Christ Church Manchester
Safeguarding Policy/Handbook updated September 2023

Creating Safer Places

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Safeguarding at Christ Church Manchester

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and adults at risk in England. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

We believe that:

Children, young people and adults should never experience abuse of any kind.

We have a responsibility to promote the welfare of all children, young people and adults, to keep them safe and to work in ways that protect them.

We recognise that:

- The welfare of children, young people and adults at risk is paramount in all the work we do and in all the decisions we take.

- Working in partnership with parents/carers and other agencies is essential in promoting the welfare of those involved.

- All children, young people and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

- Some children, young people and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

- Extra safeguards may be needed to keep children, young people and adults who are additionally vulnerable safe from abuse.

Keeping Children, young people and adults safe

We will seek to keep children,young people and adults safe by:

- Valuing, listening to and respecting them.
- Appointing a central CCM senior safeguarding lead team, a safeguarding lead and deputy for every site/ministry at CCM and a lead trustee responsible for safeguarding.
- Adopting child protection and safeguarding best practice through our training, policies and procedures and code of conduct for staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Identifying any risk of harm to children and adults arising from their involvement with CCM and taking appropriate and reasonable steps to make sure these risks are managed effectively.
- Sharing information about safeguarding and good practice with children, young people, adults at risk and their families via leaflets, posters, group work and one-to-one discussions making sure that they know where to go for help if they have a concern.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Making referrals to agencies when child protection concerns or adult alerts are raised in accordance with Manchester Safeguarding Partnership.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact Information

Safeguarding Lead Team:
Lizzie Bassford(Gorton)
Gabi Price (Fallowfield)
Hannah Buckley (Reddish)
Contact email:
Safeguarding@ccm.org.uk

Gorton Safeguarding Team:
Lizzie Bassford
Anna Whitfield

Reddish Safeguarding Team:
Hannah Buckley
Nicky Owen

Heatons Safeguarding Team:
Gaby Instone
Jonman Cheung

Ladybarn Safeguarding Team:
Izzy Davies
Mike Knight

Fallowfield Safeguarding Team:
Gabi Price
Beth De La Mare
Conor Crooks

Youth Safeguarding Team
Hannah Buckley
Luke Vinter

Church Senior Leader Name: Tim Simmonds
Email address: tim@ccm.org.uk

Trustee Safeguarding Lead: Adrian Phillips
Email address: trustees@ccm.org.uk

Elder Safeguarding Lead: Tim Simmonds
Email address: tim@ccm.org.uk

Membership of Denomination/Organisation: NewFrontiers
Charity Number: 1128927
Company Number: 06845751

CCM is a multi-site church with services in a number of locations around Manchester.

Gorton meets at The Oasis Centre, 929 Hyde Road, Gorton, M18 7FB
Site Leaders are: Tom and Lizzie Bassford

Fallowfield meets at Luther King House, Brighton Grove, Fallowfield, M14 5JP
Site Leaders are: Tim Simmonds, Beth De La Mare, Isaac Moore, Rosie Crooks and Conor Crooks

Ladybarn meets at Ladybarn Community Centre, Royle Street, Ladybarn, M14 6RN
Site Leaders are Mike and Hannah Knight

Heatons meet at The Heatons Centre, Thornfield Rd, Heaton Moor, SK4 3LD
Site Leaders are Andy and Elisabeth Brownlee

Reddish meets at Broadstone Hall School, Broadstone Hall Road, SK4 5JD
Site leader is James Adams

Iglesia De Cristo meets at Luther King House, Brighton Grove, Fallowfield, M14 5JP
Site Leaders are Rosie and Conor Crooks

During services, sites may run:

Crèche
kids work groups
Youth Group

In addition there is a separate **CCM wide Youth Group** which meets one evening per week, with other meetings and activities provided at other times for the young people. This group is primarily open to people from CCM Churches but is open to any young person.
Youth Group lead is Hannah Buckley and overseen by Andy Brownlee.

