



EMMANUEL GROUP OF CHURCHES

Safeguarding Children, Young People and Vulnerable Adults:

Policy and Procedure

This document sets out the safeguarding children, young people and vulnerable adult's policy of the Emmanuel Group of Churches (EGC). It follows and is consistent with the Church of England House of Bishops and is a Joint Safeguarding Statement between the Church of England and the Methodist Church, who work jointly on many aspects of safeguarding policy on a covenant basis.

Each person who works with children, young people and vulnerable adults will agree to abide by this policy.

It will be reviewed annually, accepted and written in the minutes of the EGC.

For advice on all safeguarding issues including allegations or suspicions of abuse contact:

Diocese Safeguarding Team, safeguarding@peterborough-diocese.org.uk

**Rachael Warnock, EGC Baptist Minister (part-time), 01604 402150,
rachael.warnock@emmanuelgroup.org.uk**

**Carole Fitzsimons, Diocesan Safeguarding Officer, 01733 887040
carole.fitzsimons@peterborough-diocese.org.uk**

**Angie Barber, Assistant Diocesan Safeguarding Officer, 01733 887039
angie.barber@peterborough-diocese.org.uk**

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Introduction

The Emmanuel Group Council (EGC) takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults.

This Policy and Procedure applies to all who have received the Bishop's Licence or Permission to work and all others who work with children and young people and vulnerable adults in our Parish/LEP/Benefice.

The care and protection of children, young people and vulnerable adults/adults at risk involved in the activities Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action. (Promoting a Safer Church - safeguarding policy statement for children, young people and adults 2017)

The term 'Parish' is used to denote the EGC and members of the Ministry Team who are together responsible for ensuring that safeguarding policies and procedures are implemented.

The EGC will:

- 1 Ensure there is a **Designated Person or Team** to work with the Ministry Team on safeguarding matters
- 2 Follow the **Promoting a Safer Church Safeguarding Policy**
- 3 Report any abuse or suspected abuse if discovered.
- 4 Have adequate insurance cover in place.
- 5 Ensure all those whose work brings them into regular contact with children and vulnerable adults are safely recruited, complete a Confidential Declaration Form and are subject to a criminal records disclosure.

PROMOTING A SAFER CHURCH

Adopting the Church of England House of Bishops' and the Methodist Church's Safeguarding Policy for children, young people and adults – 2017

Safeguarding means the action that we take to promote a safer culture. This means we will: promote the welfare of children, young people and adults, working to prevent abuse from occurring; seek to protect those that are at risk of being abused and respond well to those that have been abused.

We will take care to identify where a person may present a risk to others, offer and support them whilst taking steps to mitigate such risks.

Our church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults. To respond sensitively and compassionately to their needs in order to help keep them safe from harm.

We are guided by the following 5 foundations:

1. Gospel – being faithful to our call to share the gospel compels us to take with the utmost seriousness the challenge of: preventing abuse from happening and responding well where it has
2. Human Rights and the Law – safeguarding work is undertaken within a legislative framework supported by government guidance
3. Core Principles – welfare of the child, young person and vulnerable adult is paramount
4. Good Safeguarding Practice – includes: leadership commitment; safeguarding policy; clear lines of accountability; clear reporting procedures and record keeping and effective information sharing/ working with partner agencies
5. Learning from the past – statutory reports and independent reviews into abuse that have involved the Church of England highlight past errors and significant lessons learnt to improve safeguarding

Based on the 5 foundations outlined above we commit to the following 6 overarching policy commitments:

1. Promoting a Safer environment and culture
2. Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church
3. Responding promptly to every safeguarding concern or allegation
4. Caring pastorally for victims/survivors of abuse and other affected persons
5. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

6. Responding to those that may pose a risk to others

A copy of the Church of England's 'Promoting a Safer Church' - Safeguarding policy statement for children, young people and adults can be found here: Click on the below and press the option 'open hyperlink'

<https://www.churchofengland.org/media/17545>

Gospel

The Church is called to share the good news of God's salvation through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

1. Safeguarding Children, Young People and Vulnerable Adults Policy

We recognise that:

- the welfare of the child, young person or vulnerable adult is paramount
- everyone has different levels of vulnerability, and each of us may be regarded as vulnerable at some time in our lives
- all children, young people and adults who may be vulnerable (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse which can occur in all families and communities
- domestic abuse if witnessed or overheard by a child, is a form of child abuse by the perpetrator of the abusive behaviour
- working in partnership with children, their parents', adults who may be vulnerable, their carers and other agencies is essential in promoting their welfare.

