

# **Children's Safeguarding Procedure and Child Protection Policy**

## **Cornerstone Church**

### **1. Ethos:**

- 1.1 Cornerstone Church is a Christian community of faith in Norfolk. We believe church should reflect God's glory in the world and it is important that the church goes to where people are. We are unusual in that our church meetings are flexible, changing locations and time. Our main meeting is often during the evening on a weekday. As evenings may not be suitable for families with younger children, we hold a separate Family Service every other Sunday throughout the year. Where children, parents, and care givers join in worship, bible teaching, games and activities together.
- 1.2 We also have church gatherings where all the church come together, such as monthly sessions at weekends.
- 1.3 During all these times it is our full intention to ensure every child and young person is safe, secure, and protected from harm. Within an environment that values and encourages honesty and openness, so that everyone feels comfortable to speak to the Family Church leaders or volunteers if they have a need to with confidence.

### **2. Safeguarding Children Policy Information:**

- 2.1 All Church members, volunteers, and leaders will be informed of our Children's Safeguarding Policy and duty of care to report any Child Protection concerns to the appropriate authorities including the Children's Advice and Duty Service (CADS) and / or the police.
- 2.2 **Policy Availability:**
  - Hard copy available in a folder at each meeting.
  - Electronic copy available on the Church Website:  
[www.cornerstonenorwich.org](http://www.cornerstonenorwich.org)

### **2.3 Evidence of Awareness:**

- 2.3.1 Leaders and volunteers will be given a copy of the policy to read and asked to sign a receipt of policy form.
- 2.3.2 Families will be given a copy of the policy to read and asked to sign a receipt of policy form.

See Records Storage: Secure storage of personal information (below)

See *Appendix 1: Receipt of policy form – leaders and volunteers*

*Appendix 2: Receipt of policy form- families*

### **3. Designated Safeguarding Children's Lead Information:**

3.1 The Designated Safeguarding Children's Lead is the person that people should go to initially if they have a children's safeguarding concern. Their other responsibilities are to:

- Ensure that everyone is aware of church's Children's Safeguarding Policy.
- That leaders & volunteers are trained through the Safer Programme's Introduction to Child Safeguarding Course, and that this is updated every three years.
- Ensure that all people working alone with the children have a current satisfactory Disclosure and Barring Service (DBS) check.

3.2 **Our Designated Safeguarding Children's Lead will be available to contact by email or telephone.**

- Email: Emails will be responded to within 24hrs, in the unlikely event that you do not receive a response please contact the deputy or CADS directly. **See section 4:** How to Raise a Concern for CADS contact details
- Tel: 09.00 – 17.00
- **Important: State it is a Safeguarding matter and only leave your name and contact details on the answer phone.**

3.3 **Cornerstone's Designated Safeguarding Children's Lead:**

Contact: Kirstie Maughan

Email: [safeguarding@cornerstonenorwich.org](mailto:safeguarding@cornerstonenorwich.org)

Tel: 01508 578347

**Attended:** Safer Designated Child Protected Officer Training:  
20<sup>th</sup> May 2021.

3.4 **Cornerstone's Designated Safeguarding Children's Deputy:**

Contact: Deborah Doling

Email: [Safeguarding@cornerstonenorwich.org](mailto:Safeguarding@cornerstonenorwich.org)

Tel: 01508 578347

**Attended:** Safer Designated Child Protected Officer Training:  
2<sup>nd</sup> November 2022

### **4. How to Raise a Concern:**

4.1 **In an emergency, always call the police on [999](tel:999).**

4.2 If you see something, or hear something that doesn't feel right – say something.

4.3 If you have a concern relating to the safety of any children or young people at Cornerstone, please speak to our Designated Safeguarding Children Lead Officer or Deputy.

