



SAFEGUARDING POLICY

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1. SAFEGUARDING POLICY

1.1. Purpose

Trinity West Church is committed to the safeguarding of children and vulnerable adults with the aim of upholding the honour of God's name and keeping the gospel from disrepute. This is accomplished by protecting everyone in our care, especially the children, young people, and vulnerable adults we serve, and equipping the volunteers who work with them.

This Safeguarding Policy outlines how the Church will:

- Provide a healthy, nurturing, and protective environment for everyone who engages with our Church.
- Protect those under our care from harm and abuse, and if abuse is identified, ensure it is handled effectively, promptly, and proportionately.
- Provide leadership and accountability in relation to safeguarding so that trustees, staff and volunteers are clear about their responsibilities and duties and are supported to competently fulfil them.
- Promote and support a culture of transparency that enables the raising of concerns and complaints, where necessary. The Church will also fully comply with any investigation by statutory services into allegations of abuse made against one of its members.

This policy does not cover adults who do not fall under the statutory category of adults at risk, as described below. Adults who do not fall under this category should refer to the Trinity West Church Complaints Policy.

1.2. Scope

This policy applies to everyone at Trinity West Church, whether trustees, leaders, paid staff, or volunteers.

1.3. Values and Beliefs

- Everyone who engages with Trinity West Church has the right to be protected from any form of bullying, harassment, exploitation or abuse; so we will endeavour to provide a caring and nurturing environment that is open and transparent and promotes the raising of concerns with leaders.
- We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable; particularly children, young people and adults at risk of abuse; ensuring they are safe while in our care and that we respond appropriately to disclosures or indicators of abuse or neglect, while in our care or elsewhere.
- Every member of Trinity West Church has a responsibility to act to support the values and commitments outlined in this policy.

Our approach to safeguarding is shaped by our belief as Christians that:

- Every human life, including that of the unborn, is valuable to God and each person bears his image.
- We live in a fallen and sinful world and the consequences of this are widespread, so we must seek to protect everyone under our care. But God calls us, following the example of Jesus, to particularly care for the vulnerable and protect them from danger.
- The Church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to love and encourage one another to grow in faith and obedience to God.
- Where necessary, the Church may impose formal discipline on its members in accord with the requirements of the Bible (Matt 18; 1 Cor 5) and its governing documents.
- We are to honour those that God has set in authority over us and to live as responsible and good citizens in the world.

1.4. Responsibilities and Commitments

Our responsibilities

- To protect those under our care, particularly children, young people and adults at risk of abuse, and to ensure that best practice in safeguarding is embedded into the culture or our Church.
- To treat all people equally, showing no partiality, as we seek to serve and nurture growth in obedience to God and his word.
- To value, respect and listen to every member of our community, especially those who are vulnerable or fearful.
- To ensure that as a Church we are alert to our duties around the Prevent Duty 2016 and to report appropriately.
- To work in partnership with children, young people, their parents/carers, adults at risk of abuse, and local and national partner agencies to promote the welfare and protection of those under our care.

How we will seek to fulfil these responsibilities

- We will seek to visibly demonstrate our commitment to safeguarding throughout the Church. Our senior leaders will oversee safeguarding, and will support the development of best practice and accountability for everyone who serves (whether paid or voluntarily) in the Church.
- We will ensure that those who are responsible for safeguarding at the various levels of the organisation are appropriately trained and supported to competently fulfil their role.
- We will actively seek to create and maintain a culture that is consistent with our biblical principles and best practice in safeguarding.
- We will ensure that we have robust and relevant safeguarding policies, procedures and systems that are regularly reviewed.
- We will ensure that we appoint a Designated Safeguarding Lead and at least one deputy who will take responsibility for leading safeguarding across the organisation.
- Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and the organisation's safeguarding structures, complete with contact details, will be made publicly available.

- We will adopt safer recruitment best practice in the recruitment and selection of staff and volunteers.
- We will provide effective leadership, management and support for our staff and volunteers who serve the Church including: ongoing training, supervision and pastoral support, and performance review.
- We will ensure that we consider safety in all areas of our ministry; developing a positive culture, managing health and safety through effective policies and procedures; using risk assessments, processes and proportionate systems; creating a positive and nurturing environment in all aspects of the community; considering online as well as physical environments, including our use of social media and technology.
 - We will ensure that we have policies, procedures and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigour, fairness and transparency.
 - We will also ensure that our leaders are competent to handle complaints.
- We will deal with all complaints in a fair and transparent manner, including clear appeals processes.
- We will clearly communicate our expectations of conduct for those who serve the Church (whether paid or voluntarily) especially regarding bullying, cyber-bullying, harassment (including sexual harassment), intimidation and discrimination.
- We will seek to identify concerns about the safety or wellbeing of those under our care, and to respond appropriately and proportionately:
 - To direct or refer them to local or national services that can help them.
 - To provide information, guidance and support as we are able, that will assist them.
 - To share information appropriately with partner agencies where we have concerns about the safety of an individual and statutory criteria are met.
- We will record and store information accurately and securely in line with our legal duties, information sharing policies and national and local guidance and agreements (e.g. consent forms, attendance data for children, young people and adults at risk of abuse, accident and incident reporting, confidential recording of safeguarding concerns, etc.)
- We will ensure that relevant policies and procedures etc. are publicly available.

2. SAFEGUARDING PROCEDURES

2.1. Definitions

Designated Safeguarding Lead (DSL): refers to the first point of contact for general safeguarding concerns, concerns about conduct of staff or volunteers, or about safeguarding practices within the organisation.

Deputy Designated Safeguarding Lead (DDSL): refers to the second point of contact for safeguarding concerns. In the absence of the DSL, or if the DSL is implicated in any way, reports should be addressed to the DDSL.

Child/Youth: refers to young people under the age of 18 years.

Adults at Risk of Abuse or Neglect: refers to any individual over the age of 18 years who has specific care and support needs; is experiencing, or at risk of, abuse and 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 (hereafter referred to as adults at risk).

Staff/Employee: refers to a paid employee of the Church.

Volunteer: refers to anyone who is appointed by the Church to a role for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised).

Elder: refers to someone appointed by the Church to that office to provide spiritual leadership. The Elders of the Church are the trustees of the charity, with legal responsibility for management and administration.

Deacon: refers to someone appointed by the Church to that office to support the Elders and serve the Church in practical matters.

For further information on roles and responsibilities in the Church, see [Appendix A](#).

2.2. Governance and Oversight

The Elders will provide effective oversight of safeguarding across the Church by ensuring that:

- The Church leadership promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable.
- A suitably knowledgeable and appropriately skilled DSL and a DDSL are appointed and that they are adequately supported and resourced.
- A proportionate and legally compliant safeguarding policy is in place and that it is reviewed with input and support from the Safeguarding Leads at least annually, but more frequently as required.
- The Safeguarding Leads provide an update to the Elders on a bi-annual basis (which can be conveyed via one of the Elders).

- The effectiveness of the safeguarding arrangements is reviewed annually in line with the review of the policy and procedures.
- Role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding across the Church (see [Appendix A](#)).

2.3. Recruitment

Working with Children

Trinity West Church will ensure that all workers, paid or voluntary, will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. For employees and volunteers working with children in Church-organised activities, this includes the following:

- There will be a written job description/person specification for the post ([Appendix B](#)).
- All employees and volunteers are required to submit a Job Application Form ([Appendix C](#)) and a Self-Declaration Form ([Appendix D](#)). The Church will comply with Code of Practice requirements (concerning the fair treatment of applicants and the handling of information) prior to commencement of the role.
- All employees and volunteers will provide two references from individuals who are not relatives and do not attend the Church.
- All employees and volunteers will undergo an enhanced Disclosure and Barring Service (DBS) check. As a best practice, the Church will require volunteers to undergo a DBS check every three years, either through the DBS update service or by submitting a new DBS check application. Volunteers will need to provide written permission for the Church to carry out DBS status checks through the online update service.
- All employees and volunteers will undergo an interview, during which they receive safeguarding induction training and receive a copy of the safeguarding policy.

Administration of this process is overseen by the Church Manager, who will refer to the Safeguarding Leads with any questions or concerns.

A flowchart of the recruitment process for volunteers working with children can be found in [Appendix E](#).

Training

Trinity West Church is committed to regular safeguarding training for all leaders, with the aim of equipping the volunteers who serve in this ministry, and protecting the children, young people and adults at risk. All leaders will receive induction training and undertake safeguarding training at least every three years, in line with best practice.

The Safeguarding Leads will receive training from a safeguarding body at least every 2 years, in line with best practice.

In accordance with Charity Commission guidance, all Elders will be DBS checked and receive safeguarding training due to their positions of leadership in the Church and pastoral responsibilities.

Guest Workers for TW Kids

Individuals who do not attend Trinity West Church may be invited to participate in or lead TW Kids activities. Guest workers will not have unsupervised contact with children and the Church will require an enhanced DBS check, photographic ID, and a reliable reference before participation.

Blemished Disclosures

If the recruiter receives a blemished DBS disclosure with information that is relevant to the position, it will be referred to the DSL for advice, or the DDSL in their absence. The recruiter will also compare the DBS disclosure with the applicant's self-disclosure form.

If the applicant on the 'Barred List' has applied for a position, they will not in any circumstance be allowed to undertake a role working with children or adults at risk.

Where a blemished DBS disclosure does not bar the individual from working with children or adults at risk, the Safeguarding Leads should undertake a risk assessment. A decision on the application should be made with attention to the factors laid out in [Appendix F](#).

Responding to Offenders

If an attendee of Trinity West Church is known to have abused children or adults at risk, or is known to be a risk to either, the Church leadership will supervise the individual and offer pastoral care. As part of their commitment to the protection of children and adults at risk, the Church leadership will set clear behavioural boundaries for interaction with the Church and may enter into a supervision agreement with the individual.

For procedures on the handling of disclosure information, see [Appendix G](#).

2.4. Working with Children

See [Appendix O](#) for the Code of Conduct for staff and volunteers working with children.

Adult to Child Ratios

The Church is committed to the following minimum adult to child ratios to ensure the safety of children under its care.