We will develop a safeguarding culture in our church that:

- enables and encourages concerns to be raised and responded to openly and consistently and protects children and adults who may be vulnerable from actual or potential harm
- is child-friendly and ensures that all people feel welcomed, respected and safe from abuse
- values, listens to and respects children, young people and adults who may be vulnerable, encouraging them to be active contributors to the church community
- encourages adults who may be vulnerable to lead as independent a life as possible

When concerns are raised we will:

- respond **without delay** to every concern raised that a child, young person or adult who may be vulnerable may have been harmed, or may be at risk from harm, through abuse, harassment or bullying; or about the behaviour of an adult, young person or child
- work with the Safeguarding Officer (SO), clergy and the appropriate statutory bodies during an investigation into abuse, including when allegations are made against a member of the church community
- challenge any abuse of power especially by anyone in a position of trust
- ensure correct and complete records are maintained

If abuse has occurred, we will ensure in partnership with the SO, clergy and other agencies that:

- informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse, including support to make a complaint if so desired
- supervision is provided for any member of our church community known to have offended against a child, young person or vulnerable adult, or to pose a risk to them.
- appropriate pastoral care is offered to any member of our church community against whom an allegation is made

In all recruitment and selection, we will:

- adhere to safer recruitment legislation, guidance and standards, responding positively to changing understandings of good safer recruitment practice
- ensure careful appointment of ordained and lay ministers, voluntary and paid workers with children and young people and adults in line with safe recruitment principles and checks
- provide supervision, support and training after appointment
- commit to support, resource, and train and regularly review those who undertake work amongst people who may be vulnerable
- produce and disseminate practice guidance on safer recruitment ensuring that such practice guidance is compatible, and keep it updated ensure training on safer recruitment practice guidance

- ensure checks and safeguarding training are repeated every three years, clergy and all those licensed to officiate will have their checks completed by the Diocese Safeguarding Officer

In our publicity we will:

- share information about good safeguarding practice with children, parents, guardians and adults who may be vulnerable, their carers, and all those working with them

2. Responding to a child, young person or adult who may be disclosing abuse

We will endeavour to:

- Listen carefully, take the child, young person or vulnerable adult seriously
- Tell the child s/he has done the right thing by telling
- Say if we can, what we will do next
- Make an accurate record as soon as possible, using the 'Cause for Concern' form

We will not

- Promise confidentiality
- Investigate
- Ask any questions
- We will not ask the child, young person or adult to repeat the disclosure more than is necessary

Imminent risk

- If we encounter a child in a situation where the child, young person or adult is in imminent danger, we will act immediately to secure the safety of the child, young person or adult. We will seek the assistance of the police and then make a referral to Local Authority Social Care in accordance with the Child and Adult Safeguarding Procedure. If a child, young person or adult needs emergency medical attention, we will seek this immediately and directly from the emergency service
- Inform the Safeguarding Officer of your actions.

3. Child, Young Person and Vulnerable Adult Protection Procedure

We will follow the procedure below where there is concern that a child, young person or vulnerable adult has been harmed as a result of abuse and urgent action is needed.

1. All safeguarding disclosures must be treated as confidential. Once referred to the Safeguarding Officer or clergy the issue is not to be discussed further except with authorised people stated below.

2. If there is concern that a child, young person or vulnerable adult is at risk of harm, inform the Safeguarding Officer or Clergy.