A **Toddler Group** meets on Friday mornings at Kingsburn Hall, 814 Burnage Lane, M19 1RS.
Toddler Group lead is Hannah Knight

A **Job Club** runs from 11:45 am on Wednesdays at Heaton Chapel Community Centre, Broadstone Hall Rd South, SK4 5JF.
Job Club lead is Nicky Owen

Prevention

Understanding abuse and neglect

Please see section 4:1 of the child protection guidance from Manchester Safeguarding Partnership. **https://www.manchestersafeguardingpartnership.co.uk/resource/what-is-adult-abuse/**

Safer Recruitment

Paid staff

The senior staff/leadership team will ensure all paid staff will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes 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 shortlisted 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)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Volunteers

Individuals interested in volunteering in a role working with children must:

- Have an informal interview where they are asked questions about their motivations for the role.
- Have a clear understanding of what the role entails.
- Have completed an enhanced DBS check.
- Have completed relevant safeguarding training.
- Have been talked through the code of conduct relevant to the age group that they will be working with and agreed and signed that they will act in accordance with it.
- Have been talked through the risk assessment for the relevant group that they will be working with and have a clear understanding of how to act in the best interest of children in their Have care.

- Have access to a copy of the safeguarding policy and have a clear understanding of how to report a safeguarding concern.

Safeguarding Training

The Leadership is committed to on-going safeguarding training and development opportunities for all volunteers and staff - developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. Training will be re-visited by all every three years.

Safeguard Leads and deputies, trustees and site leaders will also receive appropriate training at least every three years.

The Leadership will also ensure that children and adults with care and support needs 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.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with a code of conduct towards children, young people and adults with care and support needs. This code of conduct must be read and signed. See appendix A.

Lone working

Lone working is an everyday essential practice for church staff. Homeworking, travel, working at remote locations such as home visits, pastoral support meetings could all constitute lone working. Please see our Lone Working policy, appendix B.

Practice Guidelines

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practices. This will enable workers to run activities safely, develop good relationships.

As well as a general code of conduct for workers we also have specific good practice guidelines and carry out risk assessments for all activities we run. **See appendix C for good practice guidelines and appendix D for a template copy of risk assessment.**

Working in Partnership

The diversity of organisations and settings means 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 therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. **See appendix E for template of partnership agreement.**

We believe 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.

Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

Recognise

Using the definitions of abuse as outlined by the Manchester Safeguarding Partnership https://www.manchestersafeguardingpartnership.co.uk/?s=what+is+abuse we will:

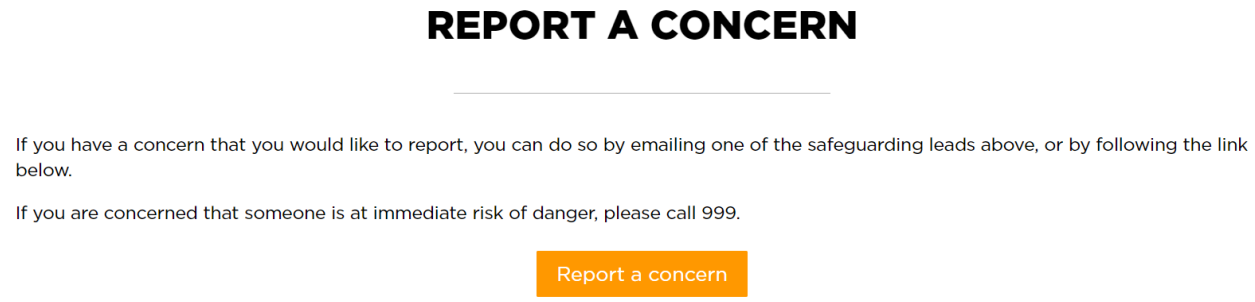
- Assist staff and volunteers to recognise signs and symptoms of abuse by:
  - providing appropriate training
  - making available clear guidance about signs and symptoms.

