New Testament

Church of God

England and Wales

National

&

Local (Willesden)

Safeguarding Policy

Introduction and Organisational Commitment to Safeguarding

'Safeguarding is the process of protecting children and vulnerable adults from abuse or neglect, preventing impairment of their health and development, and ensuring they are living and growing in circumstances consistent with the provision of safe and effective care that enables them to have optimum life chances towards and throughout adulthood'

(Adapted from 'Working Together to Safeguard Children', 2018).

The New Testament Church of God (hereafter NTCG) acknowledges that safeguarding the vulnerable in our church's activities and within the communities in which we work, both here and overseas is of paramount importance and reflects the nature of Jesus Christ. This policy and its supporting guidance represent the Organisation's commitment to safeguarding.

It is therefore our intention to ensure safeguarding is fully supported and maintained through the development of policies and procedures which are accessible and understood by all those who have a legitimate interest in the welfare of our children, young people, and adults at risk. We expect all formal and structured activities to operate in line with this policy and to uphold the code of conduct[1] when working with and supporting children and adults at risk, whether formally or informally through the life of the church at local, district, regional, national, or international events and activities.

We commit to making this policy available to whoever has a legitimate interest and to making our commitment to it publicly visible wherever possible.

It is our determination for this policy to shape our thinking and actions in relation to supporting the most vulnerable among us. Whether you are a children's worker, pastoral carer for the elderly, a church leader, departmental head or simply attending a NTCG, it is important for you to familiarize yourself with the contents of this policy – available at every local church.

We firmly believe safeguarding is everyone's business and it is underpinned by scripture as a command in St John 13:34 to "love one another as I have loved you". None of us are therefore exempt from understanding this as a way of expressing our faith and values.

The policy and procedures herein have been divided into five sections covering all 10 Safeguarding Standards developed by Thirtyone:eight, which should be used in all settings with children, young people, and adults at risk. This policy is not exhaustive and we would encourage you to refer to 'Safe & Secure' the Thirtyone:eight Safeguarding Manual https://thirtyoneeight.org/get-help/safeguarding-manual/england/ available to all Thirtyone:eight members. We also endorse the Safeguarding Statement[2] for use in our individual churches and within our various activities. At the

[1] Code of Conduct – Appendix 4

[2] Safeguarding Statement – Appendix 1

end of this document you will find links to Thirtyone:eight's website, including access to a range of resources and guidance.

This page has been left intentionally blank for local churches and ministries to insert their own front page.

New Testament Church of God (Willesden) has adopted the NTCG's national policy and procedures.

Section		Page
1.	**Place of worship / organisation details** Safe and Secure – Standard 1	**5**
2.	**Recognising and responding to an allegation or suspicion of abuse** Safe and Secure – Standards 2 and 7	**8**
3.	**Prevention** Safe and Secure – Standards 3 and 4	15
4.	**Pastoral care** Safe and Secure – Standards 8 and 9	18
5.	**Practice guidelines** Safe and Secure – Standards 5, 6 and 10	19
Appendix 1.	**Church Leadership Safeguarding Statement**	20
Appendix 2.	**Safeguarding Poster**	23
Appendix 3.	**Definitions of Abuse, Signs and Symptoms**	24
Appendix 4.	**General Code of Conduct**	29
Appendix 5.	**Working with those who may pose a risk to others**	32
Appendix 6.	**International Missions and Visits**	36
Appendix 7.	**Useful Web links and Recommended Further Resources**	37

1. Place of worship / organisation details

Safe and Secure – Standard 1

Name of Church / Place of Worship: New Testament Church of God (Willesden)

Address: The Lewinson Centre, 165-167 High Road, Willesden, London, NW10 2SG and 179 High Road, Willesden, London, NW10 2SD

Tel No: 020 8459 7674 Main Email address: admin@wntcg.org

NTCG District – { Willesden }

Charity Number: 250306 Supporting Safeguarding Organisation: Thirtyone:eight

Regulators details (if any): (e.g. OFSTED[3])

Insurance Company[4]: Access Insurance – Policy No. CHP 0009852

The following is a brief description of NTCG's work, the type of activities and areas of ministry we are involved in – many of which include children, young people, or adults at risk.

At a national level we deliver conventions, conferences, seminars, retreats, educational and training courses.

At a local level within {Willesden District} (Willesden) we deliver Sunday services, mid-week services, Children services, Learning Zone, Saturday School, concerts, district and local conventions, events, workshops, trips, and retreats.