Children must usually be within both sight and hearing of volunteers and *always* within at least either sight or hearing. Leaders should take care to avoid situations in which they are alone with a child.

Crèche	0-3 years	1 adult to 3 children
Beginners	3-6 years	1 adult to 4 children
Seniors	6-11 years	1 adult to 8 children

Consent Form for New Children

When a child first joins a Church-organised ministry activity, a parent/guardian must complete a consent form. These can be found behind the group register forms.

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The parent/guardian must indicate their consent for the Church to hold emergency contact details and information on medical conditions, allergies, special dietary requirements or other needs.

Parents/guardians must be provided with a copy of the safeguarding flyer for parents upon completing the consent form.

Completed forms should be given to the Deacon for TW Kids at the end of the lesson.

Registers

Registers will include the date of birth and emergency contact information of each child. Any known health issues for children will be listed on the reverse of group registers for reference.

TW Kids leaders and any other adults present during the lesson are required to sign in on the register. Leaders must sign in each child at the beginning of the lesson.

The only adults permitted to be present at TW Kids groups are the appointed leaders, except when a child in Crèche requires their own parent/guardian to care for their needs.

At the end of the lesson, leaders must ensure that parents/guardians sign out their child to confirm that they have collected the child and that the child is no longer in the care of TW Kids.

Leaders and Children Leaving the Room

TW Kids leaders must not ordinarily leave the room in order to preserve the correct adult to child ratios. In an emergency setting, the emergency takes priority over ratios.

Children must not leave the room unaccompanied, except to allow children in the Seniors group to use the toilet.

Mobile Phones, Photography and Video

TW Kids leaders should not use mobile phones while supervising children, except for contacting parents or playing music.

Consent to take photos or videos as indicated on the Children Consent Form is for Church use only. Leaders or other adults present should not take photos or videos of children for personal use without parent/guardian consent. Photos or videos of children should not be posted on social media without explicit parent/guardian consent.

Intimate care

It is acknowledged that leaders may have to provide intimate care in line with the child's abilities and needs, which may include changing nappies, helping them use the toilet and cleaning them up in case of accidents. A leader of either gender must accompany children in Crèche or Beginners groups to the toilet. Leaders should prop open the main door to the classroom, and should not close the cubicle if assisting a child. Seniors may use the toilet on their own.

Discipline

TW Kids leaders are expected to provide a loving, respectful, and orderly atmosphere in which children can learn, play and interact with others. This environment should be nurtured by

proactively directing children towards acceptable activities, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.

Acceptable means of redirecting inappropriate behaviour include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating them from the group for a brief time (particularly if their behaviour is endangering or upsetting other children).

Leaders should never physically discipline a child, including their own child, during TW Kids programmes. If behaviour is uncontrollable or the child does not respond to the discipline measures above, the parents/guardians should be contacted.

If a child becomes uncontrollable and their behaviour presents a serious, immediate danger either to themselves or those around them, appropriate and proportional physical restraint may be used. Incidents of this nature must be reported on an Accident/Incident Form as soon as possible and reported to a Safeguarding Lead.

Accidents and Incidents

All TW Kids leaders must be conscious of any potentially hazardous equipment or items in their respective rooms and take care to remove or store them safely.

All leaders must perform a risk assessment of the room before the children arrive and indicate that they have done so on the register.

In case of an accident, leaders may access any of the first aid kits stored in the register boxes. Leaders must first inform the parent/guardian and second, the Deacon for TW Kids.

In the event of life-threatening illness or injury, emergency services will be called first and the parents/guardians will be located and informed immediately.

Leaders must record all accidents or incidents, whether major or minor, on the Accident/Incident Form as soon as possible following the event. These are kept securely in accordance with Trinity West's Data Protection Policy.

Illness

Children with infectious illnesses should not be admitted to join TW Kids groups. If a child appears ill while under your care, they should be isolated from other children, but accompanied by a TW Kids leader. The parents/guardian should be contacted to collect them as soon as possible.

Contacting Parents

TW Kids leaders may contact parents/guardians via phone or text if they are required to care for the needs of their child.

2.5. Occasional Ministries Involving Children

In addition to Sunday morning meetings, Trinity West may have other occasional ministries involving children for which safeguarding procedures must be in place.

Church Events

For events with organised children's supervision, such as a Church Away Days, or Weekends Away, children will be registered upon arrival. They will also be signed in at the beginning of organised supervision. Parents are responsible for their children at all times when they are not signed into the supervision of TW Kids leaders.

Guest Workers for TW Kids

Individuals who do not attend Trinity West Church may be invited to participate in or lead TW Kids activities. Guest workers will not have unsupervised contact with children and the Church will require an enhanced DBS check, photographic ID, and a reliable reference before participation.

Lunches with Church Family

Children are under the care of their parents/guardians for the duration of any lunches, whether organised by the Church or privately.

Babysitting

Members or attendees of the Church may organise babysitting with one another during Church-organised activities, such as mid-week community groups or evening prayer meetings. The Church takes no formal role in this regard and the babysitting is a private arrangement between the parents/guardian and the volunteer.

If a safeguarding concern is reported or identified to someone while babysitting and the child is at immediate risk, dial 999 and follow the advice given.

Uncommon Situations

No policy can be written that covers every eventuality. If a situation arises that is not covered or where the appropriate action is unclear, it must be raised with a Safeguarding Lead and a record kept of the discussion. These notes will be considered in future updates of the Safeguarding Policy.

2.6. Youth Ministry

Youth ministry refers to regular or occasional activities organised by the Church for children ages 11 to 18.

Youth Ministry Leader Ratios

Two leaders must be present at all times during youth ministry activities. It is not necessary for leaders to be of opposite genders. Leaders should take care to avoid situations in which they are alone with a child.

In addition to having two leaders present, the following ratios will be maintained:

First 8 young people	2 adults
Every additional 12 young people	1 additional adult

Where more than one group meet in the same venue, and the groups are visible to each other, individual groups may have fewer adults. However, the total number of adults to young people within the room should be within the ratios above.

In an emergency setting the emergency takes priority over the ratios. However, young people should not ordinarily be left unattended in a room.

Consent Form for Young People

Before a young person first joins a Church-organised ministry activity, a parent/guardian must complete a consent form.

The parent/guardian must indicate their consent for the Church to hold emergency contact details and information on medical conditions, allergies, special dietary requirements or other needs. Leaders should familiarise themselves with any health issues of the children in their group.

Discipline

All youth ministry leaders are responsible for providing a loving, respectful, and orderly atmosphere. This atmosphere should be maintained by preparing beforehand, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.

If a child becomes uncontrollable and their behaviour presents a serious, immediate danger either to themselves or those around them, appropriate and proportional physical restraint may be used. Incidents of this nature must be reported on an Accident/Incident Form as soon as possible and reported to a Safeguarding Lead.

Appropriate contact and conversation

Youth ministry leaders must strive to be above reproach in all that they do and wisdom is often required to know what that looks like in different situations. In any given situation while working with young people, leaders should consider 'What is the worst way this could be perceived?' All youth ministry leaders must be willing to receive advice from a fellow caregiver if their behaviour is beginning to stray from what is wise. Leaders should adopt the following practices:

- Always avoid being alone in a room with a young person.
- Conversations should be appropriate for the age of the young person.
- Avoid unnecessary physical contact with young people.

Communicating Electronically with Young People

Leaders should avoid unnecessarily communicating on a one to one basis with young people via:

- Text Message
- Email
- Instant messaging
- Social media

Where communication does occur by the above methods the following steps should be taken:

- The content of any messages should be limited to youth ministry-related matters.
- If possible, send messages to a group and not an individual young person. For example, sending a copy to another youth ministry leader or the young persons' parent/guardian.

- Apart from in exceptional circumstances, communication should not occur from 10pm-8am.
- Use clear unambiguous language to reduce the chance of being misinterpreted.

Trips

There must be at least two adults in the vehicle when leaders are driving youth to or from a youth ministry activity. Leaders should set an example in following basic road safety when taking young people on trips.

For organised youth ministry trips, leaders must inform parents in advance regarding, pick-up and drop-off times, and modes of transportation.

Activities should be appropriate for the ages of all young people attending. In particular, leaders should consider the age-appropriateness of films that are shown.

Informal Meetings

There may be opportunities to meet and study the Bible outside of Church-organised activities. In these contexts, leaders should seek to meet with more than one individual at a time.

Informal meetings may be arranged with the following conditions:

- There is consent from the young person's parent/guardian.
- The overall youth leader has been consulted on the appropriateness of meeting and has been informed that meeting(s) will happen.
- Whenever possible, meetings should be prearranged and not happen 'on demand'.
- A record should be kept of when/where meetings have taken place (e.g. in a diary).
- If possible, meetings should take place in the parent/guardian home in a room with an open door, while a parent/guardian is present in the home.
- If this is not possible, meetings should take place in public, such as a coffee shop. One on one meetings should never take place in a leader's home.

2.7. Working with Adults at Risk

See [Appendix O](#) for the Code of Conduct for staff and volunteers working with adults at risk.

When meeting with adults at risk in the context of pastoral care, workers should maintain notes from the meeting, stored confidentially and in accordance with the Church Data Protection Policy.

If the individual is not believed to be competent to consent to attendance, consent will be sought from their carer.

If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carer (if any). Consent will be sought for the Church to contact their carer with a view to establishing open communication and transparency.

Leaders of the Church or of the meeting in question will be vigilant to ensure that the individual is adequately protected. Consideration will be given to recruiting volunteers from within the

Church to provide additional care and support, if needed. Any volunteers would be subject to the same recruitment procedures as applies to volunteers working with children.

Any concerns or support needs identified will be recorded and reported to the DSL, following the procedures laid out below.

2.8. Responding to Allegations or Suspicions of Abuse

An allegation of abuse is defined as a concern or claim that an adult with access to a child or an adult at risk has caused them harm.

For definitions and signs of abuse for children and adults at risk, see [Appendix H](#).

The leadership of Trinity West Church is committed to developing a strong culture of awareness regarding abuse, neglect, discrimination, bullying, or other areas of concern. TW Kids leaders will receive regular safeguarding training to help ensure the protection of children while under the care of the Church.