Respond

- Listen and keep on listening.
- Don't question or investigate.
- Avoid passing judgement.
- Never promise confidentiality.
- Explain what you intend to do and do not delay in taking action.
- Contact the safeguarding lead or in their absence take action yourself.

Record

- Using the link found on our website https://christchurchmanchester.com/safeguarding/ go to the bottom of the page and click on button 'report a concern'



This will take you to a form where you can write up a summary of the concern that you are raising. A safeguard lead will contact you as soon as possible for a further discussion.

If the form does not give you enough space to write up everything you have heard/observed then you can record this in an email that you can send to **safeguarding@ccm.org.uk**

Refer

If a child/vulnerable adult is at immediate risk of harm you must ring 999 and ask for the Police.

If there is no immediate risk, the person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the safeguarding lead for their site/group as well as recording via the link.

The safeguarding lead for the site will then inform one of the CCM senior safeguarding team members who will together decide how to proceed. They will seek appropriate advice from Christian safeguarding charity, thirtyone:eight if required.

The safeguarding lead team may need to inform others depending on the circumstances and/or nature of the concern. This may be the:

- Chair or Trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Site Leader/Elder with pastoral responsibility if appropriate.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

Suspicions must not be discussed with anyone other than those nominated above.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy should not delay referral to Social Services or the Police.

The Leadership will support the Safeguarding Lead/Deputy in their role and 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 - https://thirtyoneeight.org/ although the leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that the leadership demonstrates its commitment to transparency and effective safeguarding and the protection of all those who are vulnerable.

The Safeguard Lead at the site will always work in collaboration with the referrer (the person who raised the concern) and the Senior Safeguard Lead Team to make a referral to the appropriate safeguarding agency.

When it is appropriate to work with a family to make a referral we seek cooperation from them but not permission. The needs of a child are always placed before the needs/concerns of the adults involved.

To contact Children's and Adult's Social Care .

Manchester Social Care office 0161 234 5001.

Stockport Social Care office is 0161 475 6700

Out of hours is 0161 718 2118

Tameside Social Care office is 0161 342 4101

Detailed procedures where there is a concern about a child:

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 safeguarding lead/deputy will:

- Contact Children's Social Services 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 Children's Social Services.
- 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 Children's Social Services directly for advice. `

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the safeguarding lead/deputy will:

- Contact the Children's Social Services Department Duty Social Worker for Children and Families or Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicions 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, safeguarding lead/deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse.
- 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, safeguarding lead will:

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

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the safeguarding lead, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

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

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

The safeguarding co-ordinator will:

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

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

Pastoral Care

Supporting those affected by abuse

The leadership is committed to offering pastoral care and support, working with statutory agencies as appropriate, to all those who have been affected by abuse who have contact with or are part of CCM.

Working with offenders and those who may pose a risk

When someone attending CCM makes a self disclosure or is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs, that person will be asked not to attend church until a full risk assessment has taken place.

Risk assessment process

In discussion with the person's Offender Manager, the safeguarding leadership team will supervise the individual concerned and offer pastoral care. In its safeguarding commitment to the protection of children and adults with care and support needs, they will also set boundaries for that person (with an attendance contract), which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

This risk assessment will involve an initial self disclosure meeting where the person will be asked to answer a set of questions relating to their conviction and other allegations.

In response to the self disclosure discussion, an appropriate attendance contract will be written.

A support and accountability group will be set up for the person. This group (who will receive full disclosure) will meet at intervals decided by the safeguarding team to review the contract.

Whistleblowing

CCM is committed to openness and accountability. In line with this commitment, we expect employees, volunteers, third parties or those contracted to provide services to the Church who have serious concerns about any aspect of our work, to come forward and voice those concerns with the knowledge that, if made in good faith, their action will be viewed positively. This will assist us in addressing the concerns and thereby avoid more serious regulatory breaches or reputational damage.

To see our whistle blowing policy, see appendix F

Conflict of Interest

In a situation where there may be a conflict of interest eg. a concern is raised relating to one of the safeguard leads or a family member of the safeguard lead, an alternative process should be followed.

