



**Policy, Guidelines and Procedures  
for  
Safeguarding the Welfare  
of  
Children, Young People and Vulnerable  
Adults**

**Revised May 2021**

This document should be reviewed, and if necessary revised,  
no later than May 2023

## GLOSSARY OF TERMS

<b>31:8</b>	The child protection advisory service with whom MCC is registered and which acts as MCC's umbrella organisation, thus as MCC's intermediary with the DBS.
<b>ASSOCIATED MINISTRIES</b>	Any ministry involving children or young people up to the age of 18, which is not officially deemed part of the Children's and Youth Ministry.
<b>CHILDREN'S MINISTRY</b>	Our ministry which involves primary school aged children.
<b>CHILDREN'S MINISTRY CO-ORDINATOR</b>	The person appointed to lead and co-ordinate the Children's Ministry at MCC.
<b>DBS</b>	The Disclosure and Barring Service - a public body that helps employers make safer recruitment decisions and prevents unsuitable people from working with vulnerable groups, including children.
<b>JUNIOR HELPER</b>	Any volunteers who are 15 and over and up to 18 years of age.
<b>MCC</b>	Mowbray Community Church
<b>ONLINE SAFETY</b>	<i>Online safety</i> is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet. This applies to all communications between our staff and volunteers and children/youth and vulnerable adults
<b>SAFEGUARDING LEADER</b>	The person in MCC's Senior SLT who has overall responsibility for the Safeguarding Policy and its implementation.

**SAFEGUARDING OFFICER**

The person appointed by the leadership of MCC to ensure that vulnerable people who attend MCC are protected from harm. The Safeguarding Officer executes the administrative tasks involved in the implementation of the Safeguarding Policy and implements policies and practices that, as far as is possible, provide the necessary protection. The Safeguarding Officer is required to keep abreast of current legislation and have an awareness of planned future changes. The Safeguarding Officer has a Deputy to support them, and to assume overall responsibility in their absence.

**SAFEGUARDING DEPUTY**

The Deputy's responsibilities are the same as those of the Safeguarding Officer and will be assumed when that person is not available. The Deputy will take responsibility for some of the administrative tasks as agreed. In all matters of authority and function, the Deputy has the same powers and responsibilities as the Safeguarding Officer.

**SENIOR LEADERSHIP TEAM  
(SLT)**

Takes responsibility for pastoral care, finances and policy making.

**TEAM LEADER**

The leader of any ministry covered by the Safeguarding Policy. All Team Leaders must be members of MCC and must comply with and complete the MCC appointment procedure to work with children, young people or vulnerable adults and must ensure that their team members have also completed the process.

**TEAM MEMBER**

Any person who has completed the MCC appointment procedure to work with children, young people or vulnerable adults.

**YOUTH MINISTRY  
CO-ORDINATOR**

The person appointed to lead and co-ordinate the Youth Ministry at MCC.

**YOUTH MINISTRY**

All MCC ministries and activities with young people of secondary school age and young adults (up to 25 years of age).

## Section 1

Organisation	Mowbray Community Church Westmoreland Street Harrogate HG1 5AT
Phone	01423 501821
Email	reception@harrogate-mcc.com
Website	www.harrogate-mcc.com
Company registration number	07286282
Charity registration number	1136824
Insurance Company	Congregational & General Policy number RC01002523
Scope of this document	This policy applies to all paid staff and volunteers, including CAP (Christians Against Poverty) debt coaches and befrienders.

### **Main activities undertaken by Mowbray Community Church.**

The vision of Mowbray Community Church (MCC) is to “*build a community of God’s people to love and to serve*”. This vision encompasses all ages and within this all-age community there are likely to be people who are potentially vulnerable to abuse.

The Church conducts worship and teaching sessions for all ages. Young people are encouraged to join with others of their age group to engage in ways that are suited to their respective stages of development. This means that some of the Church’s activities are conducted in large groups (more than 200) while others can be in smaller, age-specific groups (10 or fewer). Crèches are provided for the very young. In addition to worship and teaching, MCC holds social functions, sometimes for all ages but more often for specific age-groups.