4.4 You can also contact the Children's Advice and Duty Service (CADS) directly:

[How to Raise a Concern \(norfolkscb.org\)](http://norfolkscb.org)

- If you are a professional, i.e., working with a child or young person in a formal or voluntary setting and not a family member or member of the public. Contact CADS on their direct line: **0344 800 8021**
- If you are a member of the public, you can do this through Norfolk Council's Customer Services on **0344 800 8020**

**4.3 For all calls raising a concern about a child, the Children's Advice and Duty Service will ask for:**

- All details known to you/ your agency about the child
- Their family composition including siblings, and where possible extended family members and anyone important to the child's life.
- The nature of the concern and how immediate it is.
- Any and what kind of work/support you have provided to the child or family to date.

They will also need to know where the child is now and whether you have informed parents / carers of your concern.

**4.4 Notice to Callers:**

4.4.1 Preparing for the conversation: please see the tools developed by the Children's Advice and Duty Service to support communication.

4.4.2 This includes FAQs and a flow chart. Please remember to record your concerns for your own internal audit trail.

4.4.3 The FAQs section and flow chart can be accessed on the Norfolk Safeguarding Children website. [How to Raise \(norfolkscb.org\)](http://norfolkscb.org)

**4.5 Consent:**

4.5.1 Please can you ensure you seek consent for the referrals.

4.5.2 **Unless** the concerns being raised suggest that the child/ children or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parents/ carers are informed.

4.5.3 Reasons for not seeking consent should be clearly stated when speaking with the Children's Advice and Duty Service and recorded on our internal system.

4.6 Complete the **Record of child safeguarding concern** form and retain a copy in confidential storage (see section 5).

- *See Appendix 3: Record of child safeguarding concern*

#### **4.6 How to Raise a concern regarding adults working or volunteering with children at Cornerstone Church:**

If you have a concern about an adult working or volunteering with a child or children at Cornerstone Church this should be reported to the Designated Safeguarding Children's Lead and the LADO (Local Authority Designated Officer). **Complete the LADO referral / consultation request form available on the Norfolk Safeguarding Children Partnership website and retain a copy in confidential storage** (see section 5).

**Contact LADO:** [Local Authority Designated Officer \(LADO\) - Norfolk Safeguarding Children Partnership \(norfolklscb.org\)](http://norfolklscb.org)

4.7 **LADO:** The Local Authority Designated Officer is responsible for investigating all allegations of abuse of children that have been made against staff and volunteers working with them. Therefore, any concerns of this nature would always be reported to the LADO.

Things of concern such as an adult has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk or harm to the children; or
- Behaved in a way that indicates they may not be suitable to work with children

4.8 It can be difficult to determine what may fall into the category of 'Unsuitable to work with children or adults at risk'. The employer should consider whether the subject of allegation or concern has:

- Been the subject of criminal procedures that indicate a risk of harm to a child or adult at risk.
- Caused harm or possible harm to a child or adult at risk and there is a risk in the working, volunteering, or caring environment.
- Contravened or continued to contravene their agency's Safeguarding Policy and Procedures.
- Failed to understand or comply with the need for clear personal and professional boundaries in the workplace.
- Behaved in a way in their personal life which could put children or adults at risk of harm.
- Behaved in a way that undermined the trust placed in them by

virtue of their position.

- Children who are subject to Child Protection Orders
- Has caring responsibilities for an adult who is subject to Adult Protection Procedures.

4.9 LADOs have to consider transferable risk if there are concerns about the behaviour/conduct of a person in their private life if they are in a position of trust working/volunteering with children, the LADO must consider the transferable risk to the children they work/volunteer with.

4.10 Whilst some behaviours may not constitute a criminal offence, and some may not reach the threshold of significant harm, consideration will need to be given as to whether they may indicate unsuitability to work with children. Any such behaviour should be considered within the context of the four categories of abuse i.e., physical, sexual, emotional abuse and neglect.

4.11 If there was cause for concern that an adult was either having an inappropriate relationship with a child or young person or their behaviour was likely to cause harm this would be reported to the LADO.

4.12 Causes for concern would include:

- Sexual activity with a child under 18.
- Grooming a child through, inappropriate text/email messages or images, gifts, socialising etc.
- Having indecent photographs / images of children
- Any inappropriate physical restraint or physical harm.