[3] Some activities such as a pre-school or nursery will need to be registered with OFSTED and will be subject to an inspection process.

[4] State what type of insurance e.g. Public Liability Insurance with ABC Insurers.

Our Commitment to Safeguarding

As the Leadership[5], we recognise the need to provide a safe and caring environment for children, young people, and adults at risk. We therefore acknowledge children, young people, and adults at risk, can be victims of all types of abuse: physical, sexual, and emotional in addition to neglect. We accept the United Nations (hereafter UN) Universal Declaration of Human Rights and the International Covenant of Human Rights, which that states everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." Therefore, our Leadership have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the 10 'Safe and Secure' safeguarding standards published by Thirtyone:eight and prepared in line with NTCG's overall church mission and commitment to safeguarding. The Leadership therefore undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, in addition to being welcoming and inclusive.

[5] *Throughout this policy, the leadership refers interchangeably to an overall body of individuals with overall responsibility for the local church or organisation, e.g. the local Pastor and his Church Council.*

- Support the Safeguarding Coordinator (s) in their work and in any action they may need to take in order to protect children and adults at risk.
- The Leadership agrees not to allow the document to be copied by other churches or organisations who are not affiliated with NTCG.

2. Recognising and Responding to an allegation or suspicion of abuse[6]

Safe and Secure – Standards 2 and 7

Understanding Abuse and Neglect

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

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

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment, and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Article 19, UN Convention on the Rights of the Child

[6] Detailed definitions of abuse and signs and symptoms of abuse can be found in Appendix 3

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

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

Article 5, UN Universal Declaration of Human Rights

Safeguarding Awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake appropriate safeguarding training on a regular basis, which should cover signs and symptoms of abuse and how to respond as a minimum.

The training at NTCG Willesden will be provided by (tick all that applies):

☑ Local Safeguarding Coordinator (suitably qualified)

☑ Thirtyone:eight Foundation Training (Children and Young People, Adults at Risk or Children and Adults)

☑ Local inter agency training

☐ Trainers recommended by NTCG Head Office, etc.

The Leadership will also ensure children and adults at risk are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

The Appointment of a Safeguarding Coordinator

Every local church must have a designated Safeguarding Coordinator[7] and a deputy (subject to the size of the congregation).

The Safeguarding Coordinator's role is to:

[7] Booklet Help, I'm a Safeguarding Coordinator https://thirtyoneeight.org/get-help/resources/help/im-a-safeguarding-coordinator/

- Act as an advocate for children and adults at risk
- Act independently in reporting concerns of abuse to the statutory authorities
- Oversee the preparation and implementation of the Safeguarding Policy while ensuring it is regularly reviewed.

The Safeguarding Coordinator for NTCG Willesden church is Revd. Audrey Robb / Charlotte V V Johnson. The Deputy Safeguarding Co-ordinator is Charlotte V V Johnson.

RESPONDING TO ALLEGATIONS OF ABUSE

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

  Revd. Audrey Robb

  Safeguarding Coordinator

  Contact Details: 07540 273 752

  who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter further to the statutory authorities.

- In the absence of the Safeguarding Coordinator or, if the suspicions in any way involves he/she, then the report should be made to:

  Charlotte V V Johnson

  Deputy Safeguarding Coordinator

  Contact Details: 07958 490 722

  If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should made in the first instance to: **Sharon Grant on 020 8459 7674.**

Thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: 0303 003 11 11. Alternatively contact your local Social Services or the Police.

- Where the concern is about a child, the Safeguarding Coordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from Thirtyone:eight as above.

  The local **Children's Social Services** office telephone number (office hours) is 020 8937 4300. The out of hour's emergency number is 020 8863 5250.
  Brent Health Safeguarding Children Team number is: 020 8900 5379.

  The local **Adult Social Services** office telephone number (office hours) is 020 8937 4300. The out of hour's emergency number is 020 8937 4300.

  The Police Child Protection Team telephone number is 020 8733 3530

  (*Brent & Harrow Child Abuse Investigation Team (CAIT*)

- Where required the Safeguarding Coordinator should then immediately inform strategic personnel within NTCG as follows:

  (Name) Revd. Audrey Robb (Local Pastor)
  (Contact Details) 020 8459 7674 / 07540 273 752

  and

  Bishop Derek Webley and Revd. Marcel Simpson (National Safeguarding Officers) and **Louis Wright** (Lead Recruiter for NTCG) at the head office
  (Contact Details): 01604 824 222

  The National Safeguarding Officer will then immediately inform the organisations' insurance company.