In this situation, the concern should be reported directly to an alternative safeguard lead without filling in the 'Myvoice' reporting tool. That safeguard lead will then follow the usual course of action.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: Position:

Signed by: Position

Date:

A copy of this policy can be found on the CCM website:
https://christchurchmanchester.com/safeguarding/

Appendix A

Code of Conduct for staff and volunteers working with children

aged 0-5 in creche or in a toddler group setting.

The purpose and scope of behaviour code

This behaviour code outlines the conduct that Christ Church Manchester expects from all our staff and volunteers. This includes trustees, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code is there to help us protect children and young people from abuse. It has been informed by the views of children and young people.

Christ Church Manchester is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

For children under 1-year parents are to take full responsibility and attend with the child.

The supervision ratios (as recommended by the NSPCC) are:

0-2 years - one adult to three children

2-3 years - one adult to four children

4-8 years - one adult to six children

- Volunteers must refer to the risk assessment regularly to remind themselves of what needs to be put in place to keep the children in their care safe.
- If you are a team helper, please speak about any concerns you have about a child or their behaviour with the team leader, not with parents directly. The team leader will then talk to parents if necessary.
- If a child's behaviour is challenging and they are not responding to gentle reminders to listen or do as they are asked, please raise this with the team leader, who can take them to one side and talk to them and decide to fetch parents if necessary.
- No child should under any circumstances be subject to any form of verbal, physical, sexual abuse, or neglect. In addition, children's workers will positively encourage appropriate concern for others amongst the children and actively prohibit bullying behaviour.
- If a child wants a cuddle because they are upset and need to be comforted, then this should be welcomed by both male and female workers as normal and healthy. All cuddling should be in full view of the rest of the group.

- In all cases, the worker must ensure that the child is treated with dignity and respect in terms of ensuring, for example, that the child's clothing is arranged so as not to reveal their underclothes, that the worker's hands are placed on appropriate parts of the child's body etc.
- Nappy changing is the responsibility of the parent or carer of the child, not the crèche worker.
- If a parent/ carer's presence is required (for nappy changing or if a child won't settle) then they can be sent for.
- For children who require use of the toilet, it should be an adult who has been DBS checked who accompanies them. The toilet door should be left ajar so that the child feels that their privacy and dignity has been maintained but the child is protected from possible danger and both the child and worker are protected from suspicion and allegation. Workers should inform their co-workers where and what they are doing before they take the child to the toilet.
- Workers must not place themselves in situations where they are alone with a child out of sight of other people. If a worker inadvertently finds themselves in this situation, they should take all reasonable steps to ensure that another person is involved in the situation as soon as possible.
- A properly stocked first aid box will always be available at the CCM site. All children's workers will know where to find it and who is the designated first aider for the site.
- At least two people from each site should have undergone training in emergency first aid.
- Team leaders must always question any visitor to the crèche room as to the reason for their being present. Please then politely ask them to leave unless they have a valid reason for being there (e.g. a parent who has been asked to come and observe their own child). Parents may not enter the creche room for any other reason.
- No photographs or videos to be taken.
- No one should use mobile phones within the crèche room except in an emergency or to take the register using the church suite app.
- A register will be kept at all sessions, along with a recording of any incidents which occur. The register will also include details of any visitors who come into the crèche. These must be passed on to the Safeguarding Officer who will keep them in a secure place. This will be a legal document, and as such will be kept on record for 25 years.
- Workers should not keep personal records of children and families. This is not allowed under the Data Protection act.

Code of Conduct for Staff and Volunteers working with children aged 5-18

The role of staff and volunteers

In your role at Christ Church Manchester, you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately. We expect people who take part in our services to always display appropriate behaviour.

