

woodgreenchurch

POLICY AND GUIDANCE

# SAFEGUARDING

CHILDREN AND ADULTS AT RISK

Woodgreen Church is committed to safeguarding and promoting the welfare of children and adults at risk. We expect all members and volunteers to share this commitment.

agreed and adopted 3.6.26



NSPCC

## Woodgreen Evangelical Church

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Lead Pastor **Richard Lacey**

Lead Trustee for safeguarding **Don Beckett**

Charity No: 1194046

### Woodgreen Evangelical Church

Woodgreen Evangelical Church is a vibrant, God-centred, Bible-based church located on Warndon Villages – a large housing estate to the north of the city of Worcester. It is attended, through a wide range of activities, by hundreds of individuals each month consisting of a balanced cross-section of ages from the very young to those much more advanced in years. The Sunday morning services, in particular, reflect this age range. Throughout each week, activities cater for different age groups: parent and toddlers; youth and children's groups; student ministry; English conversation classes; ministry to the deaf community and a range of activities for 'seniors'. There is a significant, ongoing interface with the lives of those who are part of the local community. Meetings take place in the church building, in members' homes and in other off-site locations.

**Please note that throughout this policy and guidance, the first point of contact is the Designated Safeguarding Lead (DSL) – AJ (Alex Johnstone)**

**If AJ cannot be immediately reached, please contact The Deputy Designated Safeguarding Lead (DDSL) – Becky Kemp, who will act in AJ's place.**

Both the DSL and the DDSL have received safeguarding training at an appropriate level and they operate at the same level of competence and operational authority.

Throughout the policy and guidance, procedures stated for the DSL apply equally to the DDSL in the absence of the DSL.

**Contact details of the safeguarding leads are given on page 10**

*The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight. This document is not to be copied by other organisations.*

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# Definitions

## In this Safeguarding Policy and Guidance

**child** refers to anyone under the age of 18 years.

**adult at risk** refers to any person, age 18 or over who at a particular time:

- is, or may be unable to, take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- or/and is, or may be, in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness.

**church community** refers to any gathering of people at a Woodgreen service, activity, event or group, whether in person or online, and whether on a single occasion or more frequently.

**Trustees** refers to those currently serving as trustees of Woodgreen Evangelical Church CIO. All Trustees also serve as elected Elders at the church.

**staff** refers to any paid employee of Woodgreen Church or a volunteer who is a member of the staff team.

**volunteer** refers to anyone who is appointed by the church to a role for which they receive no direct employee remuneration from the church (other than out-of-pocket expenses that are appropriately authorised).

**worker** refers to someone carrying out activity in the life of the church - whether staff member or volunteer

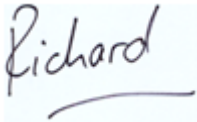
**we** is used in making various commitments. This term refers to Woodgreen Church as a body corporate, whereas the legal responsibility for those commitments belongs to the Trustees, who will often delegate implementation to others.

## Section 1 Commitment

Mankind has been created in God's image and every person is to be valued and given full respect and dignity. Everyone who engages with our church community has the right to be protected from any form of bullying or harassment, exploitation or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent and that promotes the raising of concerns. We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable, especially children and adults at risk, ensuring that they are safe whilst in our care and ensuring that we respond appropriately to disclosures or indicators that they are experiencing abuse or neglect whilst in our care or elsewhere.

As a God-centred, Christian church we strive to maintain our Bible-based community distinctiveness and we trust that this is evident throughout our safeguarding policies and guidelines. God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation. The example of Jesus was one of valuing, accepting, and caring about everyone. We are to love those around us as God loves them and to seek to bring healing, restoration and reconciliation to broken and damaged lives by the manifestation of the love of God through us. This is true for all members of our church community, not just those working directly with those in vulnerable groups.

It is our desire that at Woodgreen Church we should bring glory to God in how we relate to each other and in the way in which we work with, and take care of, children and adults at risk. We pray that by everyone keeping to the policies and guidance provided we will be able to work towards achieving this aim.