Managing Immediate Risk

If you have an immediate concern for the wellbeing of a child, young person or adult at risk, advice may be sought from the Safeguarding Leads. However, seeking advice should not unnecessarily delay protective action. In urgent situations where Safeguarding Leads cannot be contacted, you should call the police on 999 or children's social care support (020 8753 6600) and follow the advice given.

Evidence of honour-based violence, including female genital mutilation, forced marriage and breast ironing should be reported immediately.

Reporting Concerns

Under no circumstances should a leader or volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow the procedures below and see the flow chart in [Appendix I](#).

- Listen carefully to the what is said.
- Never presume that the allegation untrue.
- Never promise total confidentiality.
- Ask only clarifying questions.
- Immediately fill out a Safeguarding Concern Form and give it to a Safeguarding Lead.

Suspicions or allegations of abuse should be reported as soon as possible to the DSL, who is nominated to act on behalf of the leadership, including referring the matter to the statutory authorities.

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In the absence of the DSL, or if they are implicated in any way, a report should be made to the DDSL:

Naomi Greaves
safeguarding.deputy@trinity-west.org
0791 086 8692

In the absence of both Safeguarding Leads, or if the suspicion or allegation in any way implicates them, a report should be made to:

Christian Safeguarding Services (CSS)
Helpline 7 days a week from 7am to 10pm: 0116 218 4420
or email: contact@thecss.co.uk

Under guidance from CSS, it may be necessary to contact the Children's Services:

Hammersmith and Fulham Children's Services
020 8753 6600
Out of hours service: 020 8748 8588
familyservices@lbhf.gov.uk

Do not disclose allegations beyond the aforementioned people. Once you have followed the procedures above and according to the flow chart in [Appendix I](#), your reporting obligations are complete. Under no circumstances should information be disclosed to the subject of the suspicion or allegation.

The Safeguarding Lead will respond to concerns as follows:

- Review actions taken and be responsible for follow-up or further action that is required.
- Establish and maintain a chronology with regards to the incident or concern and actions.
- Confirm that the matter has been actioned to the person raising the concern.
- Where the concern meets the statutory threshold, notify the parent or carer (or the individual themselves if they are an adult) that a referral is being made to social care.
- Work with local authorities and other partners on behalf of the Church to facilitate the safeguarding process.
- Share information with other individuals in the Church, where necessary to facilitate safeguarding.

Information will not be shared with the parent/carers where:

- To do so would place a child at increased risk of harm or neglect.
- To do so would place an adult at increased risk of harm or abuse.
- The concern relates to fabricated or induced illness.

2.9. Allegations Against Staff and Volunteers

Principles

Trinity West Church commits to treat seriously all allegations against staff or volunteers and to respond swiftly to concerns. Allegations against staff or volunteers who work with children or adults at risk should be raised with the DSL, or in their absence, the DDSL.

Allegations which raise concerns about the suitability of staff or volunteers may be wide ranging, including, but not limited to, harm against children or adults.

The following steps should be taken in responding to allegations against staff and volunteers:

- Full details of the allegation should be recorded.
- A Safeguarding Lead should assess whether any immediate action is required to ensure safety.
- A Safeguarding Lead should inform a trustee about the allegation.
- Depending on the circumstances, notifying the individual against whom an allegation has been made may be unavoidable, but details of the allegation should not be divulged.
- Support must be offered to any potential victims and the subject of the allegation.
- At the earliest opportunity, the Local Authority Designated Officer (LADO) should be consulted, and Children's Services, where relevant.
- Initial advice can be sought from CSS.
- If the allegation meets the threshold for LADO, the Church's investigating officer will work with LADO, and Children's Services, where relevant, to ensure that the allegation is thoroughly investigated.
- If the allegation does not meet a statutory threshold, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency.
- All allegations, historical and current, must be treated in a consistent manner.
- An assessment may be required in relation to safeguarding practices or employee/volunteer discipline.

Suspension

Trinity West Church may at any time suspend the employee or volunteer for a reasonable period of time during any period in which the local authority or police is carrying out an investigation into alleged acts or defaults. In such circumstances, employees or volunteers may be suspended 'without prejudice' to protect the subject from further allegations, the Church from allegations of impropriety, and in cases of alleged abuse, the child or adult at risk.

Confidentiality

Confidentiality is an important part of the procedures provided under this policy. Everyone involved in the operation of the policy, whether making a disclosure or involved in any investigation, is responsible for observing the high level of confidentiality that is required.

3. BASIS OF THE POLICY AND LEGAL FRAMEWORK

This policy is consistent with:

- Current legislation
- National guidance
- Local arrangements
- Our charitable objectives, governing documents and doctrinal statements

Full details are available in [Appendix N](#).

4. RENEWAL

The Trinity West Safeguarding Policy will be renewed on an annual basis, or in the event of significant changes.

Policy last renewed: 20 May, 2021

APPENDIX A – ROLES AND RESPONSIBILITIES

Safeguarding Concerns

General safeguarding concerns and concerns about conduct of our staff or volunteers or about practice within the organisation should be addressed to:

Beth Friel
Designated Safeguarding Lead (DSL)
safeguarding.lead@trinity-west.org
078 7717 1224

If unavailable or implicated:

Naomi Greaves
Deputy Designated Safeguarding Lead (DDSL)
safeguarding.deputy@trinity-west.org
079 1086 8692

Operations

The person to contact in relation to the operational aspects of safeguarding is:

Thomas Leonard
Church Manager
thomas@trinity-west.org
075 4198 7397

Governance/Oversight and Spiritual/Doctrinal Issues

Final responsibility for legal compliance, governance and oversight rests with the Elders.

Spiritual/doctrinal matters are the responsibility of the Elders.

The person to contact for questions or concerns on these issues is:

Reuben Lewis
Elder
reuben.lewis@trinity-west.org
07789 713 811

If unavailable or implicated:

Reuben Hunter
Lead Pastor and Elder
reuben@trinity-west.org
078 8771 7777

Tom Roberts
Elder
tom.roberts@trinity-west.org
07724 451 391

TW Kids Operations

General questions and concerns about TW Kids groups, organisation and activities should be directed to:

Chloe Roberts
Deacon for TW Kids
chloeroberts@gmail.com
07789 001 269

External – Safeguarding and Whistleblowing Specialist Support

Christian Safeguarding Services

Helpline: 0116 218 4420

APPENDIX B – TW KIDS VOLUNTEER JOB DESCRIPTION

As part of our membership covenant to bring up the children in our care to love and serve the Lord, Trinity West Church operates a Sunday morning children's work programme providing childcare and age appropriate bible teaching to children of ages 0-11. The Church is seeking to recruit people to serve in a volunteer capacity in this programme, as well as other occasional children's ministry where TW Kids is operational e.g. Church days away.

Person Specification

- You will be a member of Trinity West Church.
- You will have an awareness of the importance of caring for and providing Christian instruction to children.
- You will be able to relate warmly and sensitively to children, though previous experience of working with them is not necessary.
- You will seek to model what it looks like to live a godly Christian life to the children of TW at all times, and not just when serving on a Sunday.

Job Description

- You may be asked to serve in any of the TW Kids classes: crèche, beginners, or seniors, though usually you will only be on one team at any one time.
- Serving will usually be on a once a month basis during the Sunday morning service, though occasionally it may occur more frequently.
- Depending on your role, you may be required to prepare teaching materials before the session you are serving in. These will be provided beforehand according to the TW Kids curriculum.
- You will be responsible for the children in your care throughout the session, and will be required to care for them in line with the Safeguarding Policy.

Training & Overseeing

- Your role will be overseen by the leader of your group, and ultimately by the Deacon of TW Kids, and the Church Elders.
- Full training will be given in both safeguarding and in the role you are required to perform within your group.

Your signature below indicates that you have read the relevant safeguarding material provided by the Church, and understand what is required of you in the role you are committing to serve in.

Name

Signature

Date

APPENDIX C – JOB APPLICATION FORM

This form must be completed by all prospective workers with children, young people and vulnerable adults. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the Trinity West Church, unless requested by an appropriate authority.

This form should be completed in together with the Self Declaration Form.

Personal Details

In cases of a name change, Trinity West Church will need to review birth/marriage certificates.

Full Name			
Maiden/Former Name(s)			
Date of Birth		Place of Birth	
Address			
Mobile Telephone No.		Email	

How long have you lived at the above address?	Years	Months
---	-------	--------

If less than 5 years, please give previous address(es) with dates:			
From/To		From/To	
Previous Address		Previous Address	

JOB APPLICATION FORM (CONT.)

Please tell us about your Christian experience/experience* in the Church(es)/organisation(s)* you have been involved in, including names, dates and detail of the areas of your involvement.

--

Please give details of previous experience of looking after or working with children, young people or vulnerable adults. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

--

Have you ever had an offer to work with children, young people or vulnerable adults declined?

YES

NO

If yes, please give details

--

Employment History

Please tell us about your past and current employment/voluntary work in the table below.

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving

JOB APPLICATION FORM (CONT.)

Employers Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving

Other Care Positions in a Voluntary or Paid Capacity

If yes you are working in any other care position, either in a voluntary or paid capacity, please give details:			
Name of Organisation		Contact Person	
Address			
Telephone No.			
Details of Duties			

JOB APPLICATION FORM (CONT.)

--

References

Please complete the details below of two people who would be willing to provide a personal reference. References should not be requested from attendees of Trinity West Church or relatives.

If you are currently working (paid or voluntary), one referee should be your present employer. If you have recently moved from another Church, one referee should be your previous minister/small group leader. Trinity West Church reserves the right to take up character references from any other individuals deemed necessary.

Name		Name	
Email		Email	
Telephone No.		Telephone No.	
Relationship		Relationship	

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure and Barring Service check.

Signed		Date	
--------	--	------	--

Those applying for work with children and/or adults at risk in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults. I confirm that I am not barred from working with children /adults at risk.

Signed		Date	
--------	--	------	--

Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

JOB APPLICATION FORM (CONT.)