Further information: [Safeguarding Children & Young People in Norfolk - NSCP \(norfolkscsb.org\)](http://norfolkscsb.org)

## **5. Safeguarding Children Records Retention and Storage.**

5.1 These are records which relate to concerns about a child's welfare and safety, and/or concerns about possible risk posed by people working or volunteering with children.

5.2 **Records Management** - Cornerstone Church will keep records in line with Data Protection principles which state records containing personal information should be:

- Adequate, relevant, and not excessive for the purpose(s) for which they are held
- Accurate and up to date
- Only kept for as long as is necessary (Information Commissioner's Office, 2021).

5.3 **Secure Storage of Personal Information:**

- Files will be labelled and compiled carefully

- Confidential and sensitive data will be kept a metal A4 file box. For security/data protection, the Designated Children's Safeguarding Lead / Deputy will hold the key to the box, which will be held at:

The Way of the Spirit Office  
 Laundry Corner  
 Framingham Pigot  
 Norfolk  
 NR14 7QJ

- Direct Access to the box will be restricted to the Designated Safeguarding Children's Lead / Deputy.
- Governmental departments requesting the information in relation to a Child Protection Concern will be given access as required.
- Electronic files will be password protected.
- A record will be kept of those who have accessed the files, when and which files have been viewed.

Information may be shared with appropriate services to ensure the child's welfare.

- *See Appendix 4: Record of viewed child safeguarding concerns log*

#### **5.4 Recording Concerns about a Child's Welfare:**

5.4.1 Where there is a concern relating to a child's welfare Cornerstone Church will record relevant details and pass onto CADS. **Accurate records will be kept of:**

- the date and time of the incident/disclosure
- the date and time of the report
- the name and role of the person to whom the concern was originally reported and their contact details
- the name and role of the person making the report (if this is different to the above) and their contact details
- the names of all parties who were involved in the incident, including any witnesses
- the name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings)
- what was said or done and by whom
- any action taken to look into the matter
- any further action taken (such as a referral being made)
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

- 5.4.2 Anyone writing a report will ensure the report is factual and that any interpretation or inference drawn from what was observed, said, or alleged should be clearly reported as such.
- 5.4.3 The record will be signed and dated by the person making the report.
- *See Appendix 3 Record of a child safeguarding concern*
- 5.4.4 The report will be given to the Designated Safeguarding Children's Lead and stored in a secure cabinet.
- 5.4.5 All information will be held in separate well marked files for each child, separate from any general records.
- 5.4.6 Staff and volunteers who keep records on their personal computers will be made aware of this policy and the need for records to be stored securely.
- 5.4.7 In England, Scotland and Wales, the file should be kept until the child is 25 (this is seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2019).

## **5.5 Recording concerns about adults working or volunteering with children**

- 5.5.1 Cornerstone will keep clear, comprehensive, and factual records of concerns raised about adults who work or volunteer with the children.

### **Reasons Include:**

- Behaved in a way that has harmed, or may have harmed, a child
- Committed a criminal offence against, or related to, a child
- Behaved in a way that indicated they are unsuitable to work with young people
- What allegations were
- How allegations they were followed up
- How things were resolved
- Any action taken
- Decisions as to the persons suitability to work

- 5.5.2 All records will be held securely as with documents relating to Child Protection.

## **6. Working With and Supporting Our Children**

### **6.1 Recruitment of Volunteers Procedure:**

- 6.1.1 All new volunteers will be recruited from within Cornerstone Church and asked to complete a short application form.
- 6.1.2 A Disclosure of Criminal Records section will be within the form
- 6.1.3 There will be an informal interview with the Family Church Leaders

6.1.4 Two references will be taken up by the Family Church Lead

- *See Appendix 5: Volunteer Application Form*

## **6.2 Volunteer Training**

All volunteers will attend the Safer Programme's Introduction to Child Safeguarding Course, and this will be renewed every three years.