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- When informing the National Safeguarding Officer (s), remember to ensure the anonymity of those involved is protected and don't forget to report the final outcome to the National Safeguarding Officer (s).
- Whilst allegations or suspicions of abuse will normally be reported to the Lead Recruiter, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

- The Leadership will support the Safeguarding Coordinator/Deputy in their role and accept any information they mayhave in their possession will be shared in a limited way on a need-to-know basis.
- It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of NTCG churches or affiliated ministries will adhere to this procedure. If, however, the individual with the concern feels the Safeguarding Co-ordinator /Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator (s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Coordinator /Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies. The statutory authorities have a legal duty to investigate. It is not the role of the Safeguarding Coordinator to investigate allegations and concerns.

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Coordinator /Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury and if concerned about a child's safety or if a child is afraid to return home.
- Contact parents/carers, unless you are concerned that the child would be at further risk if parents/carers are informed. If in doubt, contact Thirtyone:eight for advice.
- Seek medical help if needed urgently, informing the doctor of any suspicions. For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in

writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE (adult at risk)

If an adult at risk has a physical injury or symptoms of sexual abuse the Safeguarding Coordinator/Deputy will:

- Discuss any concerns with the individual themselves, giving due regard to their autonomy, privacy, and rights to lead an independent life.
- If the adult at risk is in immediate danger or has sustained a serious injury, contact, the Emergency Services and inform them of any suspicions.
- For advice, contact the Safeguarding Adults Team who have responsibility under The Care Act 2014 to investigate allegations of abuse. Alternatively, Thirtyone:eight can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator will without delay inform:

- the **National Safeguarding Officers** (and in the absence of the National Safeguarding Officers the **NTCG National Administrative Bishop** at Head Office (Northampton).
- the local Children's Social Services (following the Local Safeguarding Children Board (LSCB) procedures) in regard to the suspension of the worker and discuss.
- also make a referral to the Local Authority Designated Officer (LADO) as follows:

(Name) See Contact Number for LADO

(Contact Details)

020 8937 4834 (LADO in BRENT)

020 8736 6435 (LADO in HARROW)

NB. There may also be a requirement under law to make a referral to the Disclosure and Barring Service (DBS) who hold the lists of people barred from working with children and adults at risk – this will require discussion with the LADO (please note that LADO's exist only in England – other nations should use the usual channels of communication with children's services or their equivalent).

3. Prevention

Safe and Secure – Standards 3 and 4

Safer Recruitment

Having in place a range of mechanisms and understood practices surrounding the recruitment of staff and volunteers is an essential element in our safeguarding arrangements. Safer recruitment practices will assist us in ensuring that we can prevent those we would not want to work with children and adults at risk from doing so at the earliest point. (Model forms for safer recruitment such as application forms, requests for a reference etc. can be downloaded from the members' area on the Thirtyone:eight website – see appendix 7)

The Leadership will ensure all workers will be appointed, trained, supported, and supervised in accordance with government guidance on safe recruitment. This includes ensuring:

- There is a written role description / person specification for the post
- Those applying have completed a standard application form and a self-declaration form
- Those short listed have ALL been interviewed
- Roles and attitudes regarding safeguarding have been discussed at interview
- Written references have been obtained for ALL candidates, and followed up verbally where appropriate
- A Disclosure and Barring Service (DBS) check is completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) prior to the successful candidate commences employment
- Qualifications where relevant have been verified
- A suitable induction training programme (including safeguarding) is provided for the successful applicant
- The successful applicant completes a probationary period
- The applicant has been given a copy of this safeguarding policy and knows how to report concerns.

Safer recruitment practices should be used regardless of the setting or activity where workers are directly involved with either children or adults at risk. In addition, the same principles and practices should be adopted for workers undertaking any NTCG affiliated missionary work (see Appendix 6).

Management of Workers – Codes of Conduct

We are committed to supporting all workers under our Leadership, ensuring they receive adequate support and supervision. All workers will be issued with a code of conduct towards children, young people and adults at risk. The Leadership will follow the principles found within the 'Abuse of Trust 'guidance issued by the Home Office, and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

A code of conduct towards children, young people and adults at risk should be drawn up which all workers agree to follow. There must be a culture of dignity and respect towards those being cared for. This can be achieved through workers:

- understanding the organisation's safeguarding policy and good working practice
- listening to children, young people and adults at risk
- respecting boundaries and privacy of those being cared for
- knowing how to deal with issues of discipline in line within the organisation's code of conduct
- developing an awareness of disability issues as well as issues of equality and inclusion

For the General Code of Conduct refer to appendix 4.