3. If there is concern that a child or vulnerable adult has been harmed, the Safeguarding Officer or clergy must be informed immediately. If no one is available contact the Local Authority MASH team. **You must make every effort to contact the Safeguarding Officer or clergy before contacting any other authority.**

4. Who to Contact where there is worry about a child, young person or adult

Northamptonshire

Initially contact the Diocesan Safeguarding Team or a member of the clergy.

If none of these people are available and you believe a child, young person or vulnerable adult is in serious danger, then phone 999/101

Children's MASH: 0300 126 1000 or out of hours 01604 626938

Website:

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/SEND/local-offer/local-government-department/2459-multi-agency-safeguarding-hub-mash-and-child-protection-team-nct>

Adults Social Care: Refer to their on-line referral or out of hours 01604 626938

Website:

<https://www.northamptonshire.gov.uk/councilservices/adult-social-care/Pages/default.aspx>

If any of these options are taken, then please email the details to the DSA team via safeguarding@peterborough-diocese.org.uk or carole.fitzsimons@peterborough-diocese.org.uk or angie.barber@peterborough-diocese.org.uk

Other useful numbers: (Parish Safeguarding Handbook – Chapter 13)

Childline for children and young people: 0800 1111

NSPCC for adults concerned about a child: 0808 800 5000

NSPCC for those wanting to report church related abuse: 0808 80 20 20

Action on Elder Abuse helpline: 0808 808 8141

24-hour National Domestic Violence helpline: 0808 2000 247

Samaritans helpline for people struggling to cope and needing someone to talk to: 116 123

Stop it Now helps prevent child sexual abuse: 0808 1000 900

Cruse bereavement helpline: 0808 808 1677

Family Lives provides support and advice on family issues: 0808 800 222

MACSAS for people who have been abused by church officers: 0808 801 0340

MIND mental health charity: 0300 123 3393

5. Safe Recruitment

A key way of protecting children, young people and adults from harm is to ensure the careful recruitment of those working with them. The House of Bishops' Safeguarding Policy states: 'The church will select and vet all those with any responsibility related to children, young people and vulnerable adults within the church'. The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid.

The following processes should be followed:

- All church workers with children, young people and adults will complete and sign an application form and confidential declaration.
- Written references and identification will be required and will be carefully checked.
- A criminal disclosure will be required in relation to all eligible roles
- All church workers with children, young people and adults will be interviewed in relation to a role/job description or person specification.
- After appointment support and training will be offered.

6. Those who pose a risk to children

When it is known that a member of the congregation, or someone wishing to join the congregation, has sexually abused a child or young person, or is not a sexual offender against children but nevertheless may pose a risk, we will consult with the Diocesan Safeguarding Officer, so that a safe course of action in accordance with recommended Church of England procedure can be pursued in conjunction with the relevant statutory agencies.

7. Care of Survivors of abuse and their families

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

8. Record Keeping and Storage

The Emmanuel "Cause for Concern" form will be completed for all safeguarding incidents involving children, young people or vulnerable adults. They will be treated confidentially and will be securely stored by the Safeguarding Officer. They will be retained even if the information received was judged to be malicious, unsubstantiated or unfounded.

9. Safer Practice with children, young people and vulnerable adults

We will ensure our work with children, young people and adults is carried out in a safe environment

- The ratio of leaders to children will comply with the Children Act 1989
- Each group will have a minimum of two adults and a gender balance will be maintained:
adults will not work alone with children
- We will seek to ensure meeting places are safe, secure and suitable for purpose
- We will obtain parental/guardian permission for attendance at groups, trips, use of images and transporting children in private cars

- All those who drive children on church-organized activities should have held a full driving licence for over two years, which must be 'clean' i.e. with no current points.
- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.

