



Trinity Church Manchester

Safe From Harm

2024

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| Accepted on | 25.3.2024 |
| Signed | Pete Evans (on behalf of the Trustees) |
| To be annually reviewed and updated by the Trustees of Trinity Church Manchester CIO | |

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Issues and Updates

| Pages | Issue number | Date |
|-------|--------------|-----------|
| 21 | 1 | 2.2020 |
| 26 | 2 | 25.3.2024 |
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Key Contact Information

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CIO number

Insurance policy number

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DBS Enquiries

Christian Safeguarding Services (CSS)

0116 218 4420

c/o CHRISTIAN MEDICAL FELLOWSHIP

6 MARSHALSEA ROAD

LONDON

SE1 1HL

www.thecss.co.uk

Police

Emergencies

999

Whitefield Police Station

0161 856 8229

Social Services

24 Hour Service (adults and children)

0161 234 5001

mcsreply@manchester.gov.uk

LADO

Via the Safeguarding Unit

0161 253 6168

childwellbeing@bury.gov.uk

Bury Integrated Safeguarding Partnership (BISP)

burysafeguardingpartnership.bury.gov.uk

Document Purpose

The purpose of this document is:

- To promote good practice by reducing the risk of any child or at-risk adult being harmed in the course of their time at Trinity Church Manchester.
- To help workers respond appropriately to concerns or allegations.
- To prepare workers to respond appropriately if and when they encounter someone who has been harmed.

This set of principles, policies and procedures draws on materials provided by CSS.

Values and Beliefs

We believe that the primary responsibility for bringing children up in the Christian faith lies with the parents, and that it is the responsibility of the whole church to support parents in that vital role.

We believe that all people are made in the image of God and have inherent dignity, value and worth, whatever their age, background or religious beliefs. We believe that all people have the right to live free from abuse and neglect.

We see throughout the Bible a principle of care and protection for the most vulnerable in society. The Gospel does not shy away from the realities of life, the harm that can be perpetrated and suffered, and the impact it has on individuals and communities. We have, in Jesus, the means of grace to support and care for the hurt and suffering as well as the perpetrator. The truths we hold in Scripture are beautiful, liberating and life-giving, and in promoting and adhering to best practice we safeguard not only those we work with, but also the reputation of Trinity Church Manchester, the wider church and even the Saviour we seek to represent.

Responsibilities and Commitments

It is the responsibility of every adult working with children to protect them from harm. We are committed to providing a safe environment in which children and young people can develop spiritually, socially, intellectually and emotionally towards mature adulthood, whilst ensuring that adult leaders do not make themselves vulnerable to false allegations. Moreover, it is important to provide an environment where wholesome, healthy and safe relationships between children, young people and adults are developed through example, teaching and pastoral support.

We are committed to supporting, resourcing and training those who work with children and at-risk adults.

Recruiting

We are committed to the recruitment of safe and appropriate people to all roles involving children or at-risk adults.

Training

The Trustees are committed to on-going safeguarding training and development opportunities for all workers, 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.

Responding

The Trustees will also ensure that children and at-risk adults 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.

Best Practice

We are committed to the highest standards of care for children and at-risk adults. For more information on our best practice guidelines, please see the relevant documents:

- TCM Employee handbook
- TCM Children's Work Best Practice Guide
- TCM Pastoral Care Best Practice Guide
- TCM ICT Best Practice Guide

Safeguarding Roles

CSS

Policy checking and support.

DBS and barred list checks.

Helpline support for DBS checks including blemished disclosures and for support in the event of disclosure, suspicion or allegation of abuse.

Training support.

TCM Trustees

Answer to the Charity Commission

Legal responsibility for safeguarding.

Writing and updating policies and procedures.

Approving policies and procedures.

Overseeing and monitoring implementation of policies and procedures.

Managing allegations against staff members and volunteers (including pastors).

Raising safeguarding awareness during Church membership process and member meetings.

Overseeing recruitment, implementing the blemished applications procedures as necessary and considering appeals from aggrieved applicants.

