **When consent is given, share only appropriately** and, wherever possible, respect the wishes of those who do not consent to share information. You may still share information without consent if, in your judgement, the lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. **Consider safety and well-being:** Base your information-sharing decision on consideration for the safety and well-being of the person and others who may be affected by the actions.
6. **Principles for information-sharing are: necessity, proportionality, relevancy, accurateness, timeliness and security.** Ensure that information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. **Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Consent

There are some circumstances where you should not seek consent from the individual or their family, or inform them that the information will be shared. For example, do NOT seek consent if doing so would:

- place a person (the individual, family member, yourself or a third party) at increased risk of significant harm if a child, or serious harm if an adult; or
- prejudice the prevention, detection and prosecution of serious crime; or
- lead to an unjustifiable delay in making enquiries about allegations of significant harm to a child, or serious harm to an adult.

You should not seek consent when you are required by law to share information through a statutory duty or court order. In these situations you should inform the individual concerned that you are sharing the information, and tell the person why you are doing so and with whom the information will be shared.

It is good practice always to obtain explicit consent, preferably in writing.

Sharing information in the right way

If you decide to share information, you should share it in a proper and timely way, act in accordance with the principles of the Data Protection Act 1998, and follow policy and procedures. In relation to sharing information at the front-line, you will need to ensure that you:

- share only the information necessary for the purpose for which it is being shared;
- understand the limits of any consent given, especially if the information has been provided to a third party;
- distinguish clearly between fact and opinion;
- share the information only with the person or people who need to know;
- check that the information is accurate and up-to-date;
- share it in a secure way, for example, confirm the identity of the person you are talking to; ensure that a conversation or phone call cannot be overheard; use secure email; ensure that the intended person will be on hand to receive a fax;
- establish with the recipient whether they intend to pass it on to other people, and ensure they understand the limits of any consent that has been given; and
- inform the person to whom the information relates and, if different, any other person who provided the information, if you have not done so already and if it is safe to do so.

In deciding what information to share, you also need to consider the safety of other parties, such as yourself, other practitioners and members of the public. If the information you want to share allows another party to be identified, for example, from details in the information itself or as the only possible source of the information, you need to consider if sharing the information would be reasonable in all circumstances. Could your purpose be met by only sharing information that would not put that person's safety at risk?

Role and Responsibilities of the Congregational Safeguarding Officer

Status of the Role

The responsibility for safeguarding rests with the (Senior) Pastor in a congregation of the LCiGB. The role can be delegated to a member of the congregation if it is agreed by the trustees of the congregation to do so. However, where the role is delegated, the responsibility for ensuring that safeguarding is handled correctly in congregations remains with the (senior) pastor. Acting as a Congregational Safeguarding Officer with delegated authority is a voluntary role undertaken on behalf of the (Senior) Pastor and is an important role in a congregation.

Primary Duty

The purpose of the role is to ensure that, in all church activities and events, all vulnerable individuals (children, young persons and vulnerable adults) are protected and safe from harm in line with principles laid down in UK guidance for

- protecting children and vulnerable adults; and
- promoting a safe church; and
- ensuring the safe recruitment of staff.

The role can be carried out by the Pastor or by a Pastor-in-Charge or by any Assistant Pastor or Lay Minister or by a designated member of the congregation. However the responsibility for ensuring safeguarding rests with the (Senior) Pastor.

Appointment

Where delegated authority for the role is agreed, the Safeguarding Officer should be selected and approved by the Pastor or Pastor-in-Charge and the Trustees of the congregation as someone who is suitable for the role, ideally having had involvement with a similar role or responsibility, but at least willing to be trained in the role.

Main Role and Responsibilities

1. To work within the guidelines of the LCiGB's Policy on Safeguarding;
2. To ensure that the congregation has its own Safeguarding Policy and Procedures formally approved and agreed by the Council (trustees) of the congregation;
3. To ensure that the congregation's policy and procedures is implemented in any event regarding safeguarding matters;
4. To ensure that each activity involving vulnerable persons has its own records covering the safety of those involved, e.g. attendance, parental consent forms, adult to child ratio, details of the adults running each session, the recording of any incidents, etc.;
5. To follow best practice guidelines for protection and safeguarding of children and vulnerable adults;
6. To attend Safeguarding training;
7. To be aware of the post holders in the LCiGB and their contact details, i.e. The Bishop and the LCiGB Safeguarding Adviser;
8. To be vigilant in the congregation and highlight any areas of concern regarding a child or vulnerable adult or any adult you may consider poses a risk to a child and make a record of your concerns or concerns related to you, keeping such record securely, and to work closely with the Pastor or Pastor-in-Charge in sharing any concerns that you have, and to ensure that you seek advice and/or refer as appropriate to the incident and the procedures;
9. To record names of all who work with children, young people and vulnerable adults within the congregation and ensure that each has access to the Safeguarding Policy;
10. To ensure that all who wish to work with children, vulnerable individuals or groups have been safely recruited and that they comply with the safe recruiting procedures, including Criminal Record checks and a valid disclosure certificate;
11. To ensure that there is a system in the congregation for recording those who have completed the Confidential Declaration forms, those who are due to 'renew' their certificates, and those who have received Safeguarding training including dates for each of these requirements.

REQUIREMENT PRIOR TO ACCEPTING THE ROLE

Disclosure of your Criminal Record

The post of the Safeguarding Officer is itself subject to completing the Confidential Declaration and producing appropriate certificates confirming non-conviction record because of the high status and vital role you will have. Previous convictions, cautions or the equivalent will not necessarily be a bar to obtaining a position.

Contact Details for Safeguarding of Children and Vulnerable Adults

NB. Fill in the local telephone numbers & keep it up to date, noting that not all listings will be relevant to all local authorities.

Title	Name	Tel. no.	Email address
Pastor			
Congregational Safeguarding Officer			
The Bishop			
LCiGB Safeguarding Advisor			
The LCiGB Dean			
Police (Non-emergency)			
Local Police Child/Family Protection Unit			
Local Council Safeguarding Coordinator			
Local Council Children's Services/ Social Care			
Local Emergency Social Work Team			
Local General Hospital			
Childline – helpline for advice/support		0800 1111	
Family Lives		0808 800 2222	
NSPCC		0808 800 5000	

