



AND



Safeguarding Policy

	Version Control	
V1	November 2022	
V2	December 2022	
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Introduction

Cheltenham Network Church and Emmanuel Church (hereafter referred to as the Church) place a high priority on the discipleship of all its members in the context of a safe and welcoming environment. Furthermore, we believe that all should be nurtured in the Christian faith, and aim to provide an environment where children, young people and vulnerable adults can see, experience, and learn about the love of God, and put in place the foundations upon which to build a Christian lifestyle.

We believe that every person is a vital part of church family life. As such, we want everyone to be valued, encouraged, and built up as those who are created in the image of God and for them to discover the love of God for themselves.

We recognise that it is in such an environment that individuals may best be able to confide about abuse that they may be suffering, and we should be prepared to act accordingly.

This safeguarding handbook seeks to provide policy and guidelines on behalf of the Church Leader, CNC Trustees and Emmanuel PCC which ensure that everyone is encouraged to grow in the Christian faith. As a church, we have adopted the Church of England Parish Safeguarding Handbook, and this safeguarding policy should be read in conjunction with the

Church of England Parish Safeguarding Handbook (version 2 dated October 2018)

<https://gloucester.anglican.org/wp-content/uploads/2022/03/Parish-Safeguarding-Handbook.pdf>

and the Church of England Code of Safer Working Practice

[code-of-safer-working-practice-02.07.2021.pdf](#)

This policy will be reviewed annually by the Church Leader, CNC Trustees and Emmanuel PCC.

Our Church Safeguarding Officers are-

Alison Tickle for Children and Young People

Liz Haines for Vulnerable Adults

The Operations Coordinator (Clare Corley) is responsible for processing DBS checks and maintaining the associated records.

CHELTENHAM NETWORK CHURCH and EMMANUEL CHURCH

- SAFEGUARDING POLICY

Name: CHELTENHAM NETWORK CHURCH and EMMANUEL CHURCH
(hereafter "the Church")
Denomination: ANGLICAN
Charity No: 1079714 Cheltenham Network Church Trust
Church No: 616228 Emmanuel Church
Office Address: Church Office, Emmanuel Church, Fairfield Parade, Cheltenham, GL53 7PJ
Tel No: 01242 514919
Email: admin@cnc.church

Insurance
CNC: Congregational & General Insurance Plc (includes £5,000,000 Public Liability)
Emmanuel: Ecclesiastical (includes 10,000,000 Public Liability)

The Church Trustees and PCC recognise the importance of their ministry to all members of the Church, and their responsibility to protect and safeguard the welfare of everyone entrusted to the Church's care.

As part of its mission, the Church is committed to:

- valuing, listening to and respecting everyone as well as promoting their welfare and protection.
- safe recruitment, supervision, and training for all the children's/youth workers within the church
- adopting a procedure for dealing with concerns about possible abuse
- supporting those affected by abuse in the church.
- encouraging and supporting parents/carers.
- maintaining good links with the statutory authorities and other organisations

The Trustees and PCC:

- recognise the need to provide a safe and caring environment for children and young people.
- acknowledge that anyone can be the victim of physical, sexual, and emotional abuse, and neglect.
- accepts the diocesan policy statement and guidelines on working with children and young people.
- accepts the diocesan policy statement and guidelines on working with adults at risk.
- recognise the need to build constructive links with statutory and voluntary child and adult protection agencies.

APPLICATION OF SAFEGUARDING POLICY

The Trustees and PCC have therefore adopted the procedures set out in the Church of England Parish Safeguarding Handbook and will:

- ensure that everyone involved in the care of children and young people or adults at risk, whether through paid employment or volunteer roles, are personally made aware of the Church's policy.
- ensure that the Church Leader/Safeguarding Officers will be responsible on the Church's behalf for implementing and monitoring the Church's policy.
- ensure that everyone will annually re-read the CNC/Emmanuel safeguarding handbook and the Church of England Parish Safeguarding Handbook
- review this policy annually at a meeting of the trustees and PCC and ensure that a copy of this policy will be presented to the Archdeacon or Bishop Visitor at the Visitation
- make a copy of this policy available to all employees and volunteers of the church, and to parents/guardians.
- ensure that new Trustees or PCC members complete the required online Diocesan Safeguarding Training within three months of becoming a Trustee unless they have already completed it within the last three years.