Trinity West Church will store the details on this form in accordance with the legal requirements of the EU General Data Protection Regulation (GDPR) (2016/679) and the Data Protection Act, for the purposes of safeguarding and facilitating emergency care.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

**<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

***https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitationoffenders.pdf

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Safeguarding Policy. As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales). As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the Church/organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 and all amendments made on or before May 25th 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

Notes for England and Wales - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. DBS Eligibility from: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

APPENDIX D – SELF DECLARATION FORM

CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations (from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope.

Full Name (Applicant)	
To: (name of person in place of worship/organisation processing Criminal Records Disclosure checks)	Thomas Leonard (Church Manager)
Address:	Trinity West Church 309a Goldhawk Rd. London W12 8EU
Appointment applied for:	

Conviction History

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/ pending prosecution?

Please tick YES NO

JOB APPLICATION FORM (CONT.)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

Police Investigations

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Please tick YES NO

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Please tick YES NO

If yes, please provide details. We will need to discuss this with you.

JOB APPLICATION FORM (CONT.)

--

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Please tick YES

NO

If yes, please provide details. We will need to discuss this with you.

Declaration

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full

of (address)

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – thirtyoneeight.org/dba-links. I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that

JOB APPLICATION FORM (CONT.)

failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment

Signed		Date	
--------	--	------	--

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children OR I confirm that I am not barred from working with adults at risk.

Signed		Date	
--------	--	------	--

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Safeguarding Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland.

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the Church/organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

JOB APPLICATION FORM (CONT.)

Notes - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. For applicants in Scotland and Northern Ireland, similar provisions apply.

DBS Checks for Working with Children in Places of Worship:

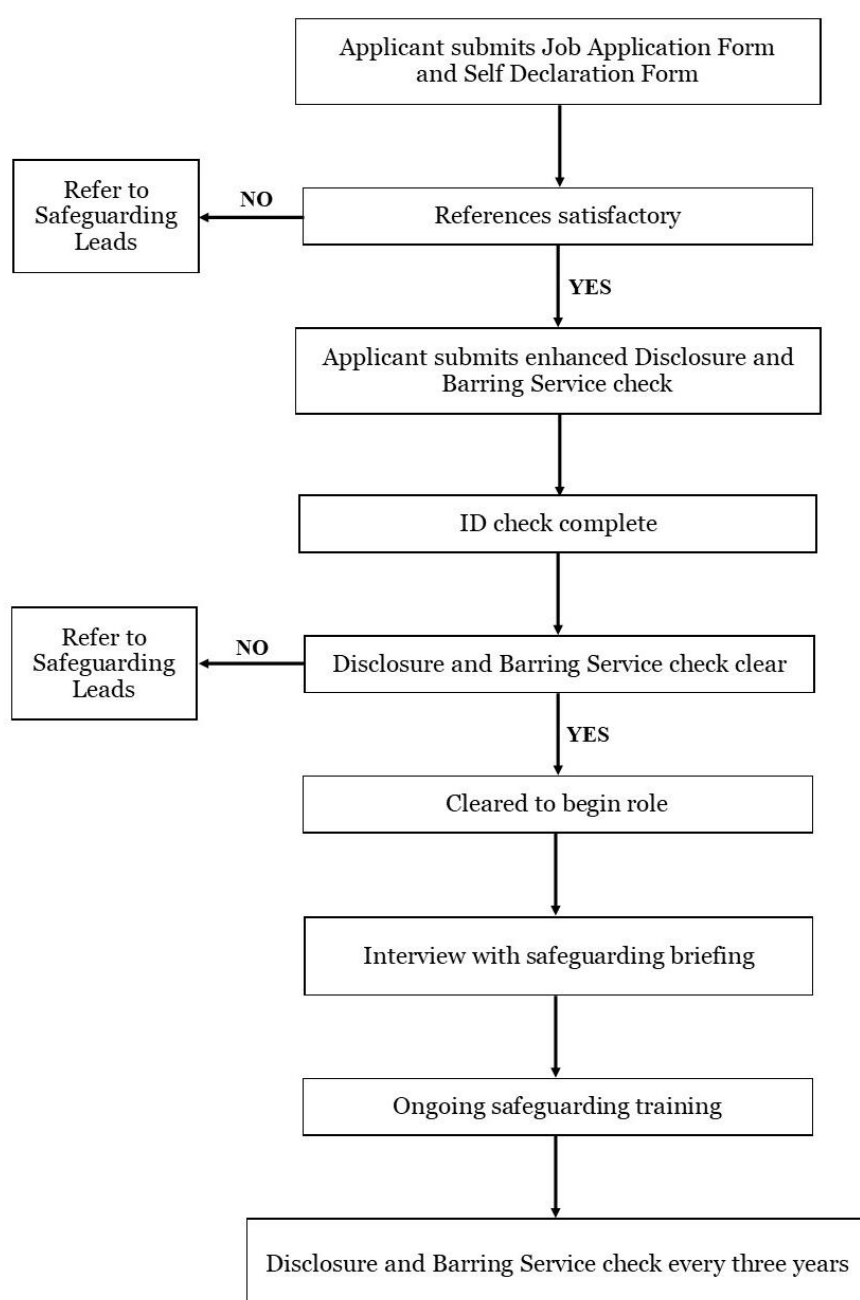
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963092/Faith_Leaflet_-_for_upload_to_GOVUK_19.02.2021.pdf

APPENDIX E – RECRUITMENT PROCESS



RECRUITMENT PROCESS

For employees and volunteers working with children and adults at risk in church-organised activities.



APPENDIX F – BLEMISHED DISCLOSURES

Where a blemished DBS disclosure does not bar the individual from working with children or vulnerable adults, a Safeguarding Lead should undertake a risk assessment. A decision on the application should be made with attention to the following factors:

The nature of the role

- Does the role involve ‘one on one’ contact with children or adults at risk and are there long periods where the person is unsupervised?
- How much supervision will be given for the post?
- Does the post involve providing any personal or intimate care?
- Does the post involve any direct responsibility for finances?

Information Contained on the Disclosure

- Has the individual committed a criminal offence, and how serious was this? An indication can be seen with the name of the offence, and disposal at court - though this isn't always the case.
- The length of time since the offence was committed.
- Was the offence committed whilst the individual was a juvenile?
- Has the offence been decriminalised by parliament, or been re-classified?
- Where was the offence committed? (Some activities are offences in some parts of the UK, whilst not in others).
- How relevant is the offence to others safety, (this can include certain driving offences, drug related offences as well as those of a sexual or violent nature)?
- Is there a pattern of offending, or an escalation of offending?
- An individual may have committed one offence, or a series of offences.
- What is known of the circumstances of the offence
- Have the person's circumstances changed significantly making the chance of re-offending less likely?
- Has the person expressed remorse, and demonstrated a commitment to change?
- Does the individual blame others for their actions, minimise the offence(s) or are they dismissive of the consequences of their actions?

APPENDIX G – HANDLING DISCLOSURE INFORMATION

Storage: Disclosure information will be stored securely in a password-protected folder or lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their 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. A record should be kept of all those to whom disclosures or disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage: Disclosure information must only be 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 should not be kept for any longer than is absolutely necessary. Generally, this will be a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is necessary to keep disclosure information for longer than six months, consultation should be made with CSS. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal: Once the retention period has lapsed, disclosure information must be suitably destroyed by secure means. A record may be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

APPENDIX H – DEFINITIONS AND SIGNS OF ABUSE IN CHILDREN AND ADULTS AT RISK

Definitions and Signs of Abuse for Children

The government guidance *Working Together to Safeguarding Children* defines abuse and neglect as forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

The following constitute the main forms of abuse towards children:

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Signs of physical abuse displayed by children can include:

- Injuries to parts of the body where accidents are unlikely, such as thighs, back, abdomen
- Respiratory problems from drowning, suffocation or poisoning
- Untreated or inadequately treated injuries
- Bruising which looks like hand or finger marks or caused by an implement
- Cigarette burns, human bites
- Scarring, scalds and burns

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs of emotional abuse displayed by children tend to be behavioural rather than physical (see below).

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs of sexual abuse displayed by children may include:

- Pregnancy
- Sexually transmitted infection/diseases
- Pain/itching/bleeding/bruising/discharge to the genital area/anus/mouth
- Urinary infections
- Difficulty walking or sitting or standing
- Persistent sore throats
- Stomach ache

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); and ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs of possible neglect displayed by children may include:

- The child seems underweight or is very small for their age, or their weight deteriorates
- The child seems very overweight for their age
- They are poorly clothed, with inadequate protection from the weather
- They are often absent from school for no apparent reason, or persistently arrive late
- They are regularly left alone, or in charge of younger brothers or sisters

Definitions and Signs of Abuse for Adults at Risk

The following definitions of abuse are provided in the *Care Act 2014*. Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

The following constitute the main forms of abuse towards adults at risk:

Physical Abuse: Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence: including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual abuse: including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse: including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery: encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse: including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse: including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission: including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