**Richard Lacey** (Lead Pastor)



**Don Beckett** (Lead Trustee for Safeguarding)

### The commitment made by the Trustees

As Trustees we recognise the need to provide a safe and caring environment for children and adults. As a leadership we have, therefore, adopted the procedures set out in this safeguarding policy in accordance with statutory guidance.

**We are committed to:**

- Endorsing and following all national and local safeguarding legislation and procedures, in line with international conventions.
- Providing ongoing safeguarding training for all staff and volunteers, so that everyone is clear about their responsibilities and duties.
- The regular review of our safeguarding policies, guidelines and procedures.
- Ensuring that our premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that they are welcoming and inclusive.
- Supporting the Designated Safeguarding Leads in their work and in any action which they may need to take in order to protect children and adults at risk of harm or abuse.

*The Woodgreen Church 'Policy Statement on Safeguarding' can be found in **Appendix 1**. This statement can be found on the church website [www.woodgreenchurch.co.uk](http://www.woodgreenchurch.co.uk).*

## Section 2 Prevention

### 2.1 Understanding abuse and neglect

Defining child abuse or abuse against an 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 in a trusted relationship with the child or adult.

In order to safeguard those connected with Woodgreen Church 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:

*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.*

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

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

The basis of the policies and procedures and legal framework are given in **Appendix 2**.

Detailed **signs and indicators of abuse** is included in a *separate training document*. How to respond to a disclosure of abuse is included in this policy.

### 2.2 Safer recruitment

The Trustees will ensure all staff and volunteers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This means ensuring that:

- There is a written job description / person specification for the post.
- Those applying have completed an application form and a self-declaration form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.

- Written references have been obtained and followed up where appropriate.
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information). A 'single central record' of recruitment checks is kept.
- Qualifications, where relevant, have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant has been given a copy of the church's safeguarding policy and guidance and knows how to report concerns. He/she signs a declaration that they have read the policy and guidance.

## 2.3 Safeguarding training

The Trustees are committed to ensuring ongoing safeguarding training opportunities for all staff and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All staff and volunteers will receive a copy of the safeguarding policy and guidelines as well as basic introductory instruction as part of their induction. They will undertake formal safeguarding training on a regular basis (at least every three years).

The Trustees will also ensure that children and adults at risk of harm or abuse 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.

## 2.4 Working in Partnership

The diversity of organisations and settings means that there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We have the expectation that those with whom we work in partnership (in the UK or elsewhere) will work in line with our safeguarding policies and procedures. It is also our expectation as part of the letting agreement that any organisation using our premises will have their own policy that meets our safeguarding standards.

We believe that good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## 2.5 Good working practice

The Trustees are committed to supporting all staff and volunteers, ensuring that they receive support and supervision. As a church working with children, young people and adults at risk of harm and abuse we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation. All staff and volunteers have been issued with the code of conduct towards children, young people and adults at risk of harm and abuse (as appropriate).

The Woodgreen Church **Code of Behaviour** for working with children and for working with adults at risk can be found in separate documents upon request.

## 2.6 Health and Safety

The Trustees\* will seek to protect the health and safety of everyone in our church community by:

- Reviewing our health and safety policy whenever necessary and at least annually, to maximise effectiveness and ensure ongoing legal compliance.
- Ensuring the maintenance and implementation of proportionate risk assessments for both the premises and the activities of the church.
- Ensuring the maintenance and analysis of accident and incident reports on receipt to ensure appropriate lessons are learned and timely responses are implemented. An overview analysis of reports that examines trends and recurring themes will be conducted at least annually.
- Ensuring provision of adequate First Aid cover wherever necessary and possible.
- Ensuring that appropriate safety equipment such as first aid kits and fire extinguishers are available and maintained on an ongoing basis.
- Ensuring that key health and safety information will be prominent in the buildings which we control and use, and best practice will be promoted and communicated appropriately.

