



Safeguarding Policy Statement

Jesus Shaped People (JSP) is a 'Whole Church Discipleship Adventure' that stimulates healthy church growth and development. JSP offers a vision and a method that enables local churches, especially those serving areas of social disadvantage, to adopt more intentionally the priorities that Jesus modelled in his three-year ministry. We are engaged in helping churches explore these priorities in enjoyable and practical ways and to reshape themselves, in response, in a practical ministry.

Our Values

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. JSP recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation. In JSP's work of supporting churches we seek to promote the welfare of all children and young people and vulnerable adults and to practice in a way that protects them.

Trustees, staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

Purpose

This policy is intended to ensure:

- the welfare and protection of children and/or young people and/or vulnerable adults who accesses the services provided by JSP.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles and practice that guide JSP's approach to the protection of children and vulnerable adults.
- that protecting children and young people/or adults from harm, abuse and exploitation is everyone's responsibility.

Implementation

To achieve this, JSP will endeavour to safeguard children, young people and adults by:

- Ensuring the care, nurture of, and respectful ministry with, all children, young people and adults.
- Carefully selecting and training in line with safer recruitment principles, including the use of disclosures and registration with the relevant vetting and barring schemes.
- Supporting, resourcing, training and regularly reviewing those who undertake work with children, young people and adults so that all staff and volunteers know about, and follow, our policies and procedures confidently and competently.

- Promote a culture of ‘informed vigilance’ as to the dangers of abuse.
- Recognising that it is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of children, young people and adults, and to report any such abuse that we discover or suspect.
- Ensuring that we have effective complaints measures in place and accessible to people.
- Responding without delay to any complaint made which suggests that a child, young person or adult may have been harmed.
- Challenging any abuse of power, especially by anyone in a position of trust.
- Working in partnership with churches to ensure the welfare of children, young people and vulnerable adults.
- Appointing a nominated employee and a nominated trustee for safeguarding.
- Developing and implementing an effective online safety policy and related procedures.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Endeavouring to keep up-to-date with national developments relating to the welfare and protection of children and young people / adults.

Legal Framework

JSP adopts Church of England policies and practice guidance relating to safeguarding which are based on the legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice.

This Policy Statement was adopted by Jesus Shaped People on *1st August 2021 (contact details amended June 2022)*

Each person who works within Jesus Shaped People will agree to abide by these recommendations and the guidelines established by Jesus Shaped People.

Jesus Shaped People appoints *Brendan Bassett* the Safeguarding Officer (the Named Person)

Jesus Shaped People appoints *Debbie Child*. Trustee with Safeguarding Oversight

The application of this policy will be reviewed each year and a report provided by the Safeguarding Officer to the Board of Trustees.

Date of review by Trustees. *1st August 2022*

Signed

Jesus Shaped People - Safeguarding Procedures

If a child, young person or adult is at *immediate* risk of significant harm, you should always contact the local police (call 101) or your local social services team. You must then inform the Church and JSP Named person

1.0. Employment and Volunteering

1.1. Safer Recruitment

JSP has a clear process for recruiting staff and volunteers which must be adhered to:

- All new members of staff (paid and unpaid) should be clear about their responsibilities and work to an agreed job description.
- All prospective workers (paid and unpaid) must complete an application form which asks for details of their previous employment and for the names of two referees. These references should be followed up and no one should start work before references have been received
- All prospective workers (paid and unpaid) should be interviewed to establish previous experience of working in an environment where there is contact with children, and perceptions of acceptable behaviour.
- All prospective workers (paid and unpaid) who are eligible should have a new Disclosure and Barring Service [DBS] check before they start employment with JSP – anyone who refuses will not be employed.
- All prospective workers (paid and unpaid) must complete a Confidential Declaration form which asks whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
- The candidate's identity is checked by asking them to bring photographic ID. The candidate's relevant qualifications are also checked.
- All appointments to work with children and/or vulnerable adults should be subject to a probationary period;
- Everyone working with children and/or vulnerable adults must be committed to safeguarding and must attend basic safeguarding training as part of an induction process and thereafter every two years.
- A copy of the organisation's safeguarding procedures and a job description are provided on appointment.