Management of Workers – Training, Supervision and Team Meetings

All workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills, as well as feel supported and valued by the organisation for which they work.

We commit to ensuring all workers under our Leadership are supervised (where possible by a named individual who arranges regular meetings) where concerns or issues can be raised, whether work related or other. It is also the role of the supervisor to ensure all training needs are met. Where supervision with a named individual is not possible, or impractical, group supervision may be used as an alternative to maximize resources and allow for the sharing of issues and concerns.

The Leadership also recognises the importance of team meetings. These should be convened 'at least' bi-monthly and should provide an opportunity for ideas and issues to be aired, concerns expressed, and feedback given.

4. Pastoral Care
Safe and Secure Standards 8 and 9

Supporting those affected by abuse

The Leadership is committed to offering pastoral care (working with statutory agencies as appropriate), and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

Pastoral care is varied by nature, and you should ensure that you have appropriate support and permissions before embarking on providing support for somebody with the often-complex issues created by past abuse. If you are concerned about your ability to provide appropriate pastoral care and/or counselling to individuals in these circumstances, you should contact the Thirtyone:eight 24 Hour Helpline on 0303 003 11 11. Thirtyone:eight are able to provide limited support and may be able to suggest organisations or individuals who may be able to assist further.

Working with offenders

When someone attending the place of worship/area of ministry, is known to have abused children, or is known to be a risk to adults at risk, the Leadership will supervise the individual concerned and offer pastoral care. But in its safeguarding commitment to the protection of children and adults at risk, set boundaries for that person who they will be expected to keep. This may involve the use of risk assessments and supervision agreements (See Appendix 5).

Pastoral care will be offered without prejudice to all those who require it. This may also include a known offender. Where pastoral care is offered to both the person affected by abuse and the known offender, this should be offered by different persons who are able to support those concerned impartially and effectively.

5. Practice guidelines

Safe and Secure – Standards 5, 6 and 10

As a place of worship working with children, young people and adults at risk, we wish to operate and promote good practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as the general Code of Conduct for workers (See Appendix 4) we also have access to specific good practice guidelines for a range of activities that can be adopted. For detailed information and model guidelines for good practice see the Thirtyone:eight's 'Safe & Secure' Manual - Standard 5 via their website https://thirtyoneeight.org/get-help/safeguarding-manual/england/5-working-safely/

Working in Partnership

The diversity of churches and settings across the NTCG movement means there can be great variation in practice when it comes to safeguarding children, young people, and adults at

risk. This can be due to culture/tradition, belief and religious practice or understanding of what constitutes abuse.

We therefore have clear guidelines regarding our expectations of those with whom we work in partnership, whether in the UK or abroad. We will discuss our safeguarding expectations with all our partners and have an agreement for safeguarding with them. It is also our expectation that any organisation using our premises, as part of a letting agreement will have their own policy that meets Thirtyone:eight's safeguarding standards.

Good communication is essential in promoting safeguarding, including those we wish to protect, to everyone involved in working with children and adults at risk and to our partners. This safeguarding policy is just one means of promoting safeguarding.

Appendix 1 – Leadership Statement

The NTCG recognises the importance of its ministry /work with children, young people and adults at risk, in addition to its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Leadership on: **7th October 2021.**

This place of worship/organisation is committed to the safeguarding of children and adults at risk and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise our responsibility to help prevent the physical, sexual, psychological, financial, and discriminatory abuse and neglect of adults at risk and are committed to report any such abuse we discover or suspect.

- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.

- We recognise the personal dignity and rights of adults at risk and will ensure all our policies and procedures reflect this.

- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults at risk.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults at risk and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with local and national developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults at risk.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults at risk.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families.
- Nurturing, protecting, and safeguarding of children and young people
- Supporting, resourcing, training, monitoring, and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Thirtyone:eight.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult at risk.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK (in international mission activity), safeguarding practice maintains its importance and allegations, or concerns will be reported in line with the procedures detailed in appendix 6.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or adult at risk, then speak to one of the following who have been approved as Safeguarding Co-ordinators for this place of worship/organisation.