\* The supervision of health and safety is delegated to the church operations lead, who reports on the issues listed at least annually. 'Health and safety' is a standing item on the agenda of every Trustees' 'business' meeting.

## Section 3 Responding to and reporting safeguarding concerns and disclosures

### 3.1 Managing immediate risk

Upon identification of a concern or receipt of a disclosure, the worker involved should **make an assessment as to whether any immediate action is necessary to protect the individual.**

The worker may seek advice from the DSL. However, **the seeking of advice should not unnecessarily delay or prevent protective action or place the individual at risk of further or increased harm.** In such urgent situations and if the DSL cannot be immediately contacted, **the worker should contact either the police on 999 or Children's Social Care (see page 14) to obtain support.** Under such circumstances, the DSL should be notified at the earliest possible opportunity.

### 3.2 Reporting concerns to the Designated Safeguarding Lead

Once it has been established that the individual is not, or is no longer in imminent danger, **the concern must be reported to the DSL. This should be at the earliest opportunity** in case immediate action is required and to ensure clarity of understanding.

### 3.3 Responding to and documenting a concern

**Details of the concern** can be recorded using our online form. Ideally, a **verbatim record of what is said by the individual should be recorded at the time** or, if absolutely necessary, **straight after** the conversation. **If an online form is not able to be accessed**, then please send an email to [safeguarding@woodgreenchurch.co.uk](mailto:safeguarding@woodgreenchurch.co.uk) with all the necessary details. If you're unable to do this then please phone the DSL.

**The following procedure should be followed:**

**Except for carefully noting down exactly what is being disclosed to you and contacting the DSL, you should not take any further action.**

**You should not, under any circumstances:**

- **seek to investigate the allegations**
  - **speak to anyone other than the Designated Safeguarding Lead**
- Keep calm, do not appear shocked.
  - Listen to the child or adult.
  - Accept what you hear without passing judgement.
  - Ask questions only for clarification - do not investigate or ask leading questions.
  - Do not make promises.
  - Offer support and understanding explaining that you cannot keep it secret and what may happen. (This gives the choice of continuing to tell you or to stop.)
  - Reassure the child or adult that they were right to talk to you.

- Write down notes: dates, times, facts, who were involved, observations using actual words used if possible. **Do this immediately after the disclosure.**
- Sign and date the notes, place them in a sealed envelope, marked 'confidential' and addressed to the DSL [or DDSL if the DSL is away]. Hand to the DSL as soon as possible.
- Act on any advice given by the DSL.
- Respect confidentiality of everyone involved in the incident, keeping the matter restricted only to those who need to know.

**CONTACT THE DSL (or the DDSL in his absence) IMMEDIATELY.**

**Ensure that you have recorded the following information:**

- name(s), address, date(s) of birth of the individual
- for children: parent/carer's name and contact details
- name of the person said to be involved
- names of any witness to the incident (if appropriate)

**Do not speak to family members or group leaders before consulting the DSL.**

### 3.4 DSL and DDSL contact details

**The person in receipt of allegations or suspicions of abuse should report concerns IMMEDIATELY to:**

**AJ (Alex Johnstone)** Designated Safeguarding Lead (DSL)

01905 451985

07889 565957

[safeguarding@woodgreenchurch.co.uk](mailto:safeguarding@woodgreenchurch.co.uk)

AJ is nominated by the 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 DSL or, if the suspicions in any way involve the DSL then the report should be made to those who will act in the place of the DSL:

**Becky Kemp** Deputy Designated Safeguarding Lead (DDSL)

[safeguarding@woodgreenchurch.co.uk](mailto:safeguarding@woodgreenchurch.co.uk)

If the suspicions implicate both the DSL and the DDSL, then the report should be made in the first instance to:

**Don Beckett** 07887 758203, [don.beckett@btinternet.com](mailto:don.beckett@btinternet.com)

Alternatively contact:

**thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ. Tel: 0303 003 1111.

Social Services or the Police.

### 3.5 The response of the DSL

The DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required.