Most of the children’s activities take place on the Church’s property at Westmoreland Street but, on occasions, children either meet or are taken off-site for various activities that might span part of a day or several days. For these activities a risk assessment must be completed and agreed. Some youth activities are held in the homes of MCC members. In these situations MCC will ensure that all resident adults (over 18) at the house used for hosting youth activities have a current DBS certificate. All other adults responsible for leading and helping at home-based activities will also have gone through the appropriate MCC appointment procedure. Activities for adults are also mainly held on-site but there are occasions when off-site events are organised.

### **MCC’s commitment**

MCC’s leadership recognises the importance of providing a safe and caring environment for children, young people and vulnerable adults. For further information refer to the Leadership Safeguarding Statement in Appendix 1. It is

understood that vulnerable people can be the victims of physical, sexual and emotional abuse and neglect and MCC concurs with the aspiration in the UN Convention on the Rights of the Child that children should be able to develop their full potential, free from hunger, want, neglect and abuse. Children and vulnerable adults should be protected from all forms of physical or mental violence, injury, abuse, neglect, negligent treatment and 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. In furtherance of these aims, the Church's leadership has adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance. The Church is committed to building 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 31:8.

MCC's leadership undertakes to:

- Follow all national and local safeguarding legislation and procedures.
- Provide on-going safeguarding training for all those in the church who work with vulnerable people 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 MCC is welcoming and inclusive of all.
- Support the Safeguarding Officer and the Deputy Safeguarding Officer in their work and in any action they may need to take in order to protect children and vulnerable adults. For further information refer to the Duties of the Safeguarding Officer in Appendix 2
- Post a summary of the Leadership Safeguarding Statement on the MCC website.

## Section 2

### **Recognising and responding appropriately to an allegation or suspicion of abuse.**

#### *Understanding abuse and neglect.*

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 is in a trusted relationship with the child or vulnerable adult.

The abuse of children and vulnerable adults, be it physical, emotional, sexual or spiritual, is a sensitive issue. As an organisation providing activities for children, young people and adults, our concern is with making sure that by exercising accepted good practice, we provide a safe environment in which they can freely enjoy their activities.

#### *Definitions and Examples of Abuse*

##### **Physical Abuse**

- Hitting
- Shaking
- Throwing
- Poisoning
- Suffocating
- Kicking
- Drowning
- Burning or scalding
- Fabricating the symptoms of, or deliberately inducing illness, in a child or vulnerable adult.

##### **Neglect**

- Unresponsiveness to basic emotional needs.
- Failure to protect from physical and emotional harm or danger.
- Failure to ensure adequate supervision.
- Failure to ensure access to appropriate medical care or treatment.
- Persistent failure to meet basic physical and/or psychological needs likely to result in serious impairment of health or development.
- Failure to provide adequate food, clothing and/or shelter including exclusion from home or abandonment.

- Maternal substance abuse during pregnancy.

### **Sexual Abuse**

- Forcing or enticing a vulnerable person to take part in sexual activities.
- Physical contact, including penetrative and non-penetrative acts.
- Involving children and vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging people to behave in sexually inappropriate ways.

### **Emotional abuse**

- Persistent emotional ill-treatment of a vulnerable person that is likely to cause severe and persistent adverse effects on that person's emotional development or stability.
- Causing a vulnerable person to see or hear the ill-treatment of another.
- Preventing a person participating in normal social interaction.
- Causing a person to frequently feel frightened or in danger.
- The exploitation or corruption of children or adults.
- Conveying to a person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Interacting in a way that is beyond a person's developmental capability.
- Overprotection and limitation of exploration and learning.
- Ill-treatment of a person by any means in as much as all ill-treatment is likely to involve emotional abuse, though emotional abuse may also occur on its own.

