



Safeguarding Policy

GRACE CHURCH GREENWICH

Published: March 2022
Date for review: March 2023

Policy statement and principles

Our church is committed to:

- promoting a safer environment and culture.
- safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- responding promptly to every safeguarding concern or allegation.
- caring pastorally for victims/survivors of abuse and other affected persons.
- caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- responding to those that may pose a present risk to others.

Grace Church Greenwich will:

- create a safe and caring place for all.
- have a named Church Safeguarding Officer (CSO) to work with the Grace Church Greenwich Safeguarding Committee and the Grace Church Greenwich Trustees ('the Trustees') to implement policy and procedures.
- safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of Grace Church Greenwich.
- display on the Grace Church Greenwich website and the Grace Church Greenwich Service Sheets the details of who to contact if there are safeguarding concerns or support needs.
- listen to and take seriously all those who disclose abuse.
- take steps to protect children and adults when a safeguarding concern of any kind arises, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- care for and monitor any member of the Grace Church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- review the implementation of the safeguarding policy, procedures and practices at least annually.
- each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

Overview of safeguarding responsibilities

1. The Trustees have overall responsibility for safeguarding within Grace Church Greenwich. This policy is maintained, reviewed, and sanctioned by the Trustees.

2. The CSO is appointed by the Trustees and given the responsibility for safeguarding within the church family and all its various ministries. The CSO will advise the Trustees on any matters relating to safeguarding, making recommendations for changes in policy and procedure, and hold ministry area leaders accountable for policy implementation. It is possible that there may be a cause for small deviations from this policy and the safeguarding supplements for short periods of time. In these circumstances the trustees have agreed that the safeguarding committee can agree these, with documented evidence of their meeting.

Given the size of our church and the diversity of our ministries it is necessary for the CSO to delegate their responsibilities to ministry area leaders. The CSO will assist and advise ministry area leaders if a safeguarding issue or risk arises and needs to be addressed.

The CSO will also be included in decisions about whether to permit someone to be involved in ministry with children where their Disclosure and Barring Service (DBS) check is blemished or information is provided about them under the DBS scheme.

4. Ministry area leaders are responsible for safeguarding within their ministry area. This includes:

- ensuring all caregivers within their areas of ministry are recruited in accordance with this safeguarding policy and,
- acting as delegates of the CSO to ensure escalation of any disclosures of abuse within their ministry area

5. Caregiver refers to anyone serving in any role within church which involves any oversight of children, young people or vulnerable adults.

All caregivers share a particular responsibility for:

- loving the person as Christ loves them
- setting an example of proper Christian conduct
- praying for those in their care

Important:

- All caregivers must read **Section A** of the relevant policy.
- They must then read any additional information from **Section B** of that policy that is relevant to the area of ministry they are serving in.
- A list of key contact details can be found on the last two pages of each policy.

Outline of ministry areas

For the purposes of safeguarding, the church's various activities have been divided into separate ministry areas including Creche, Children's Ministry and Youth Ministry. Ministry areas which make formal provision for children and young people require a must comply with all Grace Church Greenwich safeguarding policies. Caregivers recruited to these ministry areas must read the relevant policy.

None of the ministry areas make formal provision for vulnerable adults; however, the vulnerable adults' policy outlines considerations relevant to all ministry areas where vulnerable adults may be in attendance. For the purposes of this document, we have opted to use the term 'vulnerable adult' in place of 'adult at risk' due to this being a more familiar term.

The ministry areas that make formal provision for children and young people are as follows:

Sunday morning and afternoon in person meetings

(including crèche, Sunday school, the GCG Weekend Away, occasional seminars e.g., marriage or parenting days).

Youth ministry

(including Friday Evening Bridge at St Helen's Bishopsgate and Captain's breakout session after Sunday afternoon in person meeting).

Screening procedure for caregivers

Every applicant who wishes to serve in any ministry area involving children or young people must complete a screening process prior to serving.

To ensure safe and quality care, the church has established several criteria that all caregivers must meet in order to work with children, young people, or vulnerable adults:

1. Recruitment

- All caregivers must be people in good standing with the church.
- All caregivers must be 18 years of age or older.
 - With the prior approval and direction of the Youth and Children's Coordinator and the CSO, young people who are aged 14+ can assist with children's work. Such volunteers contribute towards the number of children not the number of adults when it comes to required ratios.