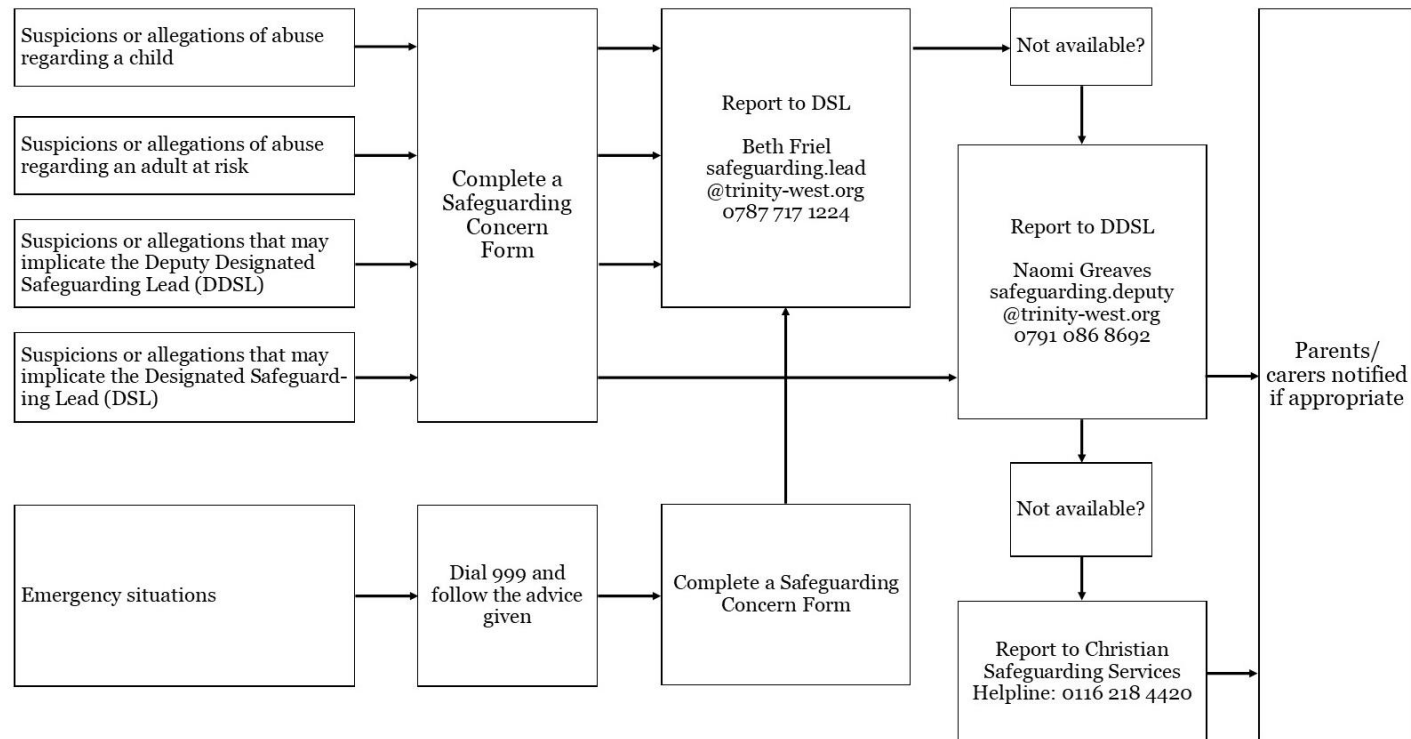
Self-neglect: this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

APPENDIX I – RESPONDING TO A SUSPICION OR ALLEGATION OF ABUSE



RESPONDING TO A SUSPICION OR ALLEGATION OF ABUSE

Under no circumstances should a leader or volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow the procedures below:



APPENDIX J – SAFEGUARDING CONCERN FORM

CONFIDENTIAL

This form should be completed immediately following the report of a safeguarding concern. This form should then be given to the Designated Safeguarding Lead (DSL), or in their absence, the Deputy Designated Safeguarding Lead (DDSL). In emergency situations this form should be completed after following the Church Safeguarding Procedures.

Surname of the child/adult		First Name of the child/adult	
Address/ Contact Details		Date of Birth	
		Age	

Nature of Concern (brief details)		Date concern was initially raised	
		Time concern was initially raised	
Name of the person raising the concern		Relationship to child/adult	
Recipient of this report (e.g. DSL)		Date handed over	

Detail of Concern

Please include as much detailed information in this section as possible. Continue on a separate sheet if necessary. Make sure any continuation sheets are signed and dated as well.

--

SAFEGUARDING CONCERN FORM (CONT.)

Full Name		Date	
Signature		Time	

Details of all actions/decisions taken in respect of this concern.
To be completed by the DSL or DDSL.

Number of previous records of Safeguarding Concern		Is this child or adult known to Local Authority or Statutory Services?	
Actions Taken List below		By Who	Date and Time
Outcomes			
Full Name of LSO or DSO		Date	
Signature		Time	

Body maps should be used to document and illustrate visible signs of harm and physical injuries. Please use a pen to complete body map information and do not use correction fluid. When an

SAFEGUARDING CONCERN FORM (CONT.)

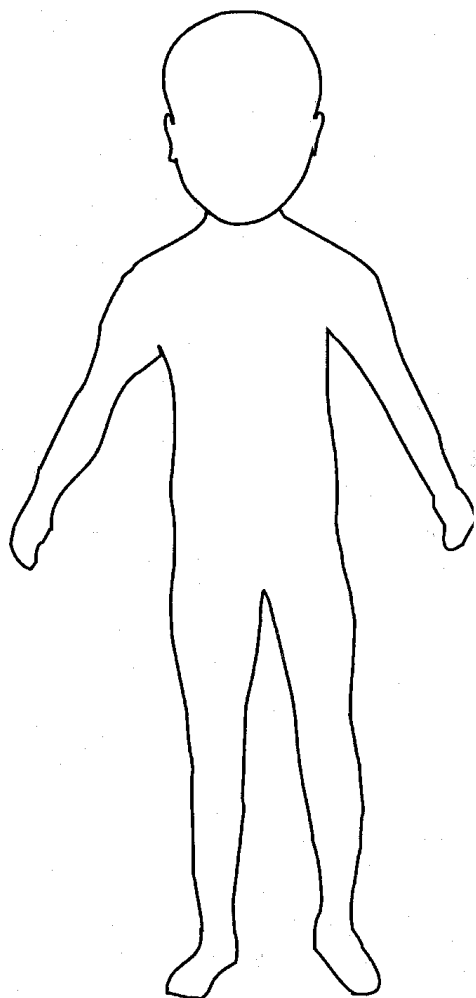
injury is observed, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

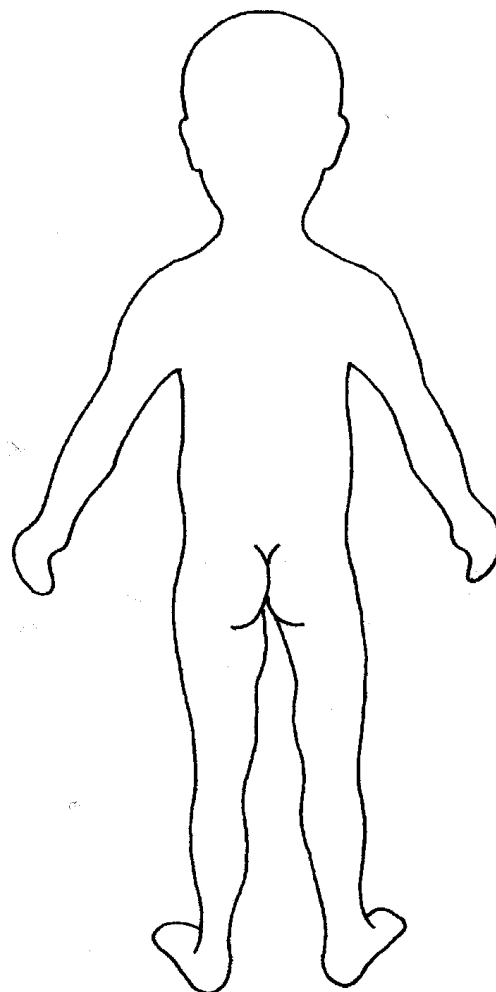
SAFEGUARDING CONCERN FORM (CONT.)

Full Name of
Child: _____

Date of
Birth: _____



FRONT

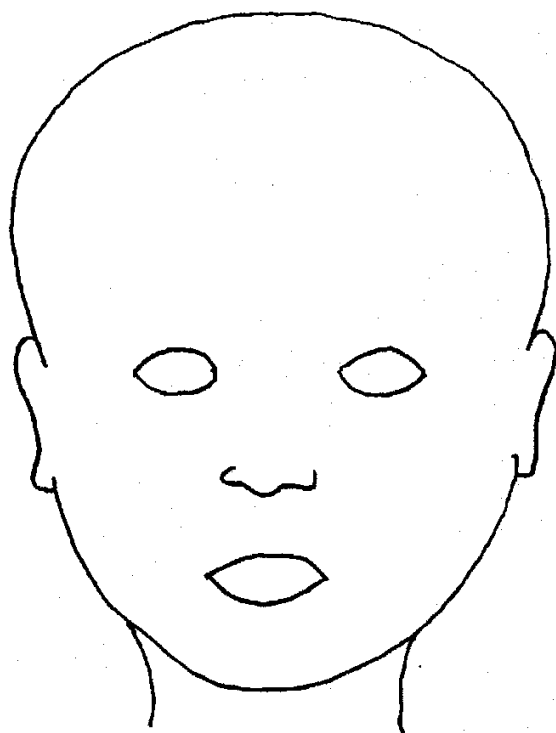


BACK

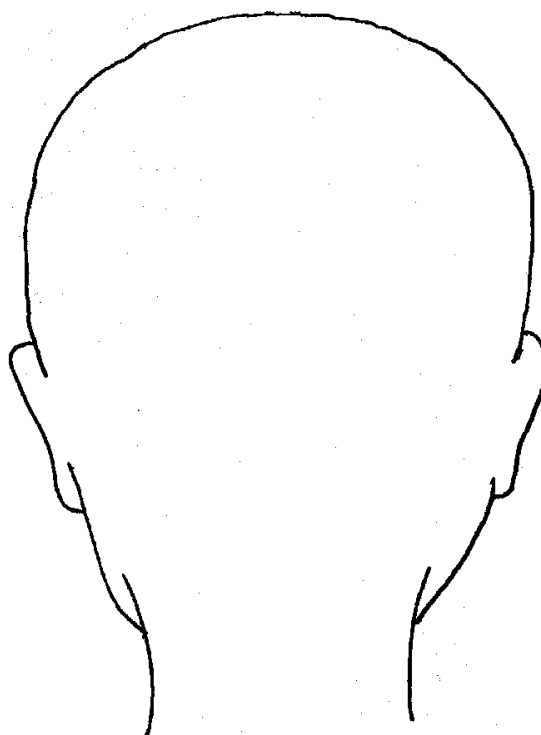
SAFEGUARDING CONCERN FORM (CONT.)