Supporting the Safeguarding Leadership Team

Supervision of offenders in the church community outside the context of children's work.

Safeguarding Leadership Team

Answers to the Trustees

First port of call for reporting disclosures, suspicions or allegations of abuse.

Referring allegations to the Safeguarding Trustee.

Handling disclosures and safeguarding concerns.

Writing and updating policies and procedures.

Recruiter.

Liaising with CSS.

Supervision of offenders in the church community outside the context of children's work.

Safeguarding Co-ordinators*Answer to the Safeguarding Leadership Team*

The following responsibilities are delegated to safeguarding co-ordinators:

- Recruitment interviews
- DBS checks including processing ID
- Delivering training

Group leaders and helpers*Answer to the Safeguarding Leadership Team*

Implementing policies and procedures.

In the event of a disclosure, suspicion or allegation, reporting to a member of the Safeguarding Leadership Team.

Church members and attendees

In the event of a disclosure, suspicion or allegation, reporting to Safeguarding Leadership Team.

Safer Recruitment

It is important that we make every effort to recruit safe people into posts within our church and discourage those who may not have the best interests of our children or at-risk adults at heart from applying; this can only be achieved by rigorous and safe recruitment.

The recruitment process outlined below is designed to ensure that candidates with the requisite skills, attributes and experience are recruited. We are aware that in a growing church the need to expand the team of leaders can be pressing, as can the desire to enable enthusiastic and skilled individuals to serve the church. It is therefore all the more important that the recruitment process is rigorous and unbiased so as to minimise the opportunity for manipulation or circumvention by those who would intend harm. It is our contention that those with a genuine desire to serve will gladly submit to this process in full.

Safer recruitment refers to the recruitment of anyone, paid or volunteer, whose role is wholly or partially with children or at-risk adults.

The following safer recruitment process must always be followed if the role in question involves any of the following:

- Working with children (i.e. anyone aged under 18)
- Working with at-risk adults
- Supervising those who work with children
- Supervising those who work with at-risk adults
- Trustees

Elements of safer recruitment

1. Job application and references
2. Induction Interview
3. DBS
4. Safeguarding training
5. Notification
6. Probation and training

1. Job application and references

All applicants (paid or volunteer) are to be given a job description for the role.

A job application form is to be completed which includes a brief testimony, experience in the relevant field, and references. Where candidates are already church members, a shorter form can be used omitting testimony and references as these will have been taken up at entry to membership.

2. Induction Interview

Interviews will cover:

- Information contained in application form.
- Information contained in references if applicable and necessary.
- Discussion of the role.
- Safeguarding

Interview panels must include a member of the safeguarding team.

3. DBS

Successful candidates will complete a self declaration form, and we will undertake a DBS check with the relevant barred list checks according to eligibility before starting in the role. In the event of a blemished disclosure, we will follow the policy found later in this document.

If candidates have an appropriate DBS check which is registered with the update service, we will require a self declaration form and perform an update service check. All candidates who get a DBS check through us will be encouraged to sign up for the update service.

DBS checks will be repeated at three year intervals for as long as the candidate remains in post.

Where candidates are coming directly from another country and have no UK address history, an equivalent level of check from their home nation will be sought, in accordance with UK Government guidelines.

4. Safeguarding Training

All successful candidates will undertake relevant safeguarding training, delivered by a member of the Safeguarding Leadership Team or a Safeguarding Co-ordinator, before starting in the role.

5. Notification

The names of everyone involved in work with children and with at-risk adults will be made available to all church members.

6. Probation and training

Depending on the nature of the role, team leaders may decide to have a formal probationary period for the role.

All successful candidates should be involved in regular training, both top-up safeguarding training and training in the particulars of the role.

Handling of DBS Certificate Information

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Trinity Church Manchester complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

In addition, organisations that require retention of certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits may be legally entitled to retain the certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the individual organisation's policy on the correct handling and safekeeping of DBS certificate information.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Ex-Offenders and Blemished Disclosures

Having a criminal record will not necessarily bar someone from working with us.