Upon receipt of the completed form, the DSL will establish a confidential file in relation to the person at risk with a chronology of information established and inserted at the front of the confidential file. The Confidential File will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis.

The DSL will confirm to the person raising the concern that the matter has been actioned, avoiding providing any unnecessary information - Information is only shared on a 'need to know' basis.

Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are an adult) that a referral is being made to Social Care **unless**:

- To do so would place a child at increased risk of harm or neglect
- To do so would place an adult at increased risk of harm or abuse

The referral will be made to the appropriate Social Care service (see p14 for contact details).

The DSL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process. All conversations, correspondence, and documentation etc. will be placed into the confidential file and the record of action and chronology will be maintained on an ongoing basis.

The DSL will share information as necessary with other individuals in the church to facilitate effective safeguarding and pastoral care.

The DSL should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area where the child or adult lives.

The DSL might need to inform others, depending on the circumstances and/or nature of the concern. The Chair of Trustees or the Lead Trustee for Safeguarding may need to liaise with the insurance company or the charity commission to report a serious incident.

The Local Authority Designated Officer (LADO) should be contacted if an allegation concerns a church worker or volunteer working with someone under 18.

Whilst allegations or suspicions of abuse will normally be reported to the DSL or, in his absence, the DDSL, the absence of the DSL and the DDSL should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

The Trustees will support the DSL and DDSL in their roles and they accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, 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 Managing Trustees hope that members of the Woodgreen Church community will use the church procedure. If, however, the individual with the concern feels that the DSL or the DDSL have not responded appropriately, or where they have a disagreement with the DSL or DDSL as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

**The role of the DSL/DDSL is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.**

### **3.6 Detailed procedures where there is a concern about a child**

#### **3.6.1 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 DSL will:

- Contact **Family Front Door** (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted **Family Front Door**.
- 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 Family Front Door directly 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 Family Front Door.

#### **3.6.2 Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the DSL will:

- Contact the Family Front Door Social Worker for children and families or Police Child Protection Team directly. 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 Family Front Door/Police. Thirtyone:eight will confirm its advice in writing for future reference.

### **3.7 Detailed procedures where there is a concern that an adult is in need of protection**

Suspicious or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, the DSL will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the DSL or DDSL will:

- Identify support services for the victim i.e. counselling or other pastoral support.
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

### **3.8 Responding to 'low-level' concerns**

It may be that, as staff or a volunteer has regular contact with a child or adult, they encounter things that give concern or disquiet but not at a level of 'disclosure' described above. For example, they have seen bruising on a child or a child might come to a club complaining that he/she is hungry. Another example may be an adult telling you that she/he doesn't want a visit from a particular relative "because they are unkind to me". Observations like these, however small, should ALWAYS be logged using the iknowsafeguarding reporting system. If not, please email the safeguarding team at [safeguarding@woodgreenchurch.co.uk](mailto:safeguarding@woodgreenchurch.co.uk). This will allow them to build up a picture of possible need which may need to be questioned. Again, contacting the DSL first is the correct course of action.

### 3.9 Local authority and other contact details

Local Authority

#### Worcestershire Children's Social Services

For any concerns about a child or young person living in Worcestershire who may be in need of protection or safeguarding, the **Family Front Door** should be contacted:

Staff are available Monday to Thursday from 9.00am to 5.00pm and Fridays from 9.00am to 4.30pm. Telephone: **01905 822666**

For assistance out of office hours (weekdays and all day at weekends and bank holidays), telephone: **01905 768020**

**Website Address:** [www.worcestershire.gov.uk/safeguardingchildren](http://www.worcestershire.gov.uk/safeguardingchildren)

#### Worcestershire Adult Social Services

To report a safeguarding concern **call 01905 768053**

For safeguarding advice phone the Adult Safeguarding Team on **01905 843189**  
(note this number does not accept referrals)

**Website Address:** [www.worcestershire.gov.uk/safeguardingadults](http://www.worcestershire.gov.uk/safeguardingadults)

Thirtyone:eight helpline 0303 003 1111

NSPCC helpline 0808 800 5000

Police Protection Team

999 immediate danger  
101 West Midlands Police

## **Section 4 Allegations against or concerns about staff and volunteers**

### **4.1 Allegations against those working with children**

Woodgreen Church takes allegations against our staff and volunteers very seriously and will ensure that they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise that we have a responsibility to take all allegations seriously, to manage the situation effectively while the investigation takes place and to support the person accused throughout the process.