Full Name of
Child: _____

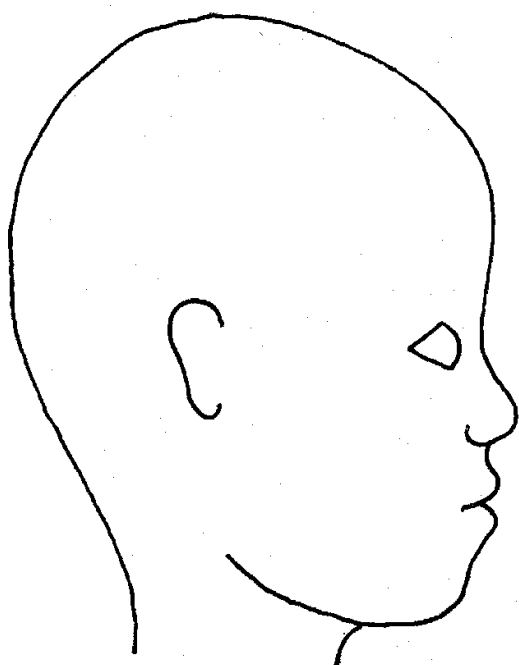
Date of
observation: _____



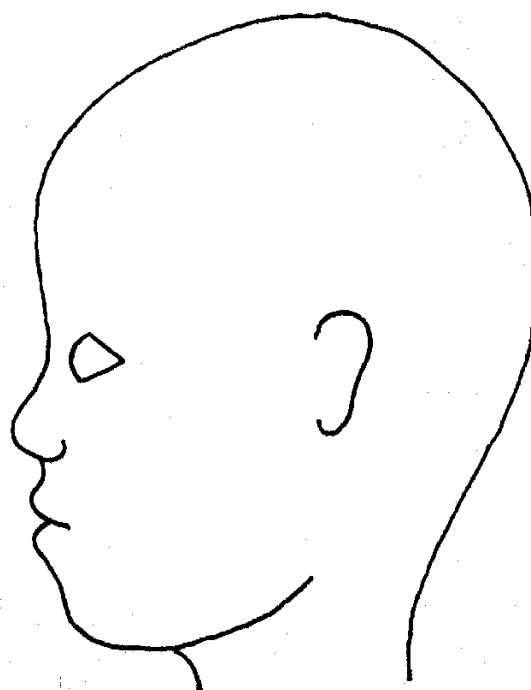
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BACK



RIGHT

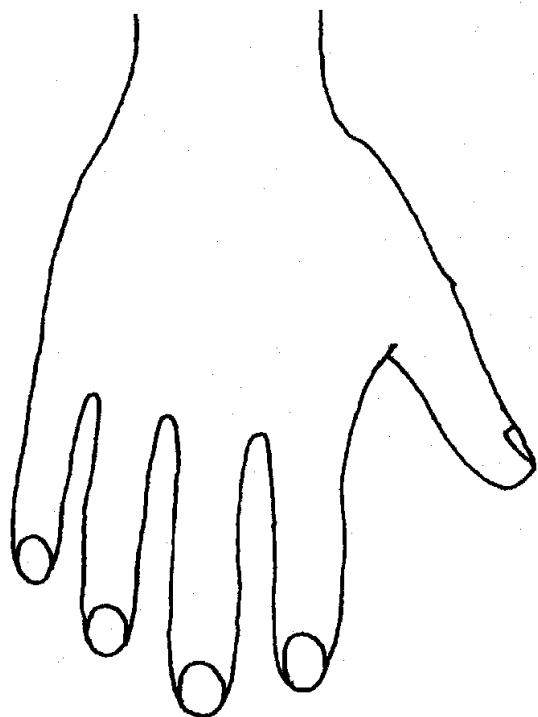


LEFT

SAFEGUARDING CONCERN FORM (CONT.)

Full Name of
Child: _____

Date of
observation: _____

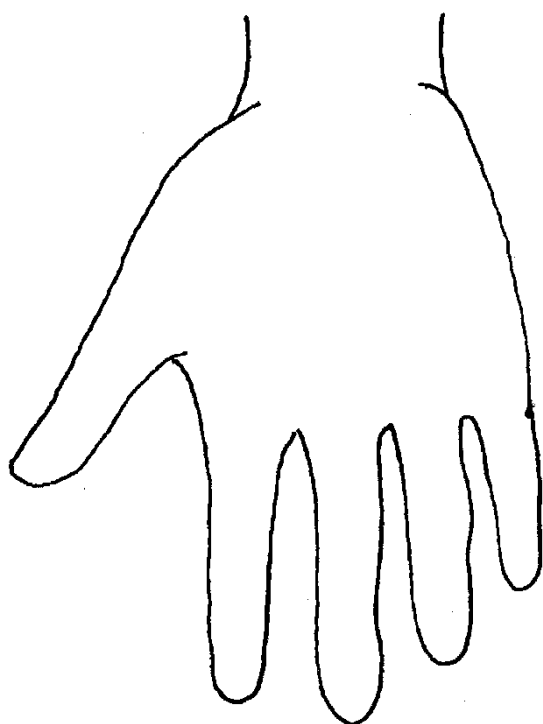


R

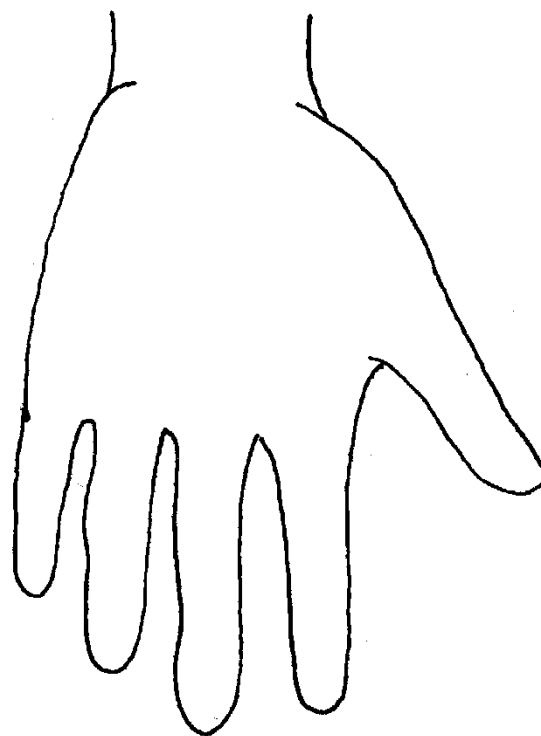


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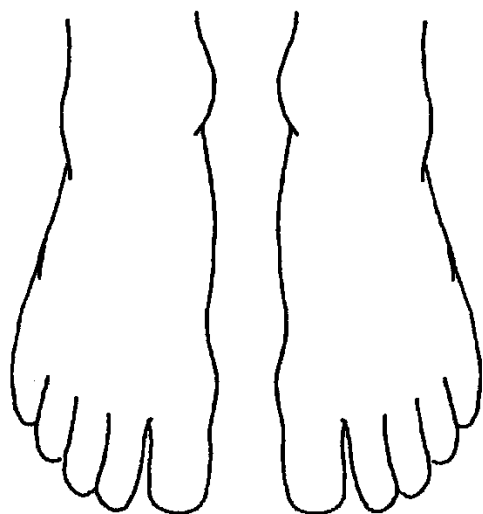


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PALM

SAFEGUARDING CONCERN FORM (CONT.)

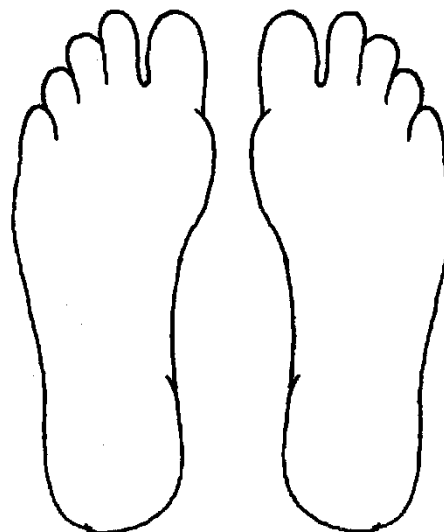
Full Name of Child: _____ Date of observation: _____



R

TOP

L



R

BOTTOM

L



R



L

INNER



R



L

OUTER

Trinity West Church will store the details on this form in accordance with the legal requirements of the EU General Data Protection Regulation (GDPR) (2016/679) and the Data Protection Act, for the purposes of safeguarding and facilitating emergency care.



APPENDIX K – TW KIDS CONSENT FORM

CONFIDENTIAL

ABOUT YOUR CHILD/CHILDREN

Name				Gender (male/female)	
Date of Birth		Age		School Year	
Name				Gender (male/female)	
Date of Birth		Age		School Year	
Name				Gender (male/female)	
Date of Birth		Age		School Year	
Address					
City/Town				City/Town	

MEDICAL / USEFUL INFORMATION

Please provide details of any medical conditions, allergies, special dietary requirements or additional needs (include details of any regular medication that your child/children takes):

PARENTS/GUARDIANS AND EMERGENCY CONTACTS

Contact Name 1		Relationship to Child/Children	
Email		Phone	

Contact Name 2		Relationship to Child/Children	
Email		Phone	

TW KIDS CONSENT FORM (CONT.)

Please Note: If you give different consents for your children, you will need to complete a form for each child.

PHOTOGRAPHS AND VIDEO

Trinity West Church is committed to safe practice when dealing with images of children. Photographs and video are occasionally taken during Trinity West Church activities for publicity purposes, including on the Church website and related social media. No names or any other personal information are used which could enable identification of a child. Please indicate your consent that this may include images of your child/children.

☐ **I consent that photos and videos taken at Trinity West may include images of my child/children**

PRIVACY

Trinity West Church will store the details on this form in accordance with the legal requirements of the EU General Data Protection Regulation (GDPR) (2016/679) and the Data Protection Act, for the purposes of promoting and enabling the activities for which the Church exists, safeguarding, and facilitating emergency care.

INTIMATE CARE

Please provide your consent to indicate that Trinity West Church volunteers may offer intimate care to your child/children. This may include changing nappies, helping them use the toilet, and cleaning them up in case of spills or accidents. Trinity West Church operates a Safeguarding Policy with procedures for intimate care, and all TW Kids volunteers have undergone an Enhanced Disclosure and Barring Service (DBS) check.