In the event of a blemished disclosure, the following procedures will be followed:

Stage 1 - *Undertaken by a member of the Safeguarding Leadership Team, liaising with CSS and the church leadership as appropriate*

The DBS check and self-declaration form will be compared. A Blemished Disclosure Risk Assessment will be undertaken.

A determination will be made that either:

- a. It is safe to appoint (with or without conditions), or
- b. It is unsafe to appoint.

If unsafe, the applicant will be informed and a copy of the appeal procedure for aggrieved applicants given.

Stage 2 - *in the event of a complex or borderline case, or if an appeal is made*

A Risk Assessment Group will be convened from the Trustees and Safeguarding Leadership Team, in consultation with CSS. The Risk Assessment Group will examine the information available and will:

- a. Decide whether further clarification of existing information would resolve the issue.
- b. Identify what new information or assessment is required and how to obtain it – as part of this process the Risk Assessment Group may require a formal risk assessment from a relevant professional.
- c. As there is a requirement to share information relating to blemished disclosures with the Statutory Agencies, decide whether a referral should be made to the Local Authority Designated Officer for Allegation Management.

Following these enquiries a decision can be made:

- a. To recommend appointment (with or without conditions)
- b. To recommend that the appointment should not be made.

Aggrieved Applicants

When a person has applied to serve (or continue to serve) on behalf of the church as a volunteer or employee working with children or at-risk adults, and the person is aggrieved by the decision of the church in light of the Disclosure issued by the Disclosure and Barring Service, the person may seek a

review by applying in writing to the Trustees. The Trustees will send their recommendation to the applicant and the Safeguarding Leadership Team. There is no further right of appeal if the person is still aggrieved.

Recruitment for Temporary Teams

It is, from time to time, desirable to bring the entire church family together while still providing children's work, such as a church weekend away or a team visiting from a partner church. In order to provide excellent and safe children's work, leaders may be recruited on a temporary basis from another church in the following manner.

Selection

Volunteers will:

- be drawn from a church chosen by the Trinity Church Manchester leadership team.
- be involved in the relevant work at that church.
- have been recruited according to that church's safeguarding policy. The church will provide Trinity Church Manchester with a copy of the policy.
- come with a recommendation from that church's leadership.
- be supplied with a copy of the Trinity Church Manchester safeguarding policies and procedures.

DBS checks

All leaders will complete a confidential declaration form.