10. Touch

We can all find physical contact potentially difficult, and we each have different boundaries of personal space, which may depend on our background, personality and cultural or ethnic norms. Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children, young people and adults who may be vulnerable as part of their expression and understanding of human relationships. Because child, young person and adult protection issues have become highly emotive, this has led to some people avoiding all occasions of touching children and adults who may be vulnerable. The following points regarding touch are offered as suggestions to follow:

- Be sensitive and sympathetic to the needs and wishes of the individual, and try to respond in a way which is neither patronising nor rejecting
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be related to the child's or adult's needs, not the leader's or carer's
- Touch should be age appropriate and generally initiated by the child or adult
- Avoid all physical activity that is, or may be thought to be, sexually stimulating to the child or the adult
- Children and adults have the right to decide how much physical contact they have with others, except in exceptional circumstances where they may need medical attention.

11. Restraint

Restraint is where a child, young person or adult is being held, moved or prevented from moving, against their will, because not to do so would result in injury to themselves or others, or would cause significant damage to property. You are advised to seek training, from your local police or local authority, for leaders in appropriate restraint techniques and how to diffuse volatile situations.

- Restraint must always be used as a last resort, when all other methods of controlling a situation have been tried and failed
- Restraint should never be used as a punishment or to bring about compliance (except where there is a risk of injury)
- In all cases where restraint is employed, the incident and subsequent actions should be documented and reported, and this should include written and signed accounts of all those involved, including where possible the child, young person or adult. The parents or carers should be informed the same day.

12. Children, young person or adults in distress

There will be occasions when a distressed child, young person or adult needs comfort and reassurance, and this may involve physical contact. Young children, in particular, may need immediate physical comfort, for instance after a fall, or separation from parent. Leaders should use their judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear boundaries.

13. Intimate and personal care

It may sometimes be necessary for leaders to do things of a personal nature for children, young people or adults, particularly if they are very young or are disabled. These tasks should only be carried out with the full understanding and consent of the parents or carers, and every effort should be made to ensure that the child or adult who may be vulnerable also understands and gives informed consent, taking account of their disability or impairment. Adults should avoid any physical contact when children or adults who may be vulnerable are in a state of undress, avoid any visually intrusive behaviour and, where there are changing rooms, announce their intention of entering. Generally, leaders should not change in the same place as children, shower or bathe

with children, or assist with any personal care task which the child or adult who may be vulnerable can undertake by themselves.

14. Relationships of trust

Genuine relationships may occur between adults, one of whom is in a caring role with another who is more vulnerable. No intimate relationship should begin while the member of staff or voluntary worker is in a position of trust over them. The power and influence that a person in a position of trust has over someone attending a group or activity or in a counselling situation cannot be over-estimated; such an abuse of trust with a person under 18 years may be a criminal offence (Sexual Offences (Amendment) Act 2000).

“The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins.” Caring for Young People and the Vulnerable Guidance for preventing abuse of trust (Home Office 1999)

Some specific do's and don'ts for paid staff and volunteers	
Do	Don't
Wherever possible work with or within sight of another adult	Inflict physical punishment of any kind, nor any sanction which may ridicule or humiliate a child, young person or adult
For activities such as bell-ringing, which require specific physical contact, make sure the person and their parents/carer are aware of this and its nature	Engage in rough physical games including horse-play, or in sexually provocative games
Only use restraint to prevent a child or adult from harming him/herself or others, or doing significant damage to property	Make sexually suggestive comments about or to a child, young person or adult, even in fun
Administer first aid with others around	Allow children or adults to use inappropriate language unchallenged
If young children need comforting, ensure they are responded to warmly but with other adults around, whilst respecting the need for privacy	Let complaints or allegations made by a child, young person or adult be ignored or go unrecorded
When taking young children or adults to the toilet, make sure another adult is informed, or organise a toilet break for the whole group	Do things of a personal nature for children, young people or adults that they can do themselves

15. Unaccompanied Children

If children attend our church services without their parents' or carers' knowledge we will welcome the child (ren) and try to establish whether their parents are aware of where they are. We will make sure an adult recruited for work with children takes care of the child and try to discover when they are due home and encourage them to keep to that arrangement. Depending on the age and competence of the child, we will ring the parents or ask the young person to ring to gain the parents' consent to the child remaining. If the child comes regularly, we will endeavour to establish regular contact with the parents or carers.