☐ **I consent that Trinity West volunteers may provide intimate care to my child/children**

SIGNATURE

I consent to my child/children joining in the normal activities of TW Kids at Trinity West Church and understand that it is my responsibility to inform the Church Office if any of these details change. I also understand that apart from when my child/children is signed in to their TW Kids session they remain my responsibility at all times.

Signature of parent or guardian:

Date:

Trinity West Church operates a Safeguarding Policy and all TW Kids volunteers have undergone an Enhanced Disclosure and Barring Service (DBS) check. Trinity West Church is a charitable company limited by guarantee, registered in England and Wales. Registration no. 7647780. Charity registration no. 1143378.

APPENDIX L – ACCIDENT/INCIDENT FORM

This form should be completed immediately following any accident or significant incident. Leaders must first inform the parent/guardian and second, the Deacon for TW Kids. In the event of life-threatening illness or injury, emergency services will be called first and the parents will be located and informed immediately.

Day, date and time of the incident

Full names of those involved in the incident

Where did this incident take place?	
-------------------------------------	--

Name of the group:	
--------------------	--

Who was responsible for the group at the time of the incident, if different from the above? (Full names)

Which other workers were supervising the group at the time of the incident? (Full names)

Who witnessed the incident? (Full names of adults) Normally only two witnesses would be needed.

ACCIDENT AND INCIDENT FORM (CONT.)

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment? (please tick)			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
		NONE	<input type="checkbox"/>
		INVOLVED	

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use? YES ☐ NO ☐

Is the equipment still safe for your group to use?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

Who else needs to be informed?	
--------------------------------	--

Have they been informed? YES ☐ NO ☐

If so, when, and by whom?	
---------------------------	--

Name of person in charge of group at time of accident/incident:			Form seen by: Name and Title (e.g. LSO)	
Signature			Signature	
			Date	

Trinity West Church will store the details on this form in accordance with the legal requirements of the EU General Data Protection Regulation (GDPR) (2016/679) and the Data Protection Act, for the purposes of safeguarding and facilitating emergency care.

APPENDIX M – INFORMATION FOR PARENTS

General Information

Parents are responsible for their children at all times when they are not signed into the supervision of TW Kids leaders.

Trinity West is committed to the following minimum adult to child ratios to ensure the safety of children under its care.

0-3 years	1 adult to 3 children
3-6 years	1 adult to 4 children
6-11 years	1 adult to 8 children

TW Kids Groups

The age groups for TW Kids are as follows:

Crèche	0-3 years
Beginners	Age 3-School Year 1
Seniors	School Years 2-6

Children will transition to a new age group on the Sunday following their birthday or graduation to the next school year. Parents/guardians will receive an email in advance from the Deacon of TW Kids notifying them of the transition.

Signing Up

Parents/guardians must provide details of the child at the time they first join a Church-organised ministry activity for children. The parent/guardian must indicate their consent for the Church to hold emergency contact details and information on medical conditions, allergies, special dietary requirements or other needs. Consent forms are stored securely in accordance with Trinity West's Data Protection Policy.

Providing Snacks

Parents/guardians with children in Crèche should provide a snack in a named container. Snacks must be nut and seed free.

Discipline

All leaders seek to provide a loving, respectful, and orderly atmosphere. Positive behaviour is encouraged and, when necessary, inappropriate behaviour is corrected or redirected.

Leaders will never physically discipline a child. If behaviour is uncontrollable or the child does not respond to the discipline measures above, the parents/guardians will be contacted. If a child's behaviour presents a serious danger either to themselves or those around them, appropriate and proportional physical restraint may be used. Incidents of this nature will be recorded on an Accident/Incident Form as soon as possible and reported to a Safeguarding Lead.

INFORMATION FOR PARENTS (CONT.)

Illness

Children with infectious illnesses must be kept at home and not join other children. If a child appears ill while in the Church's care, they will be isolated from other children, but accompanied by a group leader. The parents/guardian will be contacted to collect them as soon as possible.

Accidents or Incidents

TW Kids Leaders are asked to be conscious of any potentially hazardous equipment or items in their respective rooms and take care to remove or store them safely.

In case of an accident, leaders will first inform the parent/guardian and second, the Deacon for TW Kids. Leaders may apply first aid from the supplied kit as appropriate.

In the event of life-threatening illness or injury, emergency services will be called first and the parents will be located and informed immediately.

Leaders will record all accidents or incidents, whether major or minor, on the Accident/Incident Form.

Suspensions or Allegations of Abuse

The leadership of Trinity West Church is committed to developing a strong culture of awareness regarding abuse, discrimination, bullying, or other areas of concern. TW Kids leaders will receive an annual safeguarding training to help ensure the protection of children while under the care of the Church.

Should a child disclose an allegation of abuse to a leader or a volunteer, they will follow the safeguarding procedures by informing the Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL). If the Safeguarding Leads are unavailable or implicated in the allegation, volunteers will contact the helpline at Christian Safeguarding Services (0116 218 4420). In emergency situations, volunteers will call the police on 999 or children's social care support (020 8753 6600) and follow the advice given.

In following these procedures, it may be the case that the parent/guardian is not immediately made aware of allegations that a child has raised. While this can be distressing, these procedures are put in place to ensure the safety of the child and Church volunteers will prioritise that goal.

Sunday Specific Information

During the Sunday morning service, all children will remain with their parents/guardians until they are instructed to leave and join their age-related groups (normally after the first 15 minutes).

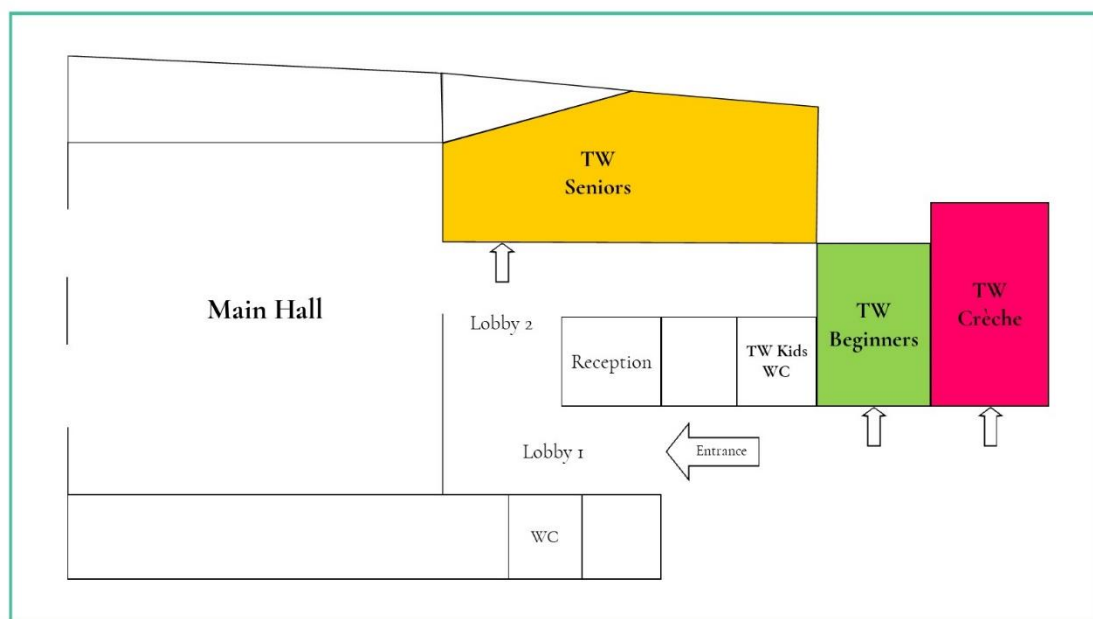
Group Locations

All TW Kids groups currently meet in the dance and drama studios outside the main entrance to the primary school building.

At the relevant time in the Sunday service, parents/guardians of children in Crèche and Beginners must accompany their child to the relevant TW Kids group room. Children in TW Kids Seniors must walk to the group room accompanied by their lesson leader.

All groups will enter their rooms as shown in the diagram below.

INFORMATION FOR PARENTS (CONT.)



Signing In

A register is kept of all children and leaders present in each group. Leaders of each group will sign in the child at the beginning of the lesson.

Registers are kept secure for an indefinite period of time, in accordance with Trinity West's Data Protection Policy.

Collection

Please collect your children immediately after the end of the Sunday service. Children will not be able to leave the care of the TW Kids leaders until you have collected them. Parents/guardians are required to sign their child out of their lesson, after which point they are no longer under the care of the TW Kids leaders.

APPENDIX N – BASIS AND LEGAL FRAMEWORK

This Safeguarding Policy reflects the fundamental biblical beliefs of the Church and should be read in conjunction with our statement of faith (the FIEC basis of faith) and governing documents.

Safeguarding Children

National legislation and guidance
(Safeguarding Children):

- Children Acts (1989 & 2004)
- Children and Families Act 2014
- Children and Social Work Act 2017
- Working together to safeguard children (2018)
- What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015)
- Protection of Children Act 1999
- Safeguarding vulnerable groups act 2006
- Protection of freedoms Act 2012
- Disqualification under the childcare act 2006 (2018 amended)
- Prevent duty guidance 2016
- Sexual offences Act 2003
- The Safe Network Standards (available from the NSPCC website)

The policy also takes account of the principles outlined in:

- Keeping Children Safe in Education 2020
- FGM duty guidance
- Keeping Children Safe in Out-of-School-Settings

Safeguarding Adults

National legislation and guidance
(Safeguarding adults)

- The Care Act 2014
- Human Rights Acts 1998
- Care Standards Act 2000
- Mental Capacity Act 2005
- Deprivation of Liberty Safeguards 2007
- Sexual Offences Act 2003
- Police and Criminal Evidence Act 1984 o Fraud Act 2006
- Public Interest Disclosure Act 1998
- Health and Social Care Act 2008
- Disclosure and Barring Service (DBS)
- Multi-Agency Public Protection Arrangements (MAPPA)
- Multi-Agency Risk Assessment Conference (MARAC)
- LSAB Multiagency Policy and Procedures

APPENDIX O – CODE OF CONDUCT

All Staff and Volunteers

Policy Statement

This Code of Conduct sets out standards of behaviour expected by Trinity West of all employees and volunteers, who are required to agree to our statement of faith (as set out in our Articles of Association).