2. Assessment

- All caregivers must have a conversation with the ministry area leader for which they are in order to go through the role description and to have the opportunity to ask any follow-up questions needed to confirm their suitability for the role. The volunteer must also complete and sign the Grace Church Greenwich Volunteer Agreement for the relevant ministry area.
- All caregivers must if requested provide the names of two people to act as personal referees, which will be followed up. Referees must not be relatives/partners, current Grace Church Greenwich staff.
- All caregivers must complete a DBS form for the applicable Enhanced level Disclosure specifically for Grace Church Greenwich and this must be refreshed at least every 5 years. Details of how to do so will be sent to the caregiver via email.

3. Appointment

- A caregiver can begin their role **only when** the following have been completed:
 - The Grace Church Greenwich Volunteer Agreement have been filed as complete.
 - The personal references have been sent for, received, and reviewed as being acceptable.

- A satisfactory DBS Disclosure outcome has been received from Grace Church Greenwich's DBS Service Provider.
- Completed a declaration that they have read this Safeguarding Policy and any relevant safeguarding supplements as agreed by the CSO and Senior Ministers, thereafter this declaration should be completed at least annually.
- Completed the Agreed Online Training Offering (the Agreed Online Training Offering will be ratified by the CSO in conjunction with the Senior Ministers) thereafter this training must be completed every three years.

Parents

Where a child with additional needs requires extra support, their parent/ carer can be admitted and be present in the Sunday School room for the duration of the session. Where the parent/ carer does not have a DBS certificate and hasn't been recruited in line with GCG volunteer policy, they will not count towards fulfilling ratio requirements and will not be left unattended with the children. They will not be permitted to take any child to the toilet (except their own child) and will not be permitted to help other children (except their own child) with crafts and activities.'

Where a child is very distressed and requires extra support, their parent/ carer can be admitted and be present in the Sunday School room. Where the parent/ carer does not have a DBS certificate and hasn't been recruited in line with GCG volunteer policy, they will not count towards fulfilling ratio requirements and will not be left unattended with the children. They will not be permitted to take any child to the toilet (except their own child) and will not be permitted to help other children (except their own child) with crafts and activities.

4. Data Protection

- All completed records of screening procedures will be kept securely and in line with General Data Protection Regulation ('GDPR') requirements. The church will have record of the following:
 - The Grace Church Greenwich Volunteer's Agreement, including any personal references that have been requested (this will be available to the Diocese of Southwark Safeguarding Team (DST) should they request it)
 - DBS disclosure certificate reference number
 - Additional notes pertaining to the above.

5. Training

All volunteers, including Sunday school helpers, youth helpers, creche helpers and those who work with vulnerable adults will complete training upon commencement of their duties and at least annually thereafter. In addition, regular safeguarding training has been offered more widely to some of the Grace Church Greenwich staff team and there are safeguarding updates for the whole church family at Grace Church Greenwich Prayer Suppers. From time to time the Senior Ministers together with the CSO may also agree and implement additional ad-hoc safeguarding training.

Contact names and details

CHURCH SAFEGUARDING CONTACTS

Senior Minister

Revd Dr Andrew Latimer

andrew.latimer@gracechurchgreenwich.org.uk

Senior Minister

Revd Dr Andrew Sach

andrew.sach@gracechurchgreenwich.org.uk

Church Safeguarding Officer (CSO)

Sarah Wilde

safeguarding@greenwich.church

Children's and Youth Coordinator

Clare Stevenson

clare.stevenson@gracechurchgreenwich.org.uk

Women's Worker

Fiona Mahendran

fiona.mahendran@gracechurchgreenwich.org.uk

DIOCESE OF SOUTHWARK SAFEGUARDING ADVISER (DSA)

Pamela Chisholm or the Assistant Safeguarding Advisers Marie Daly or Louise Vernon

Tel: 020 7939 9423

NATIONAL CONTACTS

Child Line

Freepost 1111, London N1 0BR

Tel. 0800 1111

(full number is just these 8 digits)

NSPCC

Child Protection Helpline,

0808 800 5000

Family Lives (previously Parentline) 0808 800 222

Domestic Violence Helpline (for females) 0808 2000 247

Mankind (for males) 01823 334244

FURTHER RESOURCES

'Protecting all God's children: The Child Protection Policy of the Church of England', 2010

'The Care Act 2014, and the Care and Support Statutory Guidance 2016' (Chapter 14)

London Multi Agency Safeguarding Adults Policy and Procedures 2015