Revd. Audrey Robb Safeguarding Co-ordinator.

Charlotte V V Johnson Deputy Safeguarding Co-ordinator.

A copy of the full policy and procedures is available and be located on WNTCG's website: https://www.wntcg.org/safeguarding or in the Church (Prayer/Counseling Room on the first floor at 179 High Road), or in the Lewinson Centre (see the Church Administrator).

A copy of our safeguarding policy has been lodged with Thirtyone:eight, NTCG Headquarters and the Local Safeguarding Children/Adults Board.

Signed by leadership/organisation

Signed Revd. Audrey Robb

Date 7th October 2021

Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.

Your safeguarding team:

Children's safeguarding lead(s):
(for anyone under 18 years)

[photo here]

Contact details

Adult's safeguarding lead(s):
(for anyone 18 years or over)

[photo here]

Contact Details

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

With safeguarding support from:

thirtyone:eight
Creating safer places.Together

Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

Appendix 3 – Signs and Symptoms of Abuse

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

What is abuse and neglect?

Abuse and neglect are 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 a stranger. Abuse can take place wholly online, or technology may be used to facilitate offline abuse They may be abused by an adult or adults, or another child or children.

I. Physical abuse

Physical abuse 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.

II. Emotional abuse

Emotional abuse is 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 children 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 the 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.

III. Sexual abuse (1)

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 the child is aware of what is happening or not. 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation (2)

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.

IV. Neglect

Neglect is 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 because 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); or**
- **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 Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

Injuries not consistent with the explanation given for them

Injuries that occur in places not normally exposed to falls, rough games,

etc. Injuries that have not received medical attention

Reluctance to change for, or participate in, games or swimming

Repeated urinary infections or unexplained tummy pains

Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation*

Cuts/scratches/substance abuse*

Sexual

Any allegations made concerning sexual abuse

Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour

Age-inappropriate sexual activity through words, play or drawing

Child who is sexually provocative or seductive with

adults' Inappropriate bed-sharing arrangements at home

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

Eating disorders - anorexia, bulimia*

Emotional

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.

Depression, aggression, extreme anxiety.

Nervousness, frozen watchfulness

Obsessions or phobias

Sudden under-achievement or lack of concentration

Inappropriate relationships with peers and/or adults

Attention-seeking behaviour

Persistent tiredness

Running away/stealing/lying

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.

These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Other Forms of Abuse

Spiritual Abuse

Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. However, holding a theological position is not in itself inherently spiritually abusive, but misuse of scripture, applied theology and doctrine is often a component of spiritually abusive behaviour.

Domestic Violence/Abuse

Domestic Violence is the physical, sexual or emotional abuse (including verbal and financial) between adults who have been intimate partners or family members regardless of gender. This is mainly centre around power and control within the relationship. [8]

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and several related or non-related children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

[8] Help… Domestic Violence. How should my church respond? https://thirtyoneeight.org/get-help/resources/practice-guides-text/domestic-abuse/

The following definitions have been extracted from the government guidance Working Together to Safeguard Children 2018.

Child Trafficking

This includes children exploited through force, coercion, threat in the use of deception and human rights abuses such as bondage, deprivation of liberty and lack of control over one's labour. It includes movement of children across borders and within borders and those being trafficked have very little choice in what is happening to them and usually suffer additional abuse due to threats and use of violence against them and/or their family.

Additional Information (Harmful Practices)

In addition to the above, in relation to adults and children, there needs to be an understanding of other forms of harm. These are included in various pieces of legislation and all those concerned with safeguarding need to be aware of the issues. Some information is given below:

Physical Chastisement (resulting in physical harm)

Under UK legislation physical punishment is considered "unreasonable" if it leaves a mark on the child or if the child is hit with an implement such as a cane or a belt.

Physical Injury (Scottish Law Update)

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. The Children (Equal Protection from Assault) (Scotland) Bill (2019) makes it a criminal offence for parents to smack their children.

Forced Marriage (FM)

A Forced Marriage is when one or both prospective spouses is coerced or faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if they are made to feel they are bringing shame on their family).

Female Genital Mutilation (FGM)

Female Genital Mutilation or FGM is a practice that involves cutting, removing or altering the female external genitalia for non-medical reasons. It is child abuse, an illegal practice in the UK and a violation of human rights. FGM is classified as physical abuse therefore professionals must follow their Local Safeguarding Children's Board Procedures.