Appointment & training

- ensure that roles, regardless of whether they are paid members of staff or volunteers, will be filled following the Diocesan Safer Recruitment policy, however for volunteers the process may be less involved.
- ensure that everyone involved in the care of children, young people and adults at risk will be interviewed by the Church Leader, or appropriate other, and asked to complete the disclosure form which will be checked by a diocesan counter signatory.
- ensure that an application form is completed and that 2 references are taken up.
- ensure that any required DBSs or other required checks and references including the three-year rolling re-check programme are complied with.
- ensure that everyone involved in working with children, young people and adults at risk fully understand the nature of the work they have agreed to do and are aware of lines of responsibility and accountability.
- ensure that anyone newly appointed complete the required online Diocesan Safeguarding Training before taking up their role unless they have already completed it within the last three years. Or the course is only run at specific times in which case they must complete the first available course.
- ensure that anyone newly appointed have read the CNC/Emmanuel safeguarding handbook and the Church of England Parish Safeguarding Handbook and Code of Safer Working Practice, to be confirmed by email, before commencing their role.
- ensure that all roles, regardless of whether they are paid members of staff or volunteers re-read the CNC/Emmanuel safeguarding handbook and the Church of England Parish Safeguarding Handbook and Code of Safer Working Practice, plus the Lone Worker Policy where the role requires it, to be confirmed by email, annually.
- ensure that further training opportunities are encouraged.
- ensure that regular opportunities are given for workers to meet to review and plan work, share experiences etc.
- ensure that they review its employment and volunteer recruitment practices so that every position sets out clearly what level of disclosure (where appropriate) applies, that no one is active in that role until the required disclosure has been received, and any subsequent risk assessment has been completed satisfactorily.

Dealing with abuse

- ensure that any concern made regarding a child or adult at risk, for whom we are responsible, who may have been harmed or is in significant danger will be reported immediately and that we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community.
- offer informed pastoral care to any child, young person or adult who has suffered abuse and provide them with details of local and national support agencies.
- effectively supervise and support any member of our church community known to have offended against a child; and in our commitment to the protection of children, set boundaries for that person which they will be expected to keep.

Under no circumstances should a church worker/volunteer/member carry out their own investigation into the allegation or suspicion of abuse. If a person is aware of allegations against a church member and/or is suspicious of abuse, they should:

- inform the appropriate Safeguarding Officer.
- suspicions must not be discussed with anyone other than the Safeguarding Officer.
- if the Nominated Person is not available, the person is advised to contact the Diocesan Safeguarding Adviser (DSA) on 014524 835516 or out of hours on 07944680320 or Thirtyone:eight on 03030031111; www.thirtyoneeight.org.

The Safeguarding Officer will then:

- make a written record of the precise details of the allegation or suspicion and keep them in a secure place AND
- contact the Diocesan Safeguarding team as soon as possible to share information, to seek advice and support. Any safeguarding concerns **must** be reported to the DSA **within 24 hours**.

Note:

- it is, of course, the right of any individual as a citizen to make a direct referral to the child or adult protection agencies or seek advice from thirtyone:eight or the Diocese, although the Trustees and PCC hope that members of the Church will refer to the Safeguarding Officer initially. If, however, the individual with the concern feels that the Safeguarding Officer has not responded appropriately, or where they have a disagreement with the Safeguarding Officer as to the appropriateness of a referral, they are free to contact an outside agency direct.

GENERAL INFORMATION AND CONSENT FORM

Full name of child / young person:

Address (or contact details):

Post Code

Date of birth:

Name of GP/Surgery:

Tel no:

Address:

Post Code

NHS no:

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

Name of parent/carer:

Tel no (Daytime):

Tel no (Evening):

Tel no (Mobile):

Name of additional contact holding parental responsibility:

Tel no (Daytime):

Tel no (Evening):

Tel no (Mobile):

Name of person picking up child if different from above:

Tel no (Daytime):

Tel no (Evening):

Consent

- I give permission for the above named child/young person to take part in the normal activities of this group.
- I give permission, where appropriate, for my child's nappy to be changed, or for him/her to be taken to the toilet.
- I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group.
- I understand that while involved s/he will be under the control and care of the Group Leader and/or other adults approved by the Church leadership, and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.
- In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic.