Your conduct both in and out of work should be consistent with our objectives and our statement of faith. You are encouraged to make every effort to meet the standards of personal conduct and working practice set out in this Code of Conduct.

It is understood that while every member of staff and every volunteer is vulnerable to behaviour which contravenes that laid out in Scripture, our desire as an organisation is to inspire, encourage and build one another up in the faith in order to honour, obey and glorify God in our work and to further the Gospel of our Lord Jesus Christ.

This Code of Conduct seeks to facilitate this aim.

Behavioural Standards

As a result of your desire to work for us and your acceptance of our statement of faith we would expect certain behavioural standards, examples of which are:

- A willingness to give an account of your faith within an appropriate context in light of your particular responsibilities;
- Regular commitment and participation in the life of the Church; and
- Treatment of those you deal with, with grace, respect, courtesy, politeness, forgiveness and Christian love.

A non-exhaustive list of matters which are considered to be gross misconduct is set out in the Trinity West Disciplinary Procedure.

There may be instances where inappropriate conduct inside or outside of formal working hours may also necessitate disciplinary action. Such issues may be as the result of incapacity or an error of judgement rather than lifestyle choice or pre-determined behavioural choice.

The following is a non-exhaustive list of conduct which, although it may occur outside of formal working hours we consider to be inappropriate for our employees and volunteers and may lead to disciplinary action or dismissal:

- where it relates to a serious criminal offence;
- where it renders the employee unsuitable for or barred from the type of work they do e.g. someone who works with children found guilty of child abuse;

CODE OF CONDUCT (CONT.)

- where it leads to a breach of mutual trust between employer and employee e.g. accountant found guilty of fraud;
- where it is damaging to the reputation of the organisation for example:
 - Drunkenness or the use of illegal drugs
 - Use of obscenities, coarse jokes, gossip and slander
 - Any form of dishonesty including stealing and lying
 - Sexual immorality
 - Involvement in the occult or witchcraft
 - Disclosure of Confidential Information
- where it affects the performance of the employee or volunteer in their particular role e.g. a driver who loses his/her licence where driving is an essential occupational requirement; or
- where it relates to an employee's acceptance of our statement of faith e.g. membership of a group who could oppose the Church statement of faith, expressing views which are contrary to that statement of faith.

Our Approach to Misconduct

In approaching issues of misconduct, Trinity West Church will seek to help with any pastoral issues that may have led to the misconduct as well as seeking to minimise the harm to the reputation of the Church and to any individual that may arise from the misconduct. In determining the appropriate response, the Church will consider the circumstances relevant to each particular case e.g.:

- The severity of the perceived misconduct
- Whether the incident is a 'one-off' or part of repeated behaviour or lifestyle
- Any mitigating circumstances e.g. personal issues
- The position of trust of the employee or volunteer
- The particular duties of the employee or volunteer
- Christian maturity and understanding
- The treatment of similar instances of misconduct by other employees or volunteers
- The employee's or volunteer's length of service
- The extent of any 'live' disciplinary warnings
- Evidence of repentance

Staff and Volunteers Working with Children

Those working with children will:

- Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc. that are provided and that they are implemented
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the Church leaders and that they are open to discussion with and challenge from parents
- Ensure that their conduct embraces their responsibility for the safety of the children in their care
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children

CODE OF CONDUCT (CONT.)

- Refrain from any abuse of their power or authority as adults and leaders within the group
- Only take responsibility for children if they are physically and mentally fit and able to do so
- Treat them with respect and dignity
- Treat them in an age appropriate way that recognises their developmental stage and ability
- Provide them with appropriate levels of choice
- Treat them as individuals
- Respect their views and wishes
- Promote and ensure appropriate behaviour towards one-another
- Ensure that appropriate professional boundaries are maintained
- Ensure that age appropriate boundaries are clearly explained and consistently implemented in accordance with this policy
- Ensure that any age appropriate physical contact is child led
- Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group
- Refrain from any physical chastisement
- Refrain from making any social media connections with them
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc.) language or behaviour with them
- Act with fairness and treat children equitably; avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding

Staff and Volunteers Working with Adults at Risk

Those working with adults at risk will:

- Ensure that they understand the policies, procedures, systems, guidelines and risk assessments etc. that are provided and that they are implemented
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the Church leaders and that they are open to discussion with and challenge
- Ensure that their conduct embraces their responsibility for the safety of those with whom they are working
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual
- Only engage in activity for which they are physically and mentally fit
- Treat them with respect and dignity
- Ensure that support is client led and that their views, wishes and choices are respected
- Treat them as individuals
- Promote and seek to ensure appropriate behaviour towards one-another

CODE OF CONDUCT (CONT.)

- Ensure that appropriate professional boundaries are maintained
- If working in groups, seek to ensure that necessary behavioural and interpersonal boundaries are clearly explained and consistently implemented
- Ensure that any physical contact is client led
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc.) language or behaviour with them
- Act with fairness and treat each person equitably; avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding

Pastoral Care

“Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you overseers, to care for the Church of God, which he obtained with his own blood.” (Acts 20:28)

“Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly” (1 Peter 5:2)

“A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another.” (John 13:34)

“Love one another with brotherly affection. Outdo one another in showing honour. 11Do not be slothful in zeal, be fervent in spirit, serve the Lord. 12Rejoice in hope, be patient in tribulation, be constant in prayer. 13Contribute to the needs of the saints and seek to show hospitality.” (Rom 12:10-13)

Introduction

Christian pastoral care is the expression of love that the Church shows for one another, that flows from our being loved by God in Christ. It is exemplified by the Elders and its goal is to enable the whole Church to grow to maturity in the Lord Jesus Christ.

What is pastoral care?

At different times and in various ways it will include the following:

- Ministers and officers of the Church administering the means of grace - e.g. preaching and teaching God's word, baptism, the Lord's Supper, and Church discipline.
- Sustaining others through struggles, whether prolonged difficulty or immediate need. This will seek to enable healing and wholeness, considering the process of reconciliation with God, self and others.
- Listening, encouraging, visiting, praying, hospitality, advocacy, mentoring, as well as practical help.
- Engaging formally in planned and organised ways or informally through the events of everyday life.
- Recommending services outside the Church that might assist in providing care - e.g. professional counselling or medical expertise.

CODE OF CONDUCT (CONT.)

Who conducts pastoral care?

All Christians have a God given responsibility to care for others. This is a regular aspect of the outworking of what it means to be a member of the body of Christ. Its emphasis is upon growing and maintaining a Christ centred loving relationship with others, and it mostly happens in informal and often unplanned ways. This code of conduct relates specifically to those who have been given leadership responsibilities within the life of Trinity West Church, this includes, but is not restricted to: Elders, deacons, paid ministerial staff, and recognised volunteer leaders.

What is the Pastoral Code of Conduct?

The purpose of this code is to provide a set of standards for all of the above that provide pastoral care in Church life. It will enable pastoral care to be offered with integrity and in a way which honours God and all those involved. It will also provide accountability under the leadership and safeguarding oversight of Trinity West Church.

Commitment

Those providing pastoral care:

- will be careful to respect the rights and dignity of every person as a unique individual, regardless of race, religion, nationality, language, gender, marital status, sexual orientation, age, size, employment, income, disability, health, abode, or criminal record.
- will seek to ensure that the individual's right to question or ignore any advice or suggestions is fully understood.
- will take care to ensure that they do not misuse or abuse the trust that is bestowed upon them by a person.
- will not subject any person to physical, psychological, or verbal harassment and will not tolerate such behaviour by others. Harassment can include physical, psychological, emotional, or sexual abuse, including insults, sexual behaviour, language or jokes. It might also include the display of offensive materials, words, pictures, symbols, behaviour, or gestures.
- will not exploit people they are helping financially, sexually, emotionally, or in any other way.
- will consider the potential power differential in the relationship, for example, by informing the person receiving care that they may be accompanied by another person during sensitive conversations.
- will ensure that appropriate professional boundaries are maintained and be careful not to create unhealthy dependencies for either themselves or the persons to whom they are offering pastoral care.
- will ensure that meetings with youth (under 18 years) will take place in public, or with a parent/guardian present.
- will maintain confidentiality, understanding that confidentiality does not necessarily mean secrecy (see Confidentiality section below).
- will maintain a state of vigilance to ensure that the person is safeguarded as far as is practically reasonable and that appropriate steps are taken to seek appropriate medical, legal or other professional assistance where required.
- will make clear that they are not providing professional counselling or therapeutic care.

CODE OF CONDUCT (CONT.)

- will deliver challenging or difficult messages with respect and compassion for the person and in line with their best interests (including their emotional and spiritual wellbeing).
- will attend safeguarding training at the frequency stipulated in this policy.
- will ensure any physical contact is mutually agreed, is in line with all other values of the pastoral code of conduct, and will remove themselves from all situations where there is high risk of inappropriate physical contact, and inform the Church leadership.
- will ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
- will fulfil their legal obligation to report criminal allegations to the police.
- will maintain a record (e.g. in a calendar) of pastoral meetings.

Confidentiality

Confidentiality is a critical boundary which protects the privacy of the person and the integrity of pastoral work in the Church. For the purposes of pastoral care, sensitive information may be shared among those providing care. Those providing care will not disclose any information to third parties without the person's prior knowledge and consent apart from exceptional circumstances where it is required by safeguarding. Exceptions to confidentiality include, but are not limited to: where those providing care are required by legislation or a court of law to disclose certain information either to the police or the court; where those providing care have reason to believe that others, particularly a child or adult at risk, are or may be, at risk of harm or injury; or where those providing care have reason to believe that the person is at risk of harming themselves.

Care for carers

Those providing pastoral care should establish boundaries in their engagement with others. This might take the form of clarifying they are not providing professional counselling. Those who are regularly providing formal pastoral care in a designated role, should be accountable to the Church and appropriately supported in their work.