The supervision ratios (as recommended by the NSPCC) are:

4 -8 years - one adult to six children

9-12 years - one adult to eight children

13-18 years - one adult to ten children

Responsibility of staff and volunteers

You are responsible for:

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people to ensure equipment is used safely and for its intended purpose.
- Having good awareness of issues to do with safeguarding and child protection and acting when appropriate.
- Following our principles, policies, and procedures - including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- Always staying within the law
- Modelling good behaviour for children and young people to follow
- Challenging all inappropriate behaviour and reporting any inappropriate behaviour to your safeguarding lead
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures - this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children and young people

You should:

- Always listen to and respect children.
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy as far as possible.

- If you need to break confidentiality to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.
- If you are a team helper, please speak about any concerns you have about a child or their behaviour with the team leader, not with parents directly. The team leader will then talk to parents if necessary.
- If a child's behaviour is challenging and they are not responding to gentle reminders to listen or do as they are asked, please raise this with the team leader, who can take them to one side and talk to them and decide to fetch parents if necessary.

Diversity and inclusion

You should:

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs.
- Whilst you may hold a different view, you are also to respect and treat with dignity differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems and appreciate that all participants bring something valuable and different to the group/organisation.
- Challenge discrimination and prejudice
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships

You should:

• Promote relationships that are based on openness, honesty, trust and respect
• Avoid showing favouritism
• Be patient with others
• Exercise caution when you are discussing sensitive issues with children or young people
• Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
• Ensure that whenever possible, there is more than one adult present during activities with children and young people. If a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults.
• Only provide personal care in an emergency and make sure there is more than one adult present if possible or unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Inappropriate behaviour

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.
- Smoke, consume alcohol or use illegal substances.
- Develop inappropriate relationships with children and young people.

- Make inappropriate promises to children and young people.
- Engage in behaviour that is in any way abusive - including having any form of sexual contact with a child or young person.
- Communicate with individual children and young people or have contact with them via a personal social media account. (Communication should be via the parent/carer or in a WhatsApp group set up for the sole purpose of communicating with a youth group - where there is more than one adult and more than one child/young person in the group. For trips, one personal phone number will be given out in case of emergencies)
- Take photos of the children unless parents have given consent. Use must only be for the reason given for consent.
- Give lifts to children, unless the CCM activity requires it, in which case consent from parents/guardians must be given and risk is included and managed in the activity risk assessment.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of children and young people.
- You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

Appendix B

Lone Working Guidelines

The Risks

This list is not exhaustive but identifies some of the risks faced.

- Physical accident (from injury, fire, etc such as when using kitchen or maintenance equipment when there is no one available to fetch help if necessary)
- Sudden illness, again when there is no one to raise the alarm
- Physical violence or threat of abuse in any form from a visitor
- Sexual behaviour or advances deemed to be inappropriate or threatening
- Accusations by a visitor of inappropriate behaviour by staff / volunteers when there are no witnesses
- Stress caused by working in isolation or from abusive calls or digital media.

Good Practice Guidelines Procedures

People should not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

One to one contact with individuals in the context of pastoral support should be properly planned, risk assessed and recorded. It is essential in pastoral care to acknowledge appropriate physical, sexual, emotional and psychological boundaries. Inappropriate touching or gestures of affection are to be avoided.

Consider - What, why, who, when, where, how.

What is the nature of the contact? Pastoral, supportive, mentoring. Make the purpose of the meeting clear at the outset and the time available for the discussion
Why is one to one necessary? Confidentiality should not be confused with secrecy or privacy. It is possible to hold a confidential conversation in a public area, where there is privacy.
Who is involved? Provider, Receiver, others with knowledge of arrangements
When will the contact take place? The timing of contact and meeting is important to ensure actions are not misinterpreted. Whenever possible make prior arrangements to meet rather than meet ‘on demand’
Where will the contact take place? Can a public venue that affords privacy be used, or if a private venue is used there is a need to ensure it is not secretive. N.B. Openness with others in awareness of the contact arrangements supports all involved. Deviation from this principle should be an exception and justified by compelling circumstances which must be recorded in a risk assessment.