1.2. Disclosure and Barring Service (DBS)

DBS checks will be carried out prior to appointment and every five years thereafter.

1.3. Safeguarding Training

All staff and volunteers will complete safeguarding training as part of our induction process and refresher training thereafter. Training will be repeated every two years. All staff, trustees and volunteers must be familiar with our Safeguarding Policy and Procedures and will be required to confirm that they have read and understood these.

2.0. Named Safeguarding Person

2.1. The Named Person is **Brendan Bassett** and the designated Trustee is **Debbie Child** and they are responsible for dealing with any child protection or safeguarding concerns.

The role and responsibilities of the Named Person include:

- To provide advice and support to staff and volunteers who have concerns about a child or vulnerable adult at risk of or suffering from abuse.
- To ensure all staff are aware of what they should do and who they should go to if they are concerned a child/young person is subject to abuse or neglect.
- To ensure any concerns about a child/young person are acted on immediately and clearly recorded.
- To inform the church safeguarding officer about any concerns.
- Recording any reported incidents or breach of safeguarding policies and procedures. This will be stored in the safeguarding file and its contents will be kept confidential and secure.
- Referring any concerns, allegations or cases to the LADO or Children's Social Care.
- Refer persons dismissed/left due to risk or harm to a child/ vulnerable adult to the Disclosure and Barring Service.
- Ensuring safeguarding policies are known, understood and used appropriately by staff and volunteers; reviewed annually with the Board of Trustees; are available publicly.

2.2 Staff working in church settings will operate under the church's own policy and procedures for safeguarding. Staff must know who the designated person is within the church.

3. What to do in the event of disclosures or concerns

JSP staff are primarily visitors at churches, nonetheless disclosure might occur.

3.1 Disclosure by a child

It is important that any allegations are treated extremely seriously. Never think that someone else may be dealing with it. If a member of staff, volunteer or trustee receives information that a child or vulnerable adult may be at risk of, or experiencing harm, the following processes must be followed:

- Listen carefully, without interrupting, to what the young person has to say and take it seriously. Stay calm, acknowledge you have heard them.
- Provide reassurance and comfort. Reassure them that it is right to tell someone.
- Do not agree to keep secrets but do reassure the young person that information will only be shared with the appropriate person – be specific about whom and why.
- Immediately afterwards record the facts and sign and date. Use actual words given, date and time, any names mentioned.
- Has a child made an allegation/ disclosure of abuse? If so, inform the Church safeguarding Officer/JSP Named Person as soon as possible who will decide on the action to be taken. If the child or anyone is at immediate risk of harm ring 101.
- Pass on your notes to the church safeguarding officer and/or the JSP Named person. Please respect confidentiality and ensure that the notes are held securely until they can be passed on appropriately.
- In the event that you make a report to Social Care, request a contact name so that church safeguarding officer can follow up. Request also that they inform you of what they have done within 48 hours.
- Debrief and seek support.

Note: Social Care and the Police have the powers to investigate allegations of abuse. It is part of their function to decide when to investigate. It is not the role of the person who hears the disclosure.

3.2. Managing allegations against a JSP member of staff or volunteer

JSP will ensure any allegations made against a member of staff or JSP volunteer will be dealt with swiftly and in accordance with these procedures:

