

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

SAFEGUARDING POLICY

1. Information about King's Lynn Christian Fellowship (KLCF)

King's Lynn Christian Fellowship, The King's Centre, Wellesley Street, King's Lynn, Norfolk PE30 1QD

Tel No: 01553 766333

Email address: office@kingscentre.church

King's Lynn Christian Fellowship (KLCF) is a Christian church. It is a registered charity (Charity number 1021073) and operates under teams of Elders and Trustees.

KLCF has Insurance Company Public Liability Insurance.

This policy covers all aspects of the life of KLCF whether undertaken in the King's Centre building or other locations.

2. Our commitment

As Elders and Trustees, we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children and adults can be the victims of many types of abuse. Children and vulnerable adults have a right to be protected from all forms of abuse. As Elders and Trustees, we have, therefore, adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance.

The Elders and Trustees undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the government guidance for out-of-school settings code of practice.
- regularly raise awareness for all involved in leading any aspect of KLCF activities.
- provide on-going safeguarding training for all KLCF workers.
- regularly review the procedures as set out within this policy.
- ensure that the premises meet the requirements of all relevant legislation.
- support the Safeguarding Coordinator(s) in their work and in any action, they may need to take to protect children and adults with care and support needs.

3. Definitions of abuse

Detailed definitions, and signs and indicators of abuse, are as set out via the links below.

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

<https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm>

<https://lincolnshire.connecttosupport.org/keeping-people-safe-and-safeguarding/safeguarding-adults>

4. Responding to allegations and suspicions of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse, but follow the procedures set out below:

Documenting a concern

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

Bridget Jones (hereafter the "Safeguarding Co-ordinator")

Tel: Church landline: 01553 766333 Church mobile: 07796 408166

Email: bridget@kingscentre.church

The above is nominated by the Elders and Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Darryl Mallet (hereafter the "Deputy")

Tel: Church landline: 01553 766333 Mobile: 07739 026745

Email: darryl@kingscentre.church

If the Safeguarding Co-ordinator and the Deputy are not available or if suspicions implicate both of them, then the report should be made in the first instance to one of the church trustees, Social Services or the police.

The Safeguarding Co-ordinator should contact social services in the area the child or adult lives.

Norfolk

Children's Services team duty Social Worker Telephone 0344 800 8020

Adult Safeguarding call 0344 800 8020. This number is open 24 hours a day.

Cambridgeshire

Children's Services 01733 234724 (out of hours)

<https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection>

Adult Safeguarding 0345 045 5202 8am to 6pm weekdays, 9am to 1pm Saturday.

Lincolnshire

Children's safeguarding - 01522 782111 (Monday to Friday, 8am to 6pm)

Adults safeguarding - 01522 782155 (Monday to Friday, 8am to 6pm)

Outside office hours 01522 782333

Police 101

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:

- A trustee or employee who may need to liaise with the insurance company or the Charity Commission to report a serious incident
- Designated officer or Local Authority Designated Officer (LADO) if the allegation concerns a worker or volunteer working with someone under 18

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.

The role of the Safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and if necessary pass this information on to statutory agencies who have a legal duty to investigate. Details should not be discussed with the parents or carers unless advised to do so by Social Services.

Medical help should be sought if needed, informing the person's doctor of any suspicions.

Allegations of abuse against a person who works with children/young people

If an accusation which requires further investigation is made against a worker (whether a volunteer or paid member of staff) the Safeguarding Co-ordinator, in accordance with the Trustees and Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker.
- Make a referral to the LADO whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

The Safeguarding Co-ordinator may:

- Liaise with Adult Social Services regarding the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further

action if the 'victim' opts for no further action and they have the capacity to communicate their decision.

5. Pastoral Care

Supporting those affected by abuse

The Elders & Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse.

Working with offenders and those who may pose a risk

When someone attending the King's Centre is known to have abused children or is known to be a risk to vulnerable adults, the Trustees will supervise the individual concerned and offer pastoral care, but in their safeguarding commitment to the protection of children and vulnerable adults, will set limitations for that person, which they will be expected to keep. The person will be asked to sign a contract agreeing with the limitations that have been set.

6. Safer recruitment

All volunteers or paid staff appointed to lead or support youth/children's activities must be approved by the Pastor prior to taking up their role. The Elders and Trustees will ensure that all workers will be trained, supported and supervised in accordance with government guidance on safer recruitment.

There is a written role description for the post and references may be obtained where appropriate.

A Disclosure and Barring Service check will be undertaken. Elders and Trustees will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information.

The applicant will be given a copy of the Safeguarding Policy and will know how to report concerns.

7. Safeguarding training

The Elders and Trustees are committed to on-going safeguarding training, developing a culture of awareness of safeguarding issues to help protect everyone. All workers will undertake safeguarding training on a regular basis.

8. Good Practice Guidelines

All youth and children's activities are supervised by adults who hold enhanced DBS checks.

Volunteers and paid staff should, where possible, avoid being alone with a child. This includes travelling in vehicles.

Children should not be left unsupervised. Parents and guardians have responsibility for supervising their children at all times when they are not in supervised organised activities.

There are separate toilet facilities available for the children during midweek clubs. On Sundays, during the children's meeting at the King's Centre, children are supervised at the toilet area.

Anonymity of children and vulnerable adults may need to be protected and we seek to do this as laid out in the Publicity, Press and Media Policy. We regularly remind members and the congregation of the need to obtain permission prior to posting pictures on social media.

Those working with children, young people and adults with care and support needs promote good working practice. This enables workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

Good practice guidelines are included in safeguarding training sessions and other awareness- raising.

Where appropriate, protocols are in place for running church activities.