Allegations against staff or volunteers within the church should be reported to the DSL. If the allegation is against the DSL, it should be reported to the deputy DSL. Full details of the allegation will be recorded.

The DSL must first assess whether any immediate action is required to ensure the safety of everyone involved. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable. If so, care should be taken not to compromise the gathering of evidence. If it is necessary to notify the individual at this stage, details of the allegation should not be divulged.

A suspension from duties may need to be considered.

Appropriate pastoral support must be offered to the subject of the allegation as well as any potential victims.

At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted. If the LADO cannot be contacted due to working hours, initial advice can be sought from thirtyone:eight

If the allegation meets the threshold for LADO, the church's investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed.

If the allegation does not meet the threshold for LADO, the investigating officer will consult with thirtyone:eight who will provide independent support and advice to ensure transparency.

Thorough records of all aspects of the handling of the allegation will be retained throughout the process. These records will be stored online and confidentially. The DSL will seek and follow specialist advice throughout.

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

The DSL or DDSL will:

- Liaise with Adult Social Services with regard to 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 at risk of harm or abuse. 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' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not the church.

## **Section 5 Management of ex-offenders or those who pose an actual or potential risk to others, particularly to vulnerable people**

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

Where the church becomes aware that an individual is a relevant ex-offender or that there are grounds to believe that they may pose a risk to vulnerable people, the DSL/DDSL, along with one Trustee ('those involved' below) will enter into an open and frank discourse with the individual to understand the context and the risks, and the rest of this section will apply. Where necessary and with the consent of the individual, the church will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate. Other Trustees may be involved, on a 'need to know' basis, at the discretion of those involved.

Those involved will assess the risk posed by the individual and a formal risk assessment will be formulated. A formal agreement with the individual will be drawn up and will be signed by those involved and the individual. The agreement will include:

- The church's commitments to the individual who poses the risk.
- The steps the church will take to support the individual while simultaneously protecting everyone in the church community.
- The restrictions and conditions that will be applied to the individual's involvement in the life of the church.
- The consequences of failure to comply with the agreement.
- When and how the risk assessment and formal contract will be reviewed.

All decisions and agreements will be formally recorded and securely stored.

The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the trustees either:

- With the agreement of the individual who poses a risk.
- Where information needs to be shared to protect vulnerable people and even then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared.

If the individual chooses to leave the church to avoid the management of the risk and starts to attend elsewhere, the trustees will take specialist advice as to whether this information should be passed on.

## Section 6 Concerns about practice and whistleblowing

Concerns about the culture or practice within the church should be raised with Richard Lacey. Those concerns will be carefully considered, and a formal response will be provided to the individual. If the complainant is not satisfied with the response, they should formally raise the matter with all of the Trustees, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response. Once the Trustees have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision. Details of how to raise the complaint externally will also be provided as part of the response. This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the trustees wish to offer.

### Adoption of the policy and guidelines

This policy and guidelines was agreed by the Trustees on **02 June 2026**.

A copy of this policy can be found on the Woodgreen Church website

[www.woodgreenchurch.co.uk](http://www.woodgreenchurch.co.uk)

Paper copies are available, upon request, from the Woodgreen Church Office.

### Review of the policy and guidelines

This policy and guidelines, including our 'Policy Statement on Safeguarding' will be reviewed annually by the end of October.