Use of Photographs

To comply with the General Data Protection Regulation (GDPR) we need your permission before we use photographs of your child. Any photograph will be used exclusively for the promotion of CNC. Please note that our website can be seen throughout the world and not just in the United Kingdom, where UK law applies. You can withdraw or change your consent at any time. Conditions for use of any image are as follows:

- We will not include identifying information of any individual in an image on our website or in printed publications.
- Any photographs taken on behalf of Cheltenham Network Church are stored centrally on a secure computer or cloud based system and the photographer is asked not to keep their own copies. We will delete from our files any image at the written request of any individual in a photograph.

If photographs are taken for publicity purposes in which your child is included, are you prepared to allow the photographs to be used either on websites or adverts promoting the activities of Cheltenham Network Church?	YES / NO
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By signing this form you are confirming that you consent to the Trustees of Cheltenham Network Church holding and processing your personal data for safeguarding purposes.

Where you do not grant consent we will not be able to use your personal data except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from the Church Office.

You can withdraw or change your consent at any time by contacting the Operations Co-ordinator at Church Office, Emmanuel Church, Fairfield Parade, Cheltenham, GL53 7PJ or admin@cnc.church. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Signed (parent, or adult with parental responsibility):	Signed (child, if aged 12 or over):
Print name:	Print name:
Date:	Date:

THIS FORM WILL BE KEPT ON FILE FOR FIFTY YEARS AFTER YOUR CHILD LEAVES CNC.
PLEASE INFORM US IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION.

GENERAL INFORMATION AND CONSENT FORM FOR VISITORS

Name of Group or Activity:

Full name of child / young person:

Address (or contact details):

Post Code

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

Name of parent/carer:

Tel no:

Name of person picking up child if different from above:

Tel no:

Consent

- I give permission for the above named child/young person to take part in the normal activities of this group.
- I understand that while involved s/he will be under the control and care of the Group Leader and/or other adults approved by the Church leadership, and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.
- In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic.

Use of Photographs

To comply with the General Data Protection Regulation (GDPR) we need your permission before we use photographs of your child. Any photograph will be used exclusively for the promotion of CNC. Please note that our website can be seen throughout the world and not just in the United Kingdom, where UK law applies. You can withdraw or change your consent at any time. Conditions for use of any image are as follows:

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If photographs are taken for publicity purposes in which your child is included, are you prepared to allow the photographs to be used either on websites or adverts promoting the activities of Cheltenham Network Church?

YES / NO

Declaration

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Signed (parent, or adult with parental responsibility):	Signed (child, if aged 12 or over):
Print name:	Print name:
Date:	Date:

THIS FORM WILL BE KEPT ON FILE FOR FIFTY YEARS AFTER THE DATE OF THE GROUP OR ACTIVITY.
PLEASE INFORM US IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION.

Cheltenham Network Church is a Registered Charity, No 1079714.

Annual Risk Assessment form for Cheltenham Network Church - kids / youth groups on Sunday mornings

Name of group:	Area / room assessed:
Group Leader:	Assessment by (print name):
Signed:	Date:

What is the activity / environment?	What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Risk level (pto)	Done

Notes on Risk Rating – assessing likelihood and severity.

Hazard – anything that might cause harm, eg. an open drawer

Likelihood – how often the hazard could happen.

Severity – how serious the injury could be.

Risk rating – can be between L1 and H3. H3 is unacceptable!

Likelihood		Severity		Risk Rating	Example
Low	Seldom, infrequent	1	Minor cuts & bruises	L1 through to H3	Young child slips over chair leg, bumps head. Risk rating is between L1 – M2.
Medium	Frequent	2	Serious injury, could require hospital treatment.		
High	Certain or near certain	3	Fatality, or several people seriously injured		