## **6.3 Lone Working**

6.3.1 Our Family Days are designed for parents and children to be together growing their faith so that activities are done as a family.

6.3.2 However, there may be times when it is appropriate or beneficial for either the children or parents to do activities separately.

6.3.3 We will ensure that anyone working alone with the children will have an enhanced DBS check, in line with current legislation

- *See Appendix 6 – Lone workers DBS checks*

## **6.4 New Families**

All new families will be given a copy of the Safeguarding Children Policy and sign the Receipt of Policy Form. Stating they have received, read, and understood the policy. The leaders and Designated Safeguarding Children's Lead will be available to answer any questions raised by the families relating to the policy.

- *See Appendix 2: Receipt of Policy Form – Families*

## **6.5 Personal & Medical Care of Children:**

It will remain the overall responsibility of the parent / primary caregiver of any child to provide personal care relating to toileting, administering medication, feeding, and giving drinks.

## **6.6 Use of Mobile Phones & all other Electrical Devices:**

Mobile phones and all other electrical devices may not be used by children, parents / carers to take photographs or videos during the Family Service, without prior consent of the leaders and all people present. This is to ensure the privacy and safety of everyone attending inside or outside of the premises. No photographs or videos may be posted online on any Social Media platform without the prior consent of the Leaders and all families present.



## **6.7 Media Awareness and Consent Form:**

- 6.7.1 Parents / primary care givers will be asked to complete a consent form for the Family Church Leaders to take photographs or videos during the Family Service.
- 6.7.2 These will be for distributing to the families present or for use by the Church in social media.
- 6.7.3 There will be options on the form to consent, decline, and state your preference as to the use of any photograph or video.
- 6.7.4 No photograph or video will be taken used or distributed without the prior knowledge and consent of those featured in it.
- 6.7.5 Photographs and videos will be deleted once used for the purposes stated.

## **6.8 Online Meetings:**

- 6.8.1 Some meetings have been and may be in the future held using online platforms such as Zoom. **These meetings are not recorded in any way by Cornerstone Church.**
- 6.8.2 In the unlikely event that the leaders would like to record a meeting this will be clearly stated at the start.
- 6.8.3 The Zoom system also announces when recording begins asking for consent to continue.
- 6.8.4 By staying and continuing in the meeting at that point will be taken as consent to record.
- 6.8.5 Parents / primary care givers will agree to ensure that no recording in any form of these meetings will take place, be forwarded, or posted on any Social Media platform without the prior knowledge and consent of everyone present.

## **7. Indicators and Definitions of Abuse**

- 7.1 The following paragraphs are the indicators and definitions of abuse taken from Working Together 2018. [Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- 7.2 Anyone who notices any indicators of abuse or has concerns should contact the Designated Safeguarding Children's Lead / Deputy or CADS (see contact details above)

## **Working Together 2018**

### **Indicators of Abuse:**

Enable people to recognise when a child is suffering significant harm or is at risk of suffering significant harm

### **Definitions of Abuse**

#### **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 cyberbullying)

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **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 as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: – provide adequate food, clothing, and shelter (including exclusion from home or abandonment); – protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or – ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse May involve: 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.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **8. Review of Policy**

This policy will be reviewed every year by the Designated Safeguarding Children's Lead, Cornerstone Church and approved by the Board of Trustees.

Policy Review Date: July 2023

## **9. Appendices**

*Appendix 1: Receipt of Policy Form – Leaders and Volunteers*

*Appendix 2: Receipt of Policy Form – Families*

*Appendix 3: Record of a child safeguarding concern*

*Appendix 4 Record of viewed child safeguarding concerns log*

*Appendix 5: Volunteer Application Form*

*Appendix 6: Lone workers DBS checks*

CORNERSTONE CHURCH SAFEGUARDING CHILDREN APPENDIX 1

Receipt of Safeguarding Children Policy – Leaders and Volunteers

**This form is for all leaders and volunteers of Cornerstone Church**

Name:

Role:

I hereby confirm that I have received, read, and understand Cornerstone Church's Safeguarding Children Policy.

