

Introduction to the New Day Church Safeguarding Policy V10a (February 2025)

This policy is based on the CCPAS model policy (now Thirtyone:eight an independent Christian charity providing comprehensive safeguarding advice and services for churches, charities and other organisations). New Day Church holds membership with Thirtyone:eight. The policy and procedures have been divided into five sections covering all ten safeguarding standards. Along with details of our organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

- Section 1. Church details**
Online safeguarding manual – Standard 1
- Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse**
Online safeguarding manual – Standards 2 and 7
- Section 3. Prevention**
Online safeguarding manual – Standards 3 and 4
- Section 4. Pastoral care**
Online safeguarding manual – Standards 8 and 9
- Section 5. Practice guidelines**
Online safeguarding manual – Standards 5, 6 and 10

The following Appendices and Forms can be read and downloaded from the church website.
(www.newdaychurch.uk Safeguarding Section)

- Appendix 1. Leadership Safeguarding Statement
- Appendix 2. Safeguarding Poster
- Appendix 3. Creating a Safe Environment
- Appendix 4. Recognising & Responding to Possible Abuse – additional information
- Appendix 5. Discipline
- Appendix 6. Thirtyone:eight Guidelines for Praying with Children and Young People
- Appendix 7. Equal Opportunities Statement
- Appendix 8. Handling of Disclosure Information
- Appendix 9. Taking Photographs and Video of Children
- Appendix 10. Code of Conduct for safe working practice with children and young people
- Appendix 11. Safeguarding Essentials – an initial verbal briefing for a new worker.
- Appendix 12. Safeguarding Adults with care and support needs – Values, Principles and DBS check eligibility charts.
- Appendix 13. How to Submit a DBS (Disclosure Barring Service) Application
- Appendix 14. Thirtyone:eight Guidelines on Working with Sex Offenders
- Form 1. Checklist – Recruiting Volunteers to work with Children or Adults with care and support needs
- Form 2. Responding to Abuse
- Form 3. Contract
- Form 4. Application Form for DBS clearance (Disclosure and Barring Service)
- Form 5. Self-Declaration Form
- Form 6. Request for Reference
- Form 7. Sample Appointment Letter
- Form 8. Accident and Incident Form
- Form 9. General Information and Consent Form
- Form 10. Special Activity Consent Form



new day
church

a fresh start and a secure future

Ward Street

Lostock Hall

Preston

PR5 5HR

01772 461454

www.newdaychurch.uk

Safeguarding Policy

SECTION 1

Church Details

Name: New Day Church
Address: Ward Street, Lostock Hall, Preston. PR5 5HR
Tel No: 01772 461454
Website: www.newdaychurch.uk
Email address: admin@newdaychurch.uk

Senior Pastor: Anthony Parkinson

Safeguarding Co-ordinator – Anthony Parkinson	07595 119769
Deputy Safeguarding Co-ordinator – Richard Fillingham	07922 456551
Deputy Safeguarding Co-ordinator – Angie Parkinson	07712 898973
Lancashire County Council Social Care Dept (24 hour line)	0300 123 6720
Thirtyone:eight (church's independent safeguarding advisors)	0303 003 1111

Member of Evangelical Alliance

Charity Number: 1188645 – Charitable Incorporated Organisation

Regulators details: Annual Report to Charity Commission.
Audited Accounts.

Insurance: Public Liability Insurance
Kingdom Bank Limited, Ruddington Fields Business Park, Mere Way, Ruddington,
Nottingham, NG11 6JS

Policy No: RC01011865

Description

New Day Church hosts a number of groups and Communities to serve and encourage faith in Christ and create community for people. Some of these activities undertaken with children and adults with care and support needs are as follows:

1. Children's Activities: (Kids Church, Surf & other occasional activities)
2. Youth Activities: (Talk and Tucker, Jailbreakers and other occasional activities)
3. Children and Families: (Family Service)
4. Elderly: (SALT)
5. Community Hub: (FoodHub, The Well)
6. Pastoral Care

Up-to-date information can be found on our website and Facebook pages.

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and adults with care and support needs 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 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.
- facilitate 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.
- Maintain an up-to-date policy on-line along with appendices and forms. Available in print form on request

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

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 with care and support needs.

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:

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 symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

STATUTORY DEFINITIONS OF ABUSE (ENGLAND - CHILDREN)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2006)'.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment, . It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify

discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

For further information about recognising and responding to possible abuse see Appendix 4 and Forms 1 & 2 on the church website (www.newdaychurch.uk).

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 (based on appendices 10 & 11) and undertake recognised safeguarding training using either Thirtyone:eight resources or similar training developed either in-house or by other organisations. We request evidence from workers of their training.

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.

Our workers are encouraged to renew their training every three years by attending a Safeguarding refresher training session.

RESPONDING TO ALLEGATIONS OF ABUSE

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Anthony Parkinson (hereafter the 'Safeguarding Co-ordinator') tel. no: 07595 119769 who 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 Richard Fillingham (tel. no. 07922 456551). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy Coordinators, then the report should be made in the first instance to Thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111. Alternatively, contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from Thirtyone:eight as above.