16. Visiting adults who may be vulnerable in their homes (including residential homes)

Church workers will always complete an assessment of risk before visiting someone in their own home. They will always carry a mobile phone on a home visit, and ensure that someone else knows where they are and ensure they confirm when the visit is completed. They will always call by appointment and carry identification. Where our workers need to refer the person to another agency we will talk this through with the vulnerable adult, seeking his/her permission before passing on personal information. They will also ensure they have consulted with the safeguarding

officer and/or clergy before making a referral. Our workers will always endeavour to be clear about what behaviour from the vulnerable adults is acceptable and what is not.

17. Organizations hiring Church Building or Premises

In relation to all activities and events which are not run directly by the church but which take place in church buildings or grounds the responsibility for implementing safeguarding policies rests with the hiring organisation and not with the Church Council. However, the CC needs to take reasonable steps to ensure that safeguarding policies and procedures are being practised by the hiring organisation. The CC will require visiting groups to ensure that children, young people and vulnerable adults are protected at all times, follow safe recruitment procedures and are aware of health and safety issues in the building. Visiting groups will be required to sign a hire agreement, produce a copy of their safeguarding policy and be aware of our Safeguarding Policy and Procedures.

18. Social Media and Engaging with Young People

These guidelines relate to internet, e-mail, mobile phone, social networking, zoom meetings and similar. For many young people this is their preferred means of communication and it can be an extremely effective tool within youth work. However, while it brings great opportunities there are also significant risks and it is important that guidelines are followed.

Leaders communicating with young people or vulnerable adults via the internet, social networking or mobile phone must be criminal records checked in accordance with the diocesan safeguarding guidelines.

It is recommended that:

- If a worker expects to communicate with young people in the group via email, messenger, social networking sites (e.g. Facebook) or texting, written permission from the child's parents should be sought first.
- One-to-one communication between a worker and a young person should normally be avoided; all communication should be in a page or group context.
- If it is necessary for a worker to communicate with a young person individually, it should be through an approved 'work' account that a supervisor or approved third party can also access and review the conversations. Young people must be made aware that any one-to-one communication will be shared in this way. (See 'Facebook' below).
- Communication should be from a specific account/address known to the young people, parents and supervisor.
- Clear and unambiguous language should be used in all communications. Avoid abbreviations that could be misinterpreted.
- Do not use any comment or picture of a young person without written parental permission. Diocesan guidelines on the taking of images must be followed.

Mobile phones:

Workers will be allocated a dedicated work phone

They should use group texts wherever possible

There should be an agreed length of time for conversations and a curfew e.g. no communication between 1000pm and 700am

Conversations causing concern should be saved and passed to supervisor

Photos should only be taken in accordance with safeguarding guidance

Images should only be downloaded to a church computer

Email and Instant Messenger:

- Be aware of who has access to computers, or other devices, used for communication between workers and young people.
- There should be a 'curfew' on instant messenger communication and this should only take place during normal working hours
- Log and save all conversations and regularly review these with your supervisor before they are deleted. Make sure that young people know that a supervisor has access to the conversations.
- **Video or Voice messenger should be done in public so that other people are aware of what you are doing and to whom you are speaking.**

Facebook & Social Networking Sites:

- The best advice is that it is not appropriate to use a personal Facebook account and profile for work with young people, so you should create a professional account to manage your communications with young people.
- To create a professional or 'Work' account and profile, enter your work email in the sign-up box, adding 'Work' or another suitable term after your last name to distinguish your professional profile from your personal (i.e. John Smith Work)
- Your supervisor/Named Person should be aware of the account name and password so that they can at any time log onto the account to monitor the communications. Young people should be made aware that information is shared in this way.
- You should ensure your organisation/church name is entered onto the profile you create. Also make sure you use work contact details and web address.
- Adding interests makes your profile more interesting, but only share information appropriate to the young people you will be working with.
- You should use a photo of you in an office/work setting.
- You should consider entering an 'expectations statement' under 'about' in your profile such as;