Breast Flattening

"Breast Flattening" also known as "breast ironing" is the process whereby young pubescent girls' breasts are ironed, massaged and/or pounded down using hard or heated objects for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage and therefore be kept in education. Much like Female Genital Mutilation (FGM), breast flattening is a harmful practice and is child abuse. Those working with children and young people must be able to identify the signs and symptoms of girls who are at risk of or have undergone breast flattening. Like Female Genital Mutilation (FGM), breast flattening is classified as physical abuse therefore professionals must follow their Local Safeguarding Children's Board Procedures

Child Abuse Linked to faith or belief

The belief in 'possession' and 'witchcraft' is relatively widespread. It is not confined to specific countries, cultures, or religions, nor is it confined to new immigrant communities in the UK. There are several common factors which put a child at risk of harm, including rationalising misfortune by attributing it to spiritual forces and when a parent/carer views a child as being 'different', attributes this difference to the child being 'possessed' or involved in witchcraft, and attempts to exorcise him or her. A child could be viewed as different for a variety of reasons such as: disobedience, independence, bedwetting, nightmares, illness or disability. The attempt to 'exorcise' i.e. get rid of the 'evil spirit' may involve beating, burning, starvation, cutting or stabbing, and/or isolation from others.

Extremism

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist. Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities based on race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Appendix 4 - General Code of Conduct

The guidelines contained here are based on general principles and practice; they are by no means exhaustive. Each individual church, area of ministry or specific group should adopt their own specific guidelines based on the types of activities they are undertaking.

1. Adult to Child Ratio's

To supervise activities safely, it is necessary to have enough adult leaders and helpers. Guidance based on OFSTED regulations is as follows:

0-2 yrs	1 adult to 3 children
2-3yrs	1 adult to 4 children
3-8yrs	1 adult to 8 children

There are no legal requirements to have specific ratios for children over 8 years of age, however it is best practice to ensure that all groups are supervised appropriately and therefore we expect that there is at least 2 adults to every 10 children and wherever possible the 2 workers be one male and one female.

2. Consent and Registration Forms

All parents/guardians (including one-off visitors) must fill out a registration form for their child or young person before they will be allowed to attend one of the Sunday group meetings.

Consent form can be downloaded here: https://thirtyoneeight.org/get-help/safeguarding-manual/england/downloads/

Group leaders are responsible for ensuring all workers familiarise themselves with information written on the child/children's registration and consent forms (particularly for new children) before the session commences. Workers must clarify any issues with parents if they are unsure i.e. food allergies, special needs etc.

Except for those who attend the youth group, children must be dropped off and collected by a responsible adult. Workers must make themselves aware of any special arrangements particularly where children are not being dropped off or collected by their parents/guardians.

Workers in all groups must take a register at the beginning of each session, making a note of the date and which leaders/workers were present.

3. Transporting children, young people and adults at risk

It is accepted on occasions it will be necessary for some workers to transport children in their own vehicles. As such, these guidelines are for transport organised by or on behalf of the church/ministry. **It does not cover private arrangements made directly between those with parental responsibility.**

- It is the driver's responsibility to ensure their car is road worthy and appropriate insurance is in place.
- Wherever possible, ensure you have another responsible adult travelling with you or at the very least ensure another adult knows what you are doing and where you are going.
- Ensure children sit in the back of the car and use appropriate child restraints and booster seats if necessary.
- Always consider your route i.e. if dropping off more than one child try and leave the shortest journey until the end and try not being alone in a car with members of the opposite sex.

4. Communication and Personal Space

Different workers will have their own style of communication, but it is important workers are aware of their use of verbal and body language and the effect this may have on a child. Always

be mindful of the following:

- Your tone of voice – Never shout at a child. If a child is being disruptive, remain firm in your request for them to stop and if the behaviour continues ask another worker to call the parent. Never smack a child or show anger towards them.
- Physical touch – Touch is an important part of human relationships and within your work, you may need to touch a child to stop them from hurting themselves or others. Touch is also a natural way of responding to someone in distress and if you are in a group situation where other adults are present, it is perfectly okay to hug a child so long as the child has initiated this, or you have asked the child first. Avoid whenever possible having physical contact with a child if you are alone with them.
- Favouritism – All children deserve to be treated equally with dignity and respect. Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny – never favour one child over another. Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment. There are occasions when children, young people or parents wish to pass small tokens of appreciation to workers, for example, on special occasions or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.
- Inappropriate conversations with others – Your focus should always be on the children and therefore it is not appropriate to engage in conversation with other workers about issues not related to the session i.e. *'did you see that programme on television last night?'*