The local Children's Social Services office telephone number is:

Lancashire County Council Social Care –

Children and Adults: 0300 123 6720

The out of hours emergency number is: 0300 123 6722

If you think a child is in immediate danger – don't delay, call the police on 999.

Lancashire Social Services will involve the police where necessary but If you think a child is in immediate danger –call the police on 999.

Relevant police phone numbers are:

Lancashire Police Control Room (Hutton)	101 (non-emergency)
or call Lancashire Police HQ Switchboard (Hutton):	01772 614444

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company:

Kingdom Bank Limited, Ruddington Fields Business Park, Mere Way,
Ruddington, Nottingham, NG11 6JS.

Email: insurance@kingdom.bank

Telephone: 0115 921 7250

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- 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 directly. We hope by making this statement that the Leadership demonstrates 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.

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.

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

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If an adult with care and support needs has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult with care and support needs is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- As a starting point contact Thirtyone:eight for advice.

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 responsibility under the Care Act 2014 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 Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regard 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 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.

Contact the LADO or equivalent via Lancashire County Council Social Care Dept on: 0300 123 6720

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.

SECTION 3

Prevention

SAFER RECRUITMENT

The Leadership will ensure all workers 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 (voluntary roles don't require short listing).
- Safeguarding has been discussed at interview or at an initial meeting with the volunteer.
- Written references have been obtained and followed up where appropriate.
- A disclosure and barring check has been completed (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.

CHECK LIST: RECRUITING VOLUNTEERS TO WORK WITH CHILDREN AND ADULTS WITH CARE AND SUPPORT NEEDS (FORM 1)

Most workers with children and young people are volunteers and fulfilling roles and responsibilities at the request of church leaders (either paid or voluntary).

A checklist (Form 1) will be commenced at the first meeting with a volunteer, whether this is initiated by the church (Ministry Group Leader [with children, young people or elderly people]) or by the Volunteer. This Checklist (entitled: Recruiting volunteers to work with children and adults with care and support needs) will provide the basic information to enable a Volunteer to be appropriately inducted into a role in the church, enabling all checks to be completed.

After initially receiving a Job Description, the Volunteer will receive a **Recruitment Pack** which will include the Safeguarding Policy, a Contract (Form 3), a Self-Declaration Form (Form 5), How to Submit a DBS (Disclosure Barring Service) Application (Appendix 13) and a Code of Conduct (Appendix 10).

The Ministry Leader and the Recruiter will ensure that the checklist is carefully followed and completed and, once all procedures have been satisfactorily completed, the Pastor will sign the Contract and all documents will be filed in the Safeguarding safe.

ROLE OF THE RECRUITER

The Recruiter is authorised by Thirtyone:eight to complete identity checks as required through the Disclosure and Barring Service application (DBS). He/she will follow all procedures as outlined in the Recruiters Guide (available from the Thirtyone:eight website).

EMPLOYED STAFF

Employed/paid roles will be advertised in line with current legislation and candidates interviewed by the New Day Church Board.

MANAGEMENT OF WORKERS – CODE 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. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Note: The Home Office issued 'Caring for Young People and the Vulnerable. Guidance for Preventing Abuse of Trust'. This guidance is intended to apply to those caring for young people or adults with care and support needs in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important that places of worship and organisations have clear boundaries in regard to the personal relationships which can develop.

Therefore, the church has a Code of Conduct for Safe Working Practice with children and young people (Appendix 10) which is a required part of the induction process for new workers. It is included in the Recruitment Pack.

As a Christian church there are times when it may be appropriate for a worker to pray with a child or young person. See the Thirtyone:eight 'Guidelines for praying with children and young people' (Appendix 6).

SECTION 4

Pastoral Care

Supporting those affected by abuse

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

Counselling support needs are accessed through the church's Church Leadership who can refer individuals to appropriately trained counsellors.

Working with offenders and those who may pose a risk

(Refer also to Appendix 14)

When someone attending the place of worship / organisation is known to have abused children, 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.

The Safeguarding Co-ordinator or Deputy will meet with any such individual and agree a code of conduct with him/her. They would be restricted to using the main entrance, lounge area, the main hall and the main toilets only and they would not be allowed to enter any of the areas used for children's ministry.

SECTION 5

Practice Guidelines

As an organisation 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.

As well as a general code of conduct for workers we also have specific, good practice guidelines for the activities we are involved in. These are developed as required and can be found as appendices on the website under the section: Safeguarding Children. The list of appendices, covering topics like "Discipline" and "Creating a safe environment", can be found in the introduction to this policy. Consent forms can also be found on our website.

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 with care and support needs. 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. 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.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults with care and support needs and to all those with whom we work in partnership. This policy is just one means of promoting safeguarding.

Adoption of the Policy

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

Signed by: _____

Position: _____

Signed by: _____

Position: _____

Date: _____

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