Some simple tips

- Try to have someone else in the next room or nearby whenever possible. Choose wherever possible to sit closest to an exit. Don't take any unnecessary risks – if you feel uncomfortable at all, end the meeting and report your concerns.
- Respect personal space and never do or say anything that could be misinterpreted
- If there is any known risk, complete a risk assessment to ensure you remain safe
- If meeting off-site, ensure someone knows where you are and what time you expect to return; you should carry a mobile phone.

How will the needs of safeguarding all those involved be addressed? Are there particular factors which add to the vulnerability of either party? If so, a full risk assessment should be completed.

Record Keeping

Records should be maintained that are relevant to the contact.
Minimum recording requirements for all one to one visits include:

- date and time;
- persons present;
- venue;
- nature of contact.

It may be pertinent to record in more detail if there is any indication that this person, the context or content of the meeting has a heightened vulnerability either before or during the meeting:

- When and where the meeting / discussion took place
- Purpose of the meeting / discussion
- The time you / the other person arrived and left
- Who else was present (if applicable)
- A brief, factual account of what was discussed / agreed
- Any potential or actual safeguarding concerns identified
- Any actions taken / to be taken and any decisions made, including advice taken and who shared with
- Sign and date the record and store securely

It is good practice to check with the person concerned at the start, midway through and at the end of the meeting that they are comfortable with the arrangement and process of the meeting.

Using your own home for activities

Where activities are formally organised by the Church, the following guidance should be noted. If informal groups are organised by parents / other members of the congregation (e.g. baby-sitting circles or home groups), the responsibility remains with those organising the group to ensure that the activity and those leading it are safe.

Activities for at risk groups will normally take place on church premises. However, if meetings are to be held in a leader's own home the following points need to be considered:

Ensure you have the consent of the Senior Leadership Team for the activity to take place and that there is adequate insurance cover.

Ensure that a risk assessment of the room(s) to be used has been carried out.

Ensure that two unrelated adults are present at all times (arriving before the first group member and not leaving until after the last group member has left).

Never use inappropriate rooms i.e. bedrooms.

Appendix C

Good practice guidelines for running activities

- Every site/ministry should have an up-to-date risk assessment of the venue where the group meets.
- Carry out risk assessments in advance of outings and special events. Demonstrate on the risk assessments that they have taken action to manage the risks that they identify.
- Discuss with children and young people why safeguards are in place.
- Every site/Ministry should carry out regular checks on equipment used by children and young people, staff and volunteers in their organisation.
- Youth leaders/team should gain consent to activities from parents and children and young people as appropriate.
- Ensure that the registration form for each member of their group asks for details about the child or young person's needs (like medical, dietary, allergies, care and support needs)
- Keep details of information that might be needed in an emergency in an accessible but secure place.
- In case of an incident the leader in charge should:
  -Make sure everyone has access to first aid.
  -Check and refill their first aid boxes regularly.
  -Have a simple procedure for reporting accidents and 'near misses'.

- Put in place and clearly display adequate insurance arrangements.
- Provide guidance to staff, volunteers and service users on the safe use of equipment.
- Supervise children and young people if they are using equipment that could be dangerous.
- CCM should ensure that they are complying with all relevant health and safety legislations and requirements as detailed by the Health and Safety Executive (hse.gov.uk).

Appendix D

Risk Assessment Template: Working with children and young people at CCM

Site/Event/Activity/Programme/					
Activity date/time		Activity location/venue			
No of participants		No of staff		Supervision ratio	
		Event leader			

Christ Church Manchester

Risk Assessment Template: Working with children and young people at CCM

Event / Activity / Programme aims and benefits to participants
Logistics summary, use of any external providers or partner organisations

Risk levels:

High: there is a high chance of an incident occurring and if it did, the consequences could be severe i.e. potentially life-changing or life-threatening

Medium: there is a reasonable chance of an incident occurring and if it did, the consequences could be serious (but not life-changing or life-threatening) OR an incident could occur that would cause serious injuries if it did happen but the likelihood of it happening is low

Low: an incident is unlikely to occur and if it did, the consequences would be minor

