



Safeguarding Policy and Guidelines for the Protection of Children and Adults

May 2023

Section 1

Details of the place of worship / organisation

Name of Place of Worship / Organisation:	Culduthel Christian Centre
Address:	Culduthel Avenue, Inverness. IV2 6AS
Tel No:	01463 222795
General Email address:	hello@churchatccc.org
Senior Leader Name:	Pastor Alasdair MacLeod
Senior Leader Contact Email:	alasdair.macleod@churchatccc.org
Safeguarding Coordinator Name:	Christine Macleod
Safeguarding Coordinator Contact Telephone :	07742 963795
Email address:	christine@churchatccc.org
Membership of Denomination:	Baptist Union of Scotland
Charity Number:	SC008681
Company Number:	SC162650
Insurance Company:	ANSVAR Insurance, Ansva House, St Leonards Road, Eastbourne, East Sussex. BN21 3UR

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

The principal objectives of Culduthel Christian Centre are the public worship of God; the teaching of the Bible to make Christ known and to equip for whole life discipleship; the spreading of the gospel of Jesus Christ; the exercise of pastoral care and the provision of practical compassion to those in need.

The principal activities are public worship on Sundays, prayer meetings, discipleship courses, home Bible studies, ministries for children and youth, outreach and support

for community activities. Plans for delivering these activities are implemented via a number of committees.

Our Commitment

The Culduthel Christian Centre recognises the special status of children and young people. Because of their vulnerability, children and young people will be awarded special protection. They are to be respected as persons in their own right, created and loved by God. We, therefore commit ourselves to take all steps within our power to keep children and young people safe from all forms of harm.

The Culduthel Christian Centre recognises the special status of all vulnerable people, particularly those who, because they are affected by disability, mental disorder, illness, infirmity or ageing, are unable to protect themselves from abuse, or more vulnerable to being abused than persons who are not so affected. Because of their vulnerability, such people will be awarded special protection. They are to be respected as persons in their own right, created and loved by God. We, therefore commit ourselves to take all steps within our power to keep vulnerable people safe from harm and from an abuse of trust.

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by **thirtyone:eight**.

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action, they may need to take in order to protect children and adults with care and support needs.
- The Leadership agrees not to allow the document to be copied by other organisations.

Section 2

Prevention

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 in our places of worship and organisations 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 which states:

1. States 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 which states:

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Safer recruitment

The Leadership will ensure all workers (paid and voluntary) 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

- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written reference(s) have been obtained, and followed up where appropriate
- A disclosure and barring check (PVG) 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.

Safeguarding training

The Leadership is 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.

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 have been issued with a code of conduct towards children, young people and adults with care and support needs.

Section 3

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 practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

We have a general code of conduct for workers and this is attached in the appendices.

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 with regard 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. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

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.

Section 4

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:

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Christine Macleod

Tel: 07742 963795

Email: christine@churchatccc.org

The above is 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.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name: Alison Macleod (hereafter the "Deputy")

Tel: 07840 842772

Email: alison.macleod@churchatccc.org

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency, or they may first ring the thirtyone:eight helpline for advice. They should then contact the relevant Social Services department in the area the child or adult lives.

Child Protection – Contact details for family teams can be found on the

Website Address: <http://hcpc.scot/professionals> (external link)

Out of hours Tel: 0845 769 7284

Highland Adult Support and Protection referral line

Tel: 0800 902 0042 (office hours)

Out of hours Tel: 0845 769 7284

Website Address: nhshighland.adult.support.and.protection

Police Scotland Tel: 101

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the Office of the Scottish Charity Regulator to report a serious incident.
 - report to Disclosure Scotland if the allegation concerns a volunteer working with a child or vulnerable adult
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/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, 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 Co-ordinator/Deputy has not responded appropriately, or, where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this

statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Deputy 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.

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 Co-ordinator/Deputy will:

- Contact Children's Social Services (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 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 direct 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 Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. 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 Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

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

Suspensions 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 Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have legal responsibility 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, Safeguarding Co-ordinator 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.

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 Co-ordinator, in accordance with Local Health and Social Care Partnership procedures will:

- Refer the matter to Children's Social services who will investigate the concerns and pass on information to Disclosure Scotland in relation to the worker
- Make a referral to Disclosure Scotland for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. A referral must be made within 3 months of the organisation's disciplinary actions or the organisation will find themselves criminally liable.

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 to discuss concerns and where appropriate with Disclosure Scotland in regards the suspension of the worker
- Make a referral to the Disclosure Scotland. A referral must be made within 3 months of any disciplinary measures.

The Adult Support and Protection (Scotland) Act 2007 and the Code of Practice April 2014 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 Social Services to decide not the church.

Section 5

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care and support, working with the statutory authorities as appropriate, to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

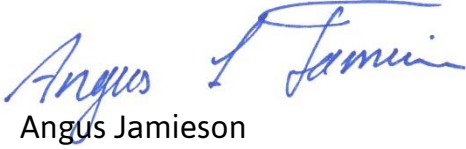
Adoption of the policy

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

Signed by: 

Position: Pastor and Trustee

Alasdair Macleod

Signed by: 

Position: Elder and Trustee

Angus Jamieson

Policy updated on 18th May 2023

Appendix A – Code of Conduct

Culduthel Christian Centre

Code of Conduct

Working with children, young people and adults at risk of harm

Purpose

At Culduthel Christian Centre we recognise the importance of good safeguarding practices and are committed to the protection of children, young people and adults at risk of harm. This code of conduct outlines what is expected of all workers (staff and volunteers). It aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Culduthel Christian Centre. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Behaviour to avoid

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)

- Passing on your personal and/or social media contact details and any contact that breaches Culduthel Christian Centre's GDPR or social media policies (please speak to William Hamilton if in doubt – william@churchatccc.org)
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances, or being under the influence of alcohol or illegal substances, whilst participating in activities with children, young people or adults at risk of harm
- Favouritism/exclusion – all people should be equally supported and encouraged

Instances of inappropriate behaviour

Instances of inappropriate behaviour will be addressed by the church leadership and/or safeguarding co-ordinator. If required, we may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or Disclosure Scotland. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding co-ordinator or line manager (in the case of a paid staff member).