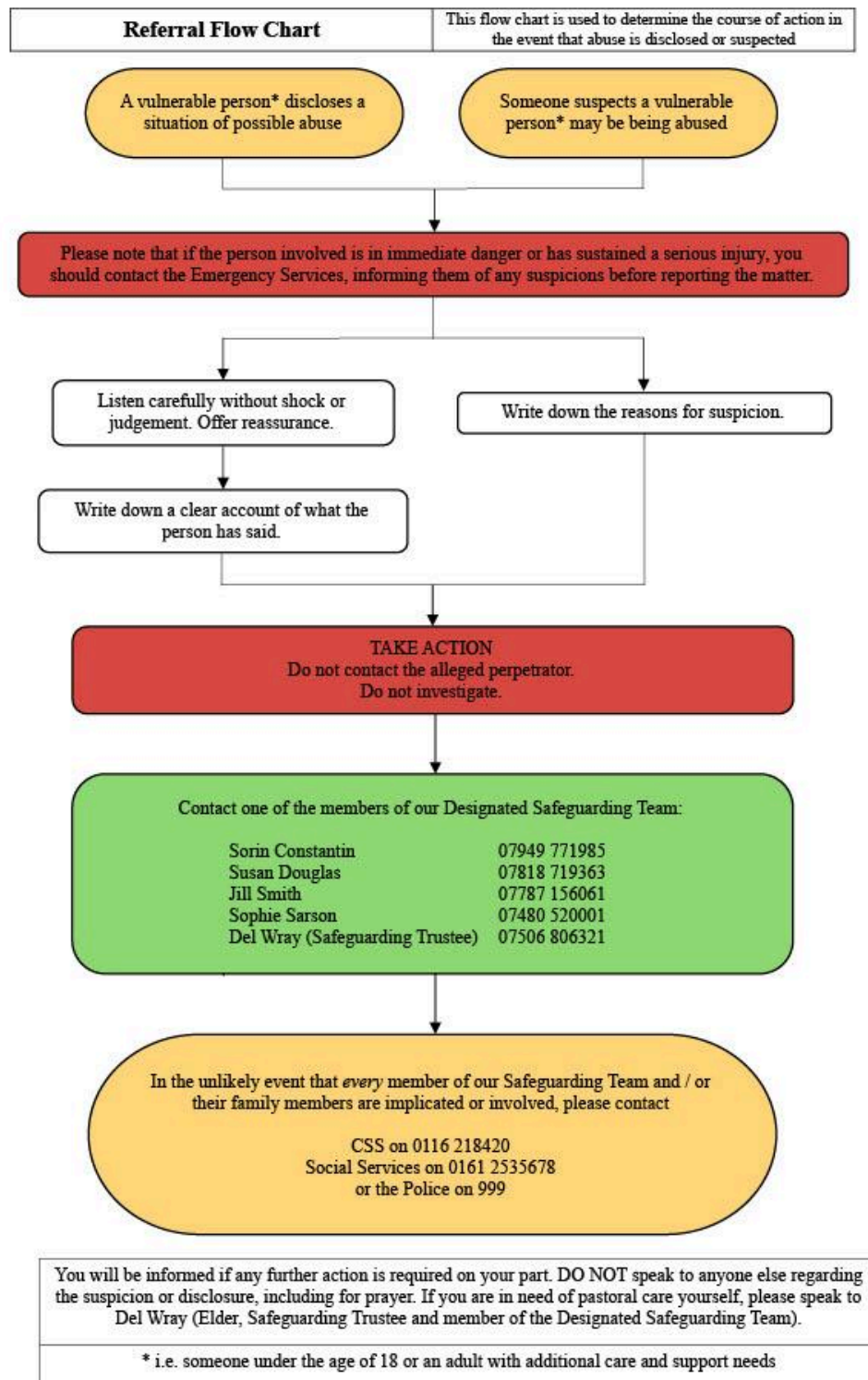
If time permits, volunteers will be subject to a DBS check through Trinity Church Manchester, or supply a current DBS check if registered with the update service.

If time does not permit, or the volunteer is not registered with the update service, only volunteers with a current DBS check performed by the sending church will be recruited (or equivalent from the country of origin).

Training

At the beginning of the event all volunteers will undergo safeguarding training with a member of the Safeguarding Team, with particular focus on practicalities including ratios and procedures for accompanying children to the toilet, and on the referral procedure in the event of a disclosure or suspicion of harm.

Abuse and How to Deal With It - Referral Procedure Summary



Referral Procedure in Detail

Urgent Cases

If the person involved is in immediate danger or has sustained a serious injury, you should contact the Emergency Services, informing them of any suspicions before proceeding with the rest of the referral.

Making Notes

- Depending on circumstances, you may need to make the referral before you have the opportunity to take notes.
- Make notes of what was said using the person's words whenever possible, or the reasons for your suspicion. Make these notes as soon as possible, preferably writing out by hand, then sign and date the document. If you later remember further details, add them to the end of the document, sign and date the new section. Keep this securely for your records.
- When you make a report to the Safeguarding Leadership Team, they will give you a Safeguarding Incident Log Form to fill in.

Taking Action

- Report your concerns as soon as possible to a member of the Safeguarding Leadership Team (contact information found on page 4 of this document), who are nominated by the Leadership 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.
- If the suspicion or disclosure in any way involves a member of the Safeguarding Leadership Team, then the report should be made to another team member.
- If the suspicions implicate all members of the Safeguarding Leadership Team, then the report should be made in the first instance to the CSS on 0116 218 4420. Alternatively contact Social Services or the police.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Leadership Team, inability to contact team members should not delay taking advice from CSS.