Risk or hazard ie what could go wrong? Who could be harmed and how?	Control measures i.e. what is already in place or planned to reduce the chance of things going wrong?	Risk level after controls
Risk or hazard ie what could go wrong? Who could be harmed and how?	Control measures i.e. what is already in place or planned to reduce the chance of things going wrong?	Risk level after controls

Summary of first aid and emergency plan

Additional Actions necessary	Conducted by	Deadline

Person conducting risk assessment		Signed Date	
Risk Assessment approval		Signed Date	

Post activity risk assessment comments and recommendations

Appendix E: Partnership agreement policy

The diversity of organisations and settings means 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. Our expectation is that when working in partnership with others, whether in the UK or overseas:

- This Safeguarding Policy will be the minimum standard to which all parties agree to work.

- This safeguarding expectation will be discussed with partners, and it will be set out within any joint agreement.

- Where other organisations use our premises or centres, we will seek to exercise due diligence in ascertaining that their safeguarding policy and practice guidelines meet the above standards.

Good communication is essential in promoting safeguarding, whether with those we wish to protect, with staff and volunteers involved in working with children and adults within the organisation, or with others with whom we work in partnership.

Appendix F

Whistleblowing Policy and Procedures

Introduction

Christ Church Manchester is committed to openness and accountability. In line with this commitment, we expect employees, volunteers, third parties or those contracted to provide services to the Church who have serious concerns about any aspect of our work, to come forward and voice those concerns with the knowledge that, if made in good faith, their action will be viewed positively. This will assist us in addressing the concerns and thereby avoid more serious regulatory breaches or reputational damage.

Aims of the Policy:

- To encourage Whistleblowers to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously, investigated as appropriate and their confidentiality respected.
- To provide Whistleblowers with guidance as to how to raise their concerns.
- To reassure Whistleblowers that they can raise concerns without fear of reprisals, even if their concern turns out to be mistaken.

Definitions

Public Interest Disclosure: The Public Disclosure Act of 1998 applies to individuals raising genuine concerns relating to some actual or potential danger, fraud, illegal or unethical conduct. The Act provides legal protection to prevent individuals being penalised as a result of making a qualifying disclosure.

Qualifying Disclosure: A Qualifying Disclosure is one in which the reasonable belief of the person making the disclosure, is in the public interest to disclose.

Whistleblower: An individual who raises a qualifying disclosure under this policy.

Whistleblowing: An incident where an individual discloses an alleged wrongdoing under this policy.

Wrongdoing: This includes improper, illegal, or negligent behaviour and should be the underlying consideration when investigating allegations raised.

Scope of this Policy

The Whistleblowing Policy and Procedure gives staff, volunteers and third parties a clear procedure on how to raise any concerns which do not fall under the remit of the Church Complaints or Grievance policies and procedures. Whistleblowing is not the same as a complaint. It is about raising concerns regarding malpractice or wrongdoing within the Church.

The Whistleblowing Policy and Procedure may not be used to re-open or review a matter already decided under other policies and procedures.

The concerns covered by the Whistleblowing Policy and Procedure are:

- Actual or suspected criminal offence
- Failure to comply with legal obligations
- Serious health and safety risks
- Damage to the environment
- Financial malpractice, impropriety, or fraud
- Professional malpractice
- Deliberate suppression, aiding, abetting or concealment of any of the above
- Other illegal behaviour or serious malpractice which cannot be raised under an alternative policy

How to raise a concern

Employers/Volunteers

In the first instance, please contact your line manager, or another appropriate church leader to raise your concern. If this is not possible, please contact one of the Trustees.

If the concerns relate to an Elder, the concerns should be taken to a Trustee.

Third Party

In the first instance, please contact your key connection at the Church. If this is not possible, please contact the Church Administrator who will support and guide you through the process.

In either of the above circumstances Whistleblowers should provide a description of the concerns including, where possible, precise information such as dates, names of those involved, meetings or correspondence which have taken place and reference to relevant documents or policies.