- The Named Person at JSP should be informed immediately. In the case of an allegation involving the Named Person, the matter should be referred to the designated Trustee.
- The Named Person should contact the Local Authority Designated Officer (LADO) and Police.
- The Named Person should seek advice from the LADO and/or Police as appropriate about how much information should be disclosed to the accused person.
- Subject to restrictions on the information that can be shared, (i.e., follow the instructions of Police or LADO), the employer should, as soon as possible, inform the person accused about the nature of the allegation; how enquiries will be conducted and the possible outcome (e.g., disciplinary action, and dismissal or referral to the DBS and/or regulatory body where required).
- The individual who first received/witnessed the allegation should make a full written record of what was seen, heard and/or told, as soon as possible after observing the incident/receiving the report. It is important the report is an accurate description and is signed and dated. This report must be made available on request from the statutory authorities.
- Duty of Care to child/young person: the Named Person should follow up what happens to any referral made by the organization.
- For concerns relating to adults, Adult Social Care will be contacted.
- Regardless of whether the statutory authorities investigate, JSP will ensure an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal, dependent on the nature of the incident.
- JSP has a legal duty to make a referral to the DBS in cases when an employer has dismissed or removed a person from working with children or vulnerable adults (or would or may have done so if the person had not left or resigned) because of concerns over their behaviour.
- In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and therefore require notification.

3.3. Concerns about a vulnerable adult

- JSP safeguarding concerns about a vulnerable adult should be reported to the local church minister, (with the individual's consent if they have raised the concern) and the local church safeguarding officer, who will gather information and the desired outcomes of the adult.
- If immediate action is required to ensure safety and welfare of the adult, phone 999 for ambulance or police as appropriate.
- If a crime needs to be reported, seek the adult's permission - dial 101 if there is no immediate risk or 999 if there is an urgent risk.
- Ensure key people are informed.

3.4. Inappropriate behaviour by children towards adults

Children or young people can sometimes make suggestive approaches to an adult or act inappropriately because of previous experiences. The behaviour may be a "cry for help".

If an adult feels uncomfortable about a child or young person's behaviour he or she must -

- Make it clear to the child or young person, with sensitivity, that their language or behaviour is inappropriate.

- Speak with the Named Person. Agree what measures should be taken to prevent a recurrence.
- Record the incident in case accusations are made in the future. Sign and date the record and ensure it is placed with other confidential records.

4. Recording and Managing Confidential Information

- In all matters relating to Safeguarding the highest degree of confidentiality must be maintained. However, this must be balanced against the need to protect from abuse.
- Those who disclose abuse need to know that the information will be passed on to the Named Person and the appropriate statutory agency, either Social Care or the Police so that it can be investigated, and the necessary help obtained.
- Information must not be passed on to any other individual or organisations.
- If there is a conflict of interest between the needs of a child, who is suspected of suffering abuse, and the needs of an adult, the welfare of the child is paramount.

You must never promise confidentiality to a child before they tell you something. If they ask for confidentiality you must make it clear that if they tell you something that puts them or someone else at risk, then you will have to pass that information onto somebody else.

We are committed to manage all confidential information safely, following our Data Protection policy.

5. Health and Safety

The physical environment in which we care for people is extremely important. Risk assessments will therefore be completed for all sessions which JSP runs outside a local church setting. Within the church setting we will adhere to the local church health and safety policy.

6. Safe working practices

6.1. Work with young people should be organized so as to minimise situations where abuse may occur. This not only protects children/young people but also reduces the likelihood of false allegations being made against leaders.

Churches that invite JSP are expected to have in place good working practices, and these must include:

- Group leaders must work as a team and there should be at least two leaders at any group activity. Always aim to work within sight of another adult.
- All single gender groups must have at least one leader of the same gender.
- A register of young people with name, address and telephone number should be maintained for JSP groups.
- Parents should be informed of start and finishing times. These should be adhered to.
- Leaders should always promote good practice and safety. Leaders should not arrange to meet children away from the usual group meeting place without another adult or parent being present.
- The premises used should be safe and secure so that strangers cannot gain access without leaders being aware. The suitability of the premises and equipment used should be assessed according to guidelines in the church Health and Safety policy.
- Key telephone numbers including the Named Person for Child Protection should be clearly displayed within church buildings or any premises where sessions take place regularly.
- Concerns about possible abuse should always be reported in accordance with the guidelines.
- Appropriate recommended adult child ratios should be observed at all times. There should be a minimum of two adults for each group. With groups of mixed gender there should be

both male and female workers where possible, and it is recommended that wherever possible one of the leaders should be female.