If you are unable to contact the Safeguarding Leadership Team at the first attempt, please leave a voicemail message with your name, phone number and mention that it is a safeguarding referral and whether or not emergency services have been called out. Do not give any other information.

It is then the role of the Safeguarding Leadership Team to proceed with the referral process. You must not speak to anyone else about the allegation or suspicion, including for prayer.

Listening to a disclosure of abuse can be a difficult undertaking. If you are in need of pastoral care or support, speak with a member of the Safeguarding Leadership Team.

Direct Referrals

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 CSS, although the Leadership hope that members of Trinity Church Manchester will use the procedure detailed in this document.

The Rest of the Referral Process

Allegations

- Where there has been an allegation against a TCM team member (staff or volunteer), the Safeguarding Leadership Team will pass the case immediately to the Safeguarding Trustee.
- The Safeguarding Trustee will give a Safeguarding Incident Log form to the person who reported the incident. Once returned, they will complete their sections.
- The Safeguarding Trustee may then consult with Christian Safeguarding Services, who will confirm their advice in writing.
- Where the allegation is against a children's team worker: The Safeguarding Trustee, in accordance with Bury Integrated Safeguarding Partnership (BISP) procedures will need to make a referral to the Local Authority Designated Officer (LADO) on 0161 253 6168 or email childwellbeing@bury.gov.uk.
- Where the allegation is against an at-risk adult worker: The Safeguarding Trustee will contact Adult Social Services on 0161 253 5151, or out of hours on 0161 253 6606.
- The Safeguarding Trustee may make a referral to the Disclosure and Barring Service where the nature of the concern leads to the end of employment of the worker/volunteer, or where such a decision would have been made in the circumstance where they have left voluntarily but will take guidance on the matter from the local authority.

Suspensions or Disclosures

- A Safeguarding Leadership Team member will give a Safeguarding Incident Log form to the person who reported the incident. Once returned, they will complete their sections.
- The Safeguarding Lead will consult with Christian Safeguarding Services regarding the best way to proceed. This step can be missed where there is a clear need for referral.

Referrals:

- If a referral is necessary and there the concern is about a child the Safeguarding Lead will contact Children's Social Services either the Multi Agency Safeguarding Hub on 0161 253 5678 or online¹.
- Where the concern is regarding an adult in need of protection they will contact Adult Social Services on 0161 253 5151 (out of hours on 0161 253 6606) or online²
- The parents/carers will not be informed unless advised to do so by Children's Social Services.

¹ <https://www.bury.gov.uk/index.aspx?articleid=10831> or search "Bury report a child at risk"

² <https://www.bury.gov.uk/index.aspx?articleid=10852> or search "Bury adult social services" and follow the links

Areas of concern

- E.g. poor parenting, where a referral is not necessary. 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. If they still fail to act, contact Children's Social Services directly for advice.

Further communication

- The Safeguarding Leadership Team may need to inform others depending on the circumstances and/or nature of the concern.
- Where a serious incident concerning safeguarding has occurred, the Safeguarding Leadership Team will inform the church Trustees in order to inform the charity commission.

The Leadership will support the Safeguarding Leadership Team 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.

Pastoral Care

Supporting front line workers

Adults who are entrusted with disclosures of abuse may find themselves in need of pastoral care. In order to safeguard the confidentiality of the situation, they should approach the member of the Safeguarding Leadership Team to whom they referred the disclosure to access appropriate care.

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting those who have been affected by abuse who have contact with or are part of Trinity Church Manchester.

Working with offenders

When someone attending Trinity Church Manchester is known to present a risk to members or attendees the Leadership will organise supervision of the individual concerned.

The Safeguarding Trustee, Safeguarding Leadership Team and a representative of any statutory bodies involved (such as a supervising Police Officer) will meet with the offender to draw up a suitable behaviour contract which will then be signed by all parties.

Violation of the agreement will be referred to the Trustees whose response will be at their discretion.