### **Spiritual Abuse**

- Mistreatment resulting from manipulation, domination or control by a spiritual leader within a framework of spiritual belief or practice.

### **Signs and Symptoms of Abuse**

Vulnerable people who are victims of abuse do not always make a disclosure of abuse. The signs listed below are those common to people who have been abused, but this does not mean that someone displaying any of these characteristics has actually been abused; many could have an innocent explanation. The role of church workers is not to search out abuse but they should be vigilant and observant for any signs that may indicate that abuse may be occurring.

The following may be signs of abuse:

- Bruises, cuts or burns particularly if these are on parts of the body not normally injured by accidents, for example, the backs of legs.
- Unexplained injuries or those that have needed, but not received, medical attention.

- Behavioural changes such as becoming quiet and withdrawn, nervousness, sudden under-achievement, regression.
- Loss of self-esteem, depression, aggressive behaviour (particularly with friends), severe tantrums.
- Loss of weight (sudden or gradual) not linked to illness or dieting.
- Sudden unexplained weight gain not linked to illness or medication.
- Inadequate or inappropriate clothing, signs of neglect.
- Preoccupation with sexual matters; sexual activity through word, play or drawing; showing an awareness that is inappropriate for a child's age; being sexually provocative with adults.
- The person seems happy only with you.
- The person is kept away from social activities and has few friends.
- Lack of attachment or lack of trust towards parents, other family members or carers.
- Strange secrets, telling lies, attention seeking or running away.
- Persistent self-comforting behaviors such as rocking.
- Eating problems including over- or under-eating and loss of appetite.
- Severe sleep disturbances with fears and phobias, nightmares, bedwetting.
- Soreness or itching in the genital area, pain on urination or difficulty in walking.

## **Responding to a person wishing to disclose abuse**

### *Effective Listening*

The physical environment should be welcoming, giving opportunity for the child or vulnerable adult to talk in private, but others should be made aware that the conversation is taking place.

- Time and space should be made available for the person to talk.
- Listening should be done without interrupting.
- Full attention should be given to what is being said and eye contact should be maintained whilst the person is speaking.
- Acceptance and acknowledgement of what the person says (however unlikely the story may sound) should be shown by reflecting back words or short phrases they have used.
- No emotions should be shown, even if the report is upsetting.
- Promises should not be made that cannot be kept e.g. that the matter will be kept confidential.
- If the person decides not to say what has been on their mind, their decision should be accepted but they should also be assured that they can raise the matter on another occasion.
- Language that is appropriate for the level of mental development of the person should be used and, for those with disabilities, someone who has the appropriate skills e.g. sign language, should assist.



### *Helpful responses*

- You have done the right thing in telling me
- I am glad you have told me
- I will try to help you

### *Don't say*

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

## **Safeguarding Awareness**

The MCC 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 receive induction training and undertake safeguarding training on a regular basis, at least every three years, either in-house or online.

Information is made available to children and vulnerable adults on where to get help and advice in relation to abuse, discrimination, bullying or any other matter about which they may be concerned.

## **Responding to allegations of abuse**

Workers must not carry out their own investigation into an allegation or suspicion of abuse. The following procedures should be adopted:

- The person in receipt of allegations or suspicions of abuse should report their concerns as soon as possible to the Safeguarding Officer (see Appendix 3 for contact details) who is nominated by the MCC leadership to act on their behalf in dealing with allegations or suspicions of neglect or abuse. The Safeguarding Officer is authorised by the leadership to refer the matter to the statutory authorities.
- In the absence of the Safeguarding Officer, the report should be made to the Deputy Safeguarding Officer (contact details in Appendix 3). If the report implicates both the Safeguarding Officer and the Deputy, the report should be made to the Safeguarding Leader. If none of these people is available, the report should be made to 31:8. A final alternative is to make the report to North Yorkshire's Customer Service Centre or, if there is an emergency and a child or vulnerable adult is in imminent danger, the police (see Appendix 3 for all contact details).
- If there are doubts on how to proceed on becoming aware of a concern, advice can be sought from the Assistant Children's Care Team Manager (contact details in Appendix 3) on whether or not and, if appropriate, how to progress any concerns staff may have on a child's welfare. The manager will advise the Safeguarding Officer or Deputy on the next steps to be taken.

- Where the concern is regarding an adult in need of protection, the North Yorkshire Customer Service Centre (contact details in Appendix 3) should be contacted or advice could be taken from 31:8.
- Suspicions should 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 Officer, the absence of the Safeguarding Officer or Deputy should not delay referral to one of the alternatives noted above.
- The MCC leadership supports the Safeguarding Officer and Deputy in their roles and accepts that any information they may have in their possession will be shared with them in a strictly limited way on a need-to-know basis.
- Any individual has the right, as a citizen, to make a direct referral to the safeguarding agencies or seek advice from 31:8. However, the MCC leadership hopes that the church members will respect the procedure outlined in this document. If, however, the individual with the concern feels that the Safeguarding Officer and/or Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Officer and/or Deputy as to the appropriateness of a referral, they may make direct contact with one of the outside agencies.
- The role of the Safeguarding Officer and Deputy is to collate and clarify the details of the allegation or suspicion and pass this information on to the statutory agencies that 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 Officer or Deputy will:
- Seek and follow advice given by 31:8 (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Care.
- If concerned about a child's safety or if the child is afraid to return home, contact the Assistant Children's Care Team Manager (contact details in Appendix 3) for advice if necessary or North Yorkshire's Customer Service Centre.
- Not tell the parents or carers unless advised to do so, having contacted one of the above.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, e.g. inappropriate parenting, encourage the parent or carer to seek help but only if this does not place the child at risk of significant harm.
- Where the parent or carer is unwilling to seek help, offer to accompany them to a source of help or, in cases of real concern, if the parent or carer still fails to act, contact the Assistant Children's Care Team Manager directly for advice.

### *Allegations of sexual abuse*

- In the event of allegations or suspicions of sexual abuse the Safeguarding Officer or Deputy will:
- Seek and follow advice given by 31:8 if they are unsure whether or not to contact Children's Social Care or the Police. 31:8 will confirm its advice in writing for future reference.
- Contact North Yorkshire's Customer Service Centre or the police's Protecting Vulnerable Persons Unit directly (contact details in Appendix 3). They must not speak to the parent or carer or anyone else.

### **Procedures where there is a concern about an adult**

#### *Suspicions or allegations of physical or sexual abuse*

- If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Officer or Deputy will:
- Seek and follow advice given by 31:8
- Discuss their concerns with the individual giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is perceived to be in immediate danger or has sustained a serious injury, contact the appropriate emergency service informing them of any suspicions.
- If needed, refer for advice to North Yorkshire's Customer Service Centre (contact details in Appendix 3) which has responsibility under the government's guidance Care Act 2014, to investigate allegations of abuse.

### **Allegations of abuse against a person who works with children or vulnerable adults at MCC.**

If an allegation is made against an MCC worker (whether a volunteer or a paid member of staff), the Safeguarding Officer or Deputy, in accordance with the North Yorkshire Safeguarding Children Partnership (NYSCP), will refer the matter to the Local Authority Designated Officer (LADO) for North Yorkshire within one working day (contact details in Appendix 3). On receipt of any allegations made against an individual, the LADO is responsible for liaising with the relevant professionals across North Yorkshire and the co-ordination and monitoring of subsequent actions.

The Safeguarding Officer or Deputy will inform the Pastor of MCC or, in his absence, the Chairman of the SLT, immediately after (and not before) the LADO has been contacted. However the Pastor or Chairman of the SLT must not be involved in the course of the subsequent investigation.

## Section 3

### Prevention

#### Appointing Team Leaders and Team Members

While the Children Acts (1989/2004/2014) state that the welfare of the child is paramount and MCC respects this, the role of Team Leaders and Team Members is also recognised. The church has a duty of care towards them. It is not good practice to put a Team Leader or Team Member in a position of vulnerability or weakness and a careful recruitment and appointment procedure is therefore followed. MCC has two procedures and each Team Leader and Team Member must go through the appropriate appointment procedure.

- for UK citizens, the DBS process is followed under the umbrella of 31:8.
- for non-UK citizens, a DBS check will be completed covering the time that they have lived in the UK. A criminal record check should also be carried out in the applicant's country of origin because the DBS process has limited access to non-UK databases and records.

The Safeguarding Officer will initiate the appointment procedure following a recommendation by the Children's or Youth Co-ordinator or a Ministry Leader that an individual join a ministry serving children, youth or vulnerable adults. A person can only become a Team Leader or Team Member after successfully completing the appropriate appointment procedure detailed below.

#### Appointment Procedure

In consultation with one or more members of the SLT, the Children's or Youth co-ordinator, or a Ministry Leader will consider potential new team members and if, after interview, considered suitable, will ask the prospective team member if they are interested in joining the ministry. If so, the name of the prospective new team member will then be passed to the Safeguarding Officer to begin the appointment procedure.

A prospective team member will be allowed to visit the ministry once, with supervision. During this visit they must not be given any responsibility for children, young people or vulnerable adults and must work alongside an approved Team Leader or Team Member at all times. They must start the application process immediately after this visit and until the process has been **completed**, they will not be allowed to help in that ministry.

The candidate will be given online access to the Safeguarding Policy and the instructions to complete an online Disclosure Application Form (Appendix 5). The application can be done, if necessary, with the assistance of the Safeguarding Officer. They must also confirm via ChurchSuite that we have permission to process and manage their data (Appendix 6). The applicant must provide 3 original identification documents that are used to confirm the candidate's identity on-line. An e-Bulk Guide for Applicants (UK citizens) will be emailed on request.

When all the checks have been completed by the DBS, candidates receive a hard copy of their certificate. The Safeguarding Officer will also receive an email from 31:8 to confirm that the checks are complete, and to inform us of any safeguarding concerns. In this case the applicant will be interviewed by the Safeguarding team and only allowed to proceed if there has been a satisfactory resolution to the concerns raised. There may be a need for a risk assessment or a contract .

To avoid the need to regularly renew DBS certificates, MCC expects that everyone will give their approval to the Safeguarding Officer to carry out on-going online checks of their certificates through the Government's DBS Update Service. Approved applicants are therefore required to join the DBS Update Service online at [www.gov.uk/dbs](http://www.gov.uk/dbs) (no cost for volunteers) **within 30 days from the date of issue of their DBS Certificate** (Appendix 7). As we only check the update service every three years a worker must inform the safeguarding officer immediately of any new convictions.

Before starting work the applicant will receive induction training from the appropriate Children's, Youth Co-ordinator, or for ministries involving vulnerable adults, the Ministry Lead. This includes going through the safeguarding policy in detail with the applicant.

### **Status Renewal**

Each MCC-approved Team Leader and Team Member will have their status reviewed after every three years of service. Those who have given their approval to the Safeguarding Officer to carry out on-going online checks of their certificates through the DBS Update Service will not be required to provide a new DBS certificate.

People who have not signed up to the online update service will be required to make a further online application for a new certificate.

Non-UK citizens should undergo a DBS check after 3 years living in the UK.

### **Applicants who already have DBS approval from another organisation**

MCC will accept DBS certificates from applicants who have approval via another organisation as long as they have presented the certificate and signed up to the update service and we can check to verify. If they have not signed up for the update service then a new DBS check will have to be carried out.

## Section 4

### Pastoral Care

#### *Supporting those affected by abuse*

MCC's leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting those who have been affected by abuse and who have contact with, or are part of, the Church.

#### *Working with Ex-offenders*

### Policy Statement

- No person who has been convicted of an offence of abuse against a child or vulnerable adult, or named in civil proceedings, will be allowed to work with children, young people or vulnerable adults.
- Any such person wishing to attend the Church will be subject to a frank discussion with the Safeguarding Officer with a view to establishing open communication and clear boundaries.
- Any such person will agree to appropriate officials (e.g. Probation Officers, the ex-offender's family if attending the Church) being contacted with a view to assisting in the formulation of an agreement.
- Any such person will agree with the Church in writing the main terms on which their attendance is accepted by the church to ensure the protection of all children, young people and vulnerable adults attending the church (see Appendix 4).
- Consideration will be given to the extent to which appropriate persons in the Church will be made aware of the ex-offender's background and the details of the agreement. If the ex-offender's family attends the Church they shall be made aware of the agreement.
- Any ex-offender not agreeing to this process will be advised that their attendance and Church activities will be closely monitored by the Safeguarding Officer and the Safeguarding Leader and will be informed of any further action that may be agreed upon by the Safeguarding Officer and the Safeguarding Leader. The Safeguarding Officer will have the right, subject to the agreement of the Safeguarding Leader, to prevent and circumscribe the attendance of the ex-offender at the church and to pass any information to any other church or Probation Officer if, in their view, the welfare of children, young people and vulnerable adults is at risk.

## Section 5

### Practice Guidelines

As an organisation working with children, young people and vulnerable adults, MCC operates and promotes good working practice. This enables workers to run activities safely, develop good relationships and minimise the risk of false accusation.

We will ensure that there are enough adults to provide the appropriate level of supervision. There must be a minimum of **two adults** present for every activity and every team member must be 18 years of age or over to be counted as an adult. Junior helpers must be included in the number of children present.

In accordance with NSPCC guidelines the number of children supervised by team members must conform to the ratios as set out below. However this applies only to on-site activities, and even then, more adults may be needed depending on the nature and duration of the activity, its location, and medical and special needs of the participants. If a large group of children are present in one room doing a single activity e.g. watching a film then one adult per 25 children will suffice with a minimum of three adults.

Age Group	Number of Children	Adults Required
0 - 1	1 - 6	2
	7 - 9	3
	10 and above	1 adult per 3 children
2 - 3	1 - 8	2
	9- 12	3
	13 and above	1 adult per 4 children
4 - 8	1 - 12	2
	13 - 18	3
	19 and above	1 adult per 6 children
9 - 12	1 - 16	2
	17 - 24	3
	25 and above	1 adult per 8 children
13 -17	1 - 20	2
	21 - 30	3
	31 and above	1 adult per 10 children

It is also recognised that it is good practice to have an appropriate balance of male and female leaders for each activity. If small groups are in adjoining rooms with open access between them then it is possible to have only one adult per group, providing the staffing ratios are adhered to, depending on the nature of the activity.

### *Good Practice for Team Members*

For the protection of children, young people, vulnerable adults, Team Leaders, Team Members and Junior Helpers the following guidelines should be adhered to. Team Leaders, Team Members and Junior Helpers are also encouraged to monitor each other in regard to compliance with the practices listed below and to constructively challenge a colleague if necessary.

- Team Leaders and Team Members should never be alone with an individual child, young person or vulnerable adult unless in public places.
- Junior helpers must never be left alone with an individual child or young person or be responsible for the supervision of a group of children or young people.
- No group of children or young people under the age of 18 should be left unattended at any time.
- Physical contact with children, young people and vulnerable adults should be kept to a minimum and, when necessary, given with extreme care and always in the presence of another Team Member.
- A Team Leader, Team Member or Junior Helper should under no circumstances inflict violence on a child. Physical restraint should only be used to stop a child injuring themselves or others.
- At no time should visitors have access to children without the presence of a registered, MCC-approved Team Leader or Team Member who has a responsibility for the group.
- Access points to the building should be monitored at all times to prevent children from leaving unnoticed and to intercept any unexpected or unknown visitors.
- If private cars are used for transport, drivers must comply with our vehicle validation usage requirements (Appendix 8). In line with good practice, drivers should be escorted by a non-driving adult when transporting children, young people or vulnerable adults. If, in an emergency, a driver has to transport one child on his or her own the child must sit in the back of the car and the Safeguarding Officer must be contacted or if not available then the deputy Safeguarding Officer.
- Parental or guardian approval will be obtained before any child or young person is accepted for any off-site trip or activity.
- Where youth activities such as Bible studies are held at the home of an MCC member, MCC will ensure that all resident adults at the house used for hosting such groups have a current DBS certificate. Parents or guardians will be fully informed of the details in these situations, including the address where the MCC activities are hosted. They will also be informed of the Team Leader and other Team Members.
- Team Leaders are responsible for ensuring the safety of the children, young people and vulnerable adults in their care and therefore must assess the risks involved in the activities they organise. A Risk Assessment must be completed for all off-site activities and for any on-site activities where there is a risk that participants could be seriously harmed. The Team Leader must evaluate how likely and severe the risk is, and then decide what measures should be in place to effectively prevent or control the harm. The Team Leader must pass the completed risk assessment to the Safeguarding Officer for approval at least 2 weeks before the planned activity. In the absence of the Safeguarding Officer, the Deputy Safeguarding Officer of Safeguarding Leader will approve the activity.
- Team Leaders will ensure that all team members are issued and wearing a clearly visible form of identification.



### *Child Safety*

- Each ministry must have an agreed fire drill procedure. The fire safety of the building should not be compromised in any way, for example, by obstructing fire exits or moving fire extinguishers.
- The First Aid kit must be available at all times. Any accidents must be recorded in the accident register. Any care or treatment must be given in the presence of another Team Member.
- The building should be well maintained and safe. Anything which renders the building unsafe should be reported immediately to the Team Leader who should report it to the Church Operations Manager.

### *Training and Evaluation*

Team Leaders should incorporate into their planning, at least annually, a review and evaluation of their application of this Safeguarding Policy. This should be done under the guidance of, and in co-operation with, the Safeguarding Officer.

All Team Leaders and Team Members working with children, young people and vulnerable adults will be expected to attend safeguarding training organised by MCC at least every three years. This could be in-house or online training.

## **Section 6**

### **Online Safety**

#### **Guidelines for online communication**

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children/young people.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information, or request or respond to any personal information other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the Church including your mobile telephone number.
- If children/young people want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed and this is recorded in ChurchSuite.
- Only make contact for reasons related to the work of the Church and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the Church or approved personal devices to communicate.
- Respect a child's/young person/vulnerable adult's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure the domain name/logo appears with every Internet post made by a Church computer user. Any user may thus be viewed as a representative of the Church while conducting business on the Internet. This includes posting from an MCC account on Instagram, Facebook and other social media.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email or messaging communication after 9pm.
- Workers should refrain from using visual communication via the internet on a one to one basis. It can be used for conference calls and is considered appropriate if a project or group uses a web camera/Zoom in a group environment for project purposes, and has clear aims and objectives for its use.

#### **Guidelines for Social Media**

- All social media interaction between workers, paid or voluntary, and children/young people/vulnerable adults shall be limited to monitored/administrated groups.
- Direct messages can only be used where it is safe, secure and a permanent record can be kept e.g. a private Instagram group administered by the youth or child leader. Whatsapp should not be used for any group under the age of 18 and discouraged with younger adults where possible. Group chats can be set up

on Instagram and in the future if safety levels are deemed appropriate other social media platforms may be used if approved by the Safeguarding Officer.

- Any safeguarding concerns/allegations arising from social media must be referred onto the Safeguarding Officer.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook.
- Workers should ensure their privacy settings ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group.

### **Consent for photographic images and videos online**