5. The use of Digital Technology

ICT (e.g. the internet, email, mobile phones) are very much a part of the twenty first century. These new technologies are constantly developing and expanding into new areas. It is essential therefore that churches who work with children and young people have a clear

policy and working guideline around the use of technology such as: interaction through social media, emails and other forms of electronic communication. Any such communication should be open and transparent. Contact between workers, children and young people on a personal level should be discouraged and churches should have in place an inclusive group system such as a Facebook group page, or email system from the church's address only. Remember not all children have access to such technologies and for many there are age restrictions i.e. Facebook – users must be at least 13 years of age. For a more in depth look at these issues we would encourage you to access and download 'Online Safety' https://thirtyoneeight.org/media/2154/flowchart-online-safety.pdf or view the wide range of information on the subject on Thirtyone:eight's website

https://thirtyoneeight.org/get-help/resources/

https://thirtyoneeight.org/get-help/resources/online-safety-policy/

Appendix 5 – Managing Those who may Pose a Risk

If the individual who poses a risk is to be allowed to attend certain activities run by the organisation, it is vital robust measures are put in place to ensure children, young people and adults at risk are safeguarded. This should include their agreement to a written contract setting out behavioural boundaries they sign and agree to abide by, as well as the provision of appropriate supervision and support. These safeguards are in the interests of everyone - those at risk, the offender who may be making strenuous efforts to change, and the organisation.

However, the safety of a child, young person or adult at risk is paramount when assessing the risk an individual may pose. No one has an automatic right to work with or have access to children or young people. Similarly, no one has a right to work with adults who may be at risk.

Although this sounds very formal, sex offenders are often manipulative. They may not have developed an understanding of the importance of personal boundaries or even accept what they have done is wrong. This contract should involve the person's partner and other

members of the family who may also be involved with the organisation and need to be kept informed.

The contract could begin by setting out the pastoral support and care being offered, but it will need to be personalised to the individual concerned, local circumstances and the risk they may pose to others.

In looking at the appropriate supervision of an individual considered a risk, the organisation should:

- Arrange a frank discussion between the leaders (more than one) and the person concerned. This may include the probation officer or other agencies involved.
- Make efforts to sustain open communication with the statutory and voluntary agencies involved with the offender
- Establish clear boundaries of behaviour in relationships. These boundaries may vary depending upon the nature of the offence(s) they have committed
- Draw up a contract between leadership and offender based on an open discussion. Such a contract may well form part of Multi-Agency Public Protection Arrangements (MAPPA) agreed for an individual in advance of their release from prison
- Ensure the contract is signed and dated by the offender and by leaders of the organisation
- Understand a contract may be associated with but not solely follow a criminal prosecution. Similarly, the ending of a period when an offender's name has been on the sex offenders register should not indicate the ending of the contract drawn up between the offender and the leadership.

Clauses to Consider in a Contract for a Sex Offender

NB this list is NOT conclusive. They are examples of what may need to be considered in the circumstances of the individual and the place of worship or organisation involved.

Boundaries

I will never allow myself to be .in a situation where I am alone with children, young people or adults at risk.

I will attend meetings and activities as directed by the leadership.

I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people, and adults at risk.

I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and adults at risk are in progress.

I will decline invitations of hospitality where there are children, young people, or adults at risk in the home,

I accept "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.

I accept there are certain individuals who will need to be told of my circumstances for them to protect the children, young people or adults at risk for whom they care.

I accept contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate).

I accept "z" will provide me with pastoral care.

I understand if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.

I understand any other concerns will be taken seriously and reported.

I understand this contract will be reviewed regularly every_____months and will remain for an indefinite period.

Pastoral care

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; they and the leadership of the organisation agree to:

- Support you in finding suitable employment opportunity which will not bring you into contact with children or adults at risk.

- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.

- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.

- Where appropriate, ask for any risk assessment to determine how best we can meet your needs while protecting children and adults at risk.

- Attempt to meet any practical needs you may have, including assisting with options for accommodation.

- Support you in joining Circles of Support or another similar programme.

- Provide pastoral care and support to anyone with whom you are living. We recognise partners of known sex offenders need pastoral care, and 'space' to share without judgement.

- Be there for you and will support you.