All concerns will be acknowledged, recorded, reviewed and where appropriate investigated

What will happen next?

- A meeting will be arranged to discuss your concerns and you may bring someone with you to this meeting, as long as that person is willing to maintain the confidentiality of your disclosure and any subsequent investigation.
- Feedback will then be given as to whether the concern falls within the scope of this policy and how we plan to deal with the matter
- If there is a cause for concern, the designated person will arrange for an investigation. The designated person may appoint another person to undertake the investigation on his/her behalf.
- Where there are existing procedures or policies in place for the investigation of certain allegations, for example those covered by our Fraud and Corruption Policy, the matter will be dealt with in line with that policy.

Process

- Once a disclosure has been made CCM will,
- Make a record of its receipt
- Carry out a preliminary review as to whether the disclosure falls under the scope of this policy and whether there is prima facie evidence to suggest that it should be investigated and if so, appoint a person to investigate
- Following the preliminary review, the investigating officer will make a preliminary decision and notify the Whistleblower, where it is possible and appropriate to do so, that
- The disclosure will be investigated formally
- The disclosure has been investigated and relevant action taken
- The disclosure has been drawn to the attention if the person who has the authority to act on the matter
- The disclosure has been dismissed as there are no ground for investigation
- Where the initial investigation identifies that a formal investigation is required then,
- An investigation will be carried out by someone with relevant experience and as speedily as possible, depending on the complexity of the investigation.
- The person(s) subject of the disclosure will be informed and advised of any supporting evidence and will have the right to respond during interview
- After the interview the investigator will report their findings with recommendations of further steps to be taken. All reports will be retained for a period of two years.
- Consideration will be given as to whether the incident should be reported to the Charity Commission
- The Whistleblower will be informed of the progress and timescales of the investigation, where it is appropriate. All information must be kept confidential by the Whistleblower.
- If the disclosure is deemed to be malicious or made for personal gain, disciplinary action may be taken against the individual concerned if they are staff or volunteers.
- If the Whistleblower is not satisfied
- CCM will deal with all concerns raised fairly and in an appropriate manner.
- The Whistleblower may not ask for a review of any decision but if they have concerns about the ways in which their concern has been handled, they may contact an independent Whistleblowing charity.

External Disclosures

- This policy is designed to provide an internal mechanism for reporting any concerns r.e. wrongdoing at CCM. In most cases contacting anyone externally is likely to be unnecessary.
- Nothing in this policy precludes an individual from reporting a suspected crime to the police nor is it intended to remove any rights under the Public Disclosure Act of 1998.

Confidentiality

- Where possible, the identity of the Whistleblower will be protected. There may be circumstances, however, where it will not be possible to proceed without revealing the Whistleblower's identity, for example if the Whistleblower's evidence is needed in the investigatory process, at a disciplinary or court hearing. Should this be the case, the matter will be discussed with the Whistleblower at the earliest opportunity, and they will have the opportunity to withdraw the disclosure if by continuing with the investigation their identity would be revealed to the subject of the disclosure.

  Note that the need for confidentiality may prevent the designated person from providing the specific details of the investigation or actions taken, to the Whistleblower.

- The Whistleblower should treat any information about the investigation as confidential.
- Concerns raised anonymously will be dealt with at the discretion of the charity

Protection of Whistleblowers

- Individuals who raise genuinely held concerns in good faith under this procedure will not be dismissed or subjected to any detriment as a result of such action, even if they turn out to be mistaken. Detriment includes unwarranted disciplinary action or victimisation.
-
- If a Whistleblower believes that he/she has suffered any such treatment because they have raised concerns under this policy, he/she should raise the matter with the Trustees in the first instance who will work with the interest of all parties to seek resolution, and this may include mediation and following the informal grievance procedure.
- Any staff member/volunteer who victimises or retaliates against those who have raised concerns under this policy will be subject to disciplinary action.

Support and Advice

- If a member of staff needs independent advice about a whistleblowing issue, they can contact thirty one eight https://thirtyoneeight.org/