I am aware that I can discuss the policy or any concerns I have relating to safeguarding children with the Family Church Leaders, the Designated Safeguarding Children Lead named in the policy and / or the appropriate authorities.

Signed:

Date:

CORNERSTONE CHURCH SAFEGUARDING CHILDREN APPENDIX 2

Receipt of Safeguarding Children Policy – Families

**This form is for families who attend Family Church Days**

Name:

Name of child/ children:

I hereby confirm that I have received, read, and understand Cornerstone Church's Safeguarding Children Policy.

I am aware that I can discuss the policy or any concerns I have relating to safeguarding children with the Family Church Leaders, the Designated Safeguarding Children Lead named in the policy and or, the appropriate authorities.

Signed:

Date:

CORNERSTONE CHURCH SAFEGUARDING CHILDREN APPENDIX 3

**Record of a child safeguarding concern**

Please ensure this record is factual and that any interpretation or inference drawn from what was observed, said, or alleged should be clearly reported as such

***NB If you are consulting with or referring to the LADO please complete the LADO consultation / referral form available here***

*[Local Authority Designated Officer \(LADO\) - Norfolk Safeguarding Children Partnership \(norfolkscb.org\)](http://norfolkscb.org) and retain a copy securely in line with the safeguarding children policy*

Child Please provide all known information: <ul style="list-style-type: none"><li>• Name</li><li>• Age</li><li>• Date of birth</li><li>• Gender</li><li>• Address</li></ul>	
Parent/ carer of child (name and contact details)	
Date and time of the incident/disclosure	
Name and role of the person to whom the concern was originally reported and their contact details	

Name and role of the person making the record (if this is different to the above) and their contact details	
Names of all parties who were involved in the incident, including any witnesses (if relevant)	
What was said or done and by whom	
Any action taken to look into the matter and the outcome	
Consent received for referral -name and date of person giving consent and to whom (if applicable)	
Reason why consent has not been sought for referral (if applicable)	

Date and time of 999 (emergency) or CADS call (specify which); name and role of person making call	
Summary of what was said by whom during 999 (emergency) or CADS call	
Any next steps to be completed following 999 (emergency) or CADS call, date / time completed and by whom	
The reasons why the organisation decided not to refer these concerns to a statutory agency (if relevant).	
Signature of person completing the record and date	

This record must be given to the Designated Safeguarding Children's Lead who will store in a secure cabinet. Electronic copies must be kept securely. All copies shall be retained in line with the safeguarding children policy.





## Cornerstone Church Volunteer Application Form

<b>Your details</b>	
Name	
Address	
Phone number	
Email address	

<b>About you</b>	
Why have you chosen to apply for this volunteer role?	
What has motivated you to apply for this role?	
What skills, experiences and knowledge can you bring to this role?	
Do you have any specific requirements we'd need to be aware of?	
Do you have the right to volunteer in the UK?	

<b>Please provide two contacts we can contact for a reference</b>	
Reference 1 Name Phone number Email Relationship to you	
Reference 2 Name Phone number Email Relationship to you	

Please confirm you agree with a DBS check being carried out if the role you are applying for involves lone working with children and/ or vulnerable adults

YES/ NO

Signed

Date

### **Lone workers DBS checks**

At the time of writing this policy we used current legislation and government guidance to identify that those working alone (unsupervised) with children in church activities will require an enhanced DBS check because:

- Activities involve teaching children (a regulated activity)
- Activities are unsupervised
- Frequency of activities are less than 3 days in a 30 day period and do not take place overnight between 2am – 6am

We completed the DBS eligibility checker which confirmed an enhanced DBS check is required:

<https://www.gov.uk/find-out-dbs-check>

Guidance is available at GOV.UK website

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about#eligibility>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/804668/Child\\_workforce\\_guide\\_v10\\_0\\_28052019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/804668/Child_workforce_guide_v10_0_28052019.pdf)