See Practical guidance: Sex offenders and church attendance

https://thirtyoneeight.org/get-help/resources/practice-guides-text/sex-offenders-in-the-church/

Appendix 6 - International Missions and Overseas Visits

The UN Convention on the Rights of the Child (UNCRC) or regional equivalent is universally recognised as the foundation on which safeguarding policies and procedures must be based.

All organisations involved in overseas work with children, young people and adults at risk must have a safeguarding policy for *all* workers, paid and voluntary as well as procedures for safe recruitment as detailed in this policy.

Policies for overseas working need to be consistent with all the standards in this policy and should be developed with the assistance of local agencies and underpinned by laws of the country in which the organisation is operating and international law. If the safeguarding laws, policies, or procedures in the country are insufficient or absent, then the United Nations (UN) Convention on the Rights of the Child (children and young people) and UN Universal Declaration of Humans Rights legislation (adults at risk) will always apply.

Any reporting mechanism should complement local procedures in the country where the organisation is operating, and it is the organisation's responsibility to provide guidance on this to its workers. In addition to the standards of practice contained in this policy, the church or ministry needs to ensure there is:

- A reporting mechanism which uses a locally appointed individual and a named individual at the headquarters of the organisation in the UK who will deal with safeguarding concerns.

- A commitment to workwith the governing authorities in the country concerned but not at the expense of leaving a child, young person or adult at risk in a situation where they could suffer further abuse from an individual connected to the organisation.

- Child protection should be kept separate from disciplinary procedures. The action to be taken must be clearly stated in the light of allegations or serious concerns against someone connected to the organisation, including provision for suspension and repatriation as a neutral act whilst investigations are being carried out.

Appendix 7 – Recommended Resources and Useful Weblinks

The Church and Pastor's Council (CPC) and the Youth and Discipleship Department (YDD) strongly encourage all NTCG churches to join membership with Thirtyone:eight https://thirtyoneeight.org/ and in doing so churches will have access to a wide range of resources as follows:

- A comprehensive list of Help Booklets - https://thirtyoneeight.org/get-help/resources/help-guides/ (Open)
- Thirtyone:eight Training Information https://thirtyoneeight.org/training/ (Open)
- Thirtyone:eight Disclosure Service https://thirtyoneeight.org/dbs-service/ (Open)
- Thirtyone:eight Online Shop https://services.ccpas.co.uk/shop (Open)

Practice Guides and Documents for members of Thirtyone:eight only

- A Flow Chart for Action – https://thirtyoneeight.org/get-help/safeguarding-manual/england/downloads/
- A comprehensive List of forms as detailed below can be found at https://thirtyoneeight.org/get-help/safeguarding-manual/england/downloads/

Accident and Incident Form
Activities and Day Visits
Camps & Residential Holiday Health, Information & Consent
Children & Young Person's Internet Agreement
Children Placed with Host Families
Communicating with children & young people
Consent for Transporting Children
General Information and Consent Form (for children and young people)
Job Application Form
Junior Helper Form
Model Contract for Children's Worker
Model Risk Assessment Form
Model Safeguarding Policy
Place of Worship/Organisation Web Site Child and Adult Protection Statement
Reference Forms
Request for a Reference
Responding to Abuse – Workers Action Sheet
Self-Declaration Form for a Position Requiring a Disclosure
Swimming Consent Form
Using Images of Children

Glossary of Terms

*A child is considered by UK law to be under the age of 18.

* An adult at risk is ‘any person who is aged 18 years or over and who is at risk of abuse or neglect because of their needs for care and support’ (Care Act 2014 [England]). This definition is broadly consistent with definitions across the devolved nations. In Scotland, the definition of an ‘adult at risk’ or ‘vulnerable adult’ applies to those aged 16 years and over.

In Northern Ireland the definition is, helpfully, broken down to assist in understanding as follows: Adult at risk of harm: is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their: a) Personal characteristics which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. and/or b) Life circumstances which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions. Adult in need of protection: is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their: a) Personal characteristics AND/OR b) Life circumstances AND c) Who is unable to protect their own well-being, property, assets, rights, or other interests; AND d) Where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

This final page has been left intentionally blank for the local church to insert any other relevant information to them or their ministry.

NTCG Willesden has adopted the National Office’s Safeguarding Policy in addition to seeking advice, relevant information, and training from Thirtyone:eight when required. In addition, the Safeguarding Team access training and seek advice as expected from Brent Council as the Church’s Local Authority, responsible for Children and Adult Safeguarding.