"I am a youth worker with a keen interest in social media, which I use to share about the groups, and events we run through Emmanuel Group of Churches. I also post lots of links that I think young people who come to our groups would find interesting. I generally only login to Facebook a few times a week during my work hours. If you need to contact someone from Emmanuel Group of Churches urgently then please access the Emmanuel Group web site and see the contact details under the safeguarding section <https://emmgroupp.org.uk>"

- Any communication or content that raises concerns should be saved or printed, shared and discussed with your supervisor.
- Workers should only accept friend requests for this profile from young people known to them that they have met offline.
- Communication should normally be in the public domain wherever possible (by using group mailings or public wall posts).
- Where groups are set up, they should be closed and not open to the general public. The worker should retain administrative rights and moderate the group, only sharing those rights with a supervisor and other trusted workers.
- Workers with personal social networking accounts should customise their privacy settings in order to maintain the boundaries between their personal and professional lives. They should avoid uploading any appropriate personal information. Furthermore, the work account and private account should not be friends with each other.

All of the above should be shared with young people.

19. Whistleblowing.

To fulfil their commitment to safeguard and promote the welfare of children, all organisations that provide services for, or work with, children, young people or vulnerable adults are required to have appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

Members of a congregation should be encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of the incumbent. It is often the case that a co-worker or co-voluntary worker may be the first to recognise that something is wrong but may not feel able to express concerns, feeling that this would be disloyal; he or she may fear harassment or victimisation. These feelings, however natural, must never result in a child, young person or adult who may be vulnerable continuing to be unnecessarily at risk.

How to raise a concern about unacceptable safeguarding practice:

- Concerns, suspicions or uneasiness about practice or behaviour of an individual should be voiced as soon as possible to the Incumbent
- If the concern is about the Incumbent inform the Archdeacon and DSO
- If the concern is about the Dean of the Cathedral inform the Bishops Chaplain and DSO
- Be specific about what practice is concerning, what has been heard or what has been observed
- Ideally put concerns in writing, outlining the background and history, and providing dates and times
- People are encouraged to put your name to any disclosure; however, any concern raised anonymously should be considered at the discretion of the church, taking into account the seriousness of the issue raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources

20. Dignity at Work

All our churches are advised to adopt the Diocese of Peterborough's dignity at work policy. We are committed to creating a respectful and harmonious workplace, which is free from harassment and bullying of any kind, and one in which everyone is treated with respect and dignity.

It is committed to ensuring that individuals do not feel apprehensive because of their religious belief (including theology or church tradition), gender, marital status, sexual orientation, race, age, pregnancy and maternity, or disability, or through any inappropriate behaviour towards them.

APPENDIX 2: Food Bank

All staff must read and understand the Emmanuel Group of Churches Safeguarding Children, Young People and Vulnerable Adults: Policy and Procedure.

In addition, the following applies to all staff and volunteers.

- Be vigilant to potential signs that volunteers or guests may be being harmed or abused
- Report all suspicions and allegations of harm/abuse to the Safeguarding Officer or Clergy (Do not discuss with any other person)
- If harm or abuse is suspected this must be reported to the Safeguarding Officer or Clergy who will gather relevant facts, and where appropriate make disclosures to the relevant agency. The Diocesan Safeguarding Team will also be informed.
- If the concern is about the Clergy, then you must liaise with the Archdeacon or the Diocesan Safeguarding Team.
- Complete the on-line C0 and C1 safeguarding training that can be found here: <https://safeguardingtraining.cofeportal.org/> Once on this page click on the 'online courses' option, create a new account and follow the instructions.

Staff should **NOT** investigate concerns or allegations themselves, but should report them immediately to the Safeguarding Officer. **REMEMBER: Record the concern on the "Cause for Concern" form including (who, what, when, where, why, how?) within 24hrs of an issue having been raised, and ensure that it is given to the Safeguarding Officer as soon as possible.**

This policy and procedure was adopted at an Emmanuel Group Council meeting. It will be reviewed in March 2024.