Age Group	Staff	Children
0-2 years	1 for every	3
2-3 years	1 for every	4
3-5 years	1 for every	8
5-8 years	1 for every	8
Over 8 years	1 for the first 8 children and then 1 for each additional 12.	

However, on no account should an adult be by themselves. Staffing ratios with all age groups should always take account of the need and nature of the group.

6.2. Use of the internet, mobile phones and cameras

- If photographs are used on a website, staff will need to check whether parents have signed a consent form for the relevant event/activity. Young people's names will not be displayed with these images.
- Images that staff may have taken during sessions on personal camera phones need to be uploaded to the server and deleted from their device at the earliest opportunity – preferably within 3 days.
- Staff should not use e-mail or text messages to communicate with children and young people.

6.3. Social media

6.3.1 General points to be observed regarding all social media:

- Staff should not post photos of young people on their personal social media accounts e.g., Instagram / Facebook / Twitter etc.
- Staff should never comment on a young person or their family through their social media account.
- Appointed members of staff will promote and oversee safe and responsible use of our social media and networking with our audience on-line.
- We advise all staff and volunteers to be vigilant about what they communicate through any social media account.

7.0. Additional guidelines for specific children's activities and groups

JSP staff in church settings will operate under the church's own policy and procedures for safeguarding. JSP staff must know who the Named Person(s) is within the church.

- **Cars:** JSP staff are not required to use their cars to transport young people in the course of their work. They should decline any request to do so.
- **Home visits:** JSP staff are not required to make home visits to young people and should decline to do so.
- **Residential:** the responsibility for residential lies with the church who must confirm that they have undertaken all appropriate risk assessments and have in place appropriate parental consent, health and safety and safeguarding measures.
- **Youth Cells and small groups:** the church's policy and procedures should ensure that there are always two adults present in the room where a cell involving under 18's takes place. Where single

sex groups operate, there will be an adult of that sex present. At mixed sex groups at least one adult of each sex will be present or on call.

- **Schools work:** JSP staff in school settings will operate under the school's own policy and procedures for safeguarding. JSP staff must know who the Named Person(s) is within the school. Any disclosures and concerns should be referred to the Named Person within school in the first instance. Advice can be sought from our named person, who should be informed that a report has been made within school (without breaching confidentiality of the young person). This allows for the worker to be supported. Disclosures should be recorded appropriately.

8.0 Information Sharing

Information sharing between organisations is essential to safeguard those at risk of abuse, neglect and exploitation.

Decisions about what information is shared and with whom, will be taken on a case-by-case basis. Whether information is shared with or without the adult at risk's consent, the information shared should be:

- necessary for the purpose for which it is being shared
- shared only with those who have a need for it
- be accurate and up to date
- be shared in a timely fashion
- be shared securely.

JSP staff should always record the reasons for their decision – whether it is to share information or not. Where information or records are passed to others it should be noted and confirmed in writing. Where information is requested by telephone or electronically care must be taken to ensure that the recipient is entitled to receive the information requested and this will be done in a secure and confidential way. Where there is any doubt, the information may not be provided without the approval of a manager.

Advice should be sought from local information sharing leads and reference made to local Safeguarding Adults Board Information-Sharing Protocols where they apply.

9.0 Named Persons for Safeguarding

The Trustees have appointed an individual who is responsible for dealing with any safeguarding concerns. If you are concerned that someone might be at risk or is actually suffering abuse, you should tell the Named Person for safeguarding.

In their absence, a Trustee with Safeguarding oversight will be available for staff to consult with.

We advise that the following numbers are saved to staff mobile phones, for ease of access.

JSP Named Person for safeguarding Rev Brendan Bassett Tel: 07470136193

JSP Named Trustee for safeguarding Mrs. Debbie Child Tel: 07713623544

Other key contacts;

The Jesus Shaped People Team Leader is Rev Brendan Bassett

Work Telephone Number 07766 305051

The Jesus Shaped People Children, Young People and Families Champion is Sharon Blyth

Work Telephone Number 07525 444901

In an emergency situation, contact Social Services in the area or the police directly.