## Policy Statement on Safeguarding

### PROTECTION OF CHILDREN AND ADULTS AT RISK POLICY STATEMENT

- Woodgreen Evangelical Church is committed to the safeguarding of children, young people and adults at risk of harm and abuse, and to ensuring their well-being.
- We recognise the importance of the personal dignity and rights of children and adults and will ensure that all our policies and procedures will reflect this.
- We believe that every child and adult at risk should be valued and allowed to be safe and happy. We want to make sure that they know this and are empowered to tell us if they are experiencing significant harm.
- We recognise that we all have a responsibility to help to prevent the physical, emotional, sexual abuse and neglect of children and young people and to report any such abuse that we discover or suspect.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We believe that, as appropriate, all children and adults should enjoy and have access to every aspect of the life of the church.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.

#### **We are committed to:**

- Following statutory guidelines in relation to safeguarding children and adults at risk of harm or abuse and will ensure that as a church, all staff and volunteers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.

- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Supporting all at Woodgreen Evangelical Church who are affected by abuse.

**We recognize that:**

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or adult, then speak to one of the following who are designated as safeguarding leads at Woodgreen Evangelical Church.

**Alex Johnstone** Designated Safeguarding Lead

01905 451985  
 07889 565957  
[safeguarding@woodgreenchurch.co.uk](mailto:safeguarding@woodgreenchurch.co.uk)

**Becky Kemp** Deputy Designated Safeguarding Lead

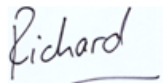
[safeguarding@woodgreenchurch.co.uk](mailto:safeguarding@woodgreenchurch.co.uk)

A copy of the Woodgreen Evangelical Church Safeguarding Policy can be found on the church's website

[www.woodgreenchurch.co.uk](http://www.woodgreenchurch.co.uk)

Paper copies are available from the church office.

Signed



Richard Lacey (Lead Pastor)



Don Beckett (Lead Trustee for Safeguarding)

**02 June 2026**

## Background to the policies and procedures and legal framework

Safeguarding Children	Safeguarding Adults
<p>National legislation and guidance (Safeguarding Children):</p> <ul style="list-style-type: none"> <li>• Children Acts (1989 &amp; 2004)</li> <li>• Children and Families Act 2014</li> <li>• Children and Social Work Act 2017</li> <li>• Working together to safeguard children (2018)</li> <li>• What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015)</li> <li>• Protection of Children Act 1999</li> <li>• Safeguarding vulnerable groups act 2006</li> <li>• Protection of freedoms Act 2012</li> <li>• Disqualification under the childcare act 2006 (2018 amended)</li> <li>• Prevent duty guidance 2016</li> <li>• Sexual offences Act 2003</li> <li>• The Safe Network Standards (available from the NSPCC website)</li> <li>• The policy also takes account of the principles outlined in:               <ul style="list-style-type: none"> <li>○ Keeping Children Safe in Education 2020</li> <li>○ FGM duty guidance</li> </ul> </li> </ul>	<p>National legislation and guidance (Safeguarding adults):</p> <ul style="list-style-type: none"> <li>• The Care Act 2014</li> <li>• Human Rights Acts 1998</li> <li>• Care Standards Act 2000</li> <li>• Mental Capacity Act 2005</li> <li>• Deprivation of Liberty Safeguards 2007</li> <li>• Sexual Offences Act 2003</li> <li>• Police and Criminal Evidence Act 1984</li> <li>• Fraud Act 2006</li> <li>• Public Interest Disclosure Act 1998</li> <li>• Health and Social Care Act 2008</li> <li>• Disclosure and Barring Service (DBS)</li> <li>• Multi-Agency Public Protection Arrangements (MAPPA)</li> <li>• Multi-Agency Risk Assessment Conference (MARAC)</li> <li>• LSAB Multiagency Policy and Procedures</li> </ul>
<p>Local guidance and procedures</p> <ul style="list-style-type: none"> <li>○ <i>Local Safeguarding Children Board procedures</i></li> <li>○ <i>Local authority guidance</i></li> </ul>	<p>Local guidance and procedures</p> <ul style="list-style-type: none"> <li>○ <i>Local Safeguarding Adults Board procedures</i></li> <li>○ <i>Local authority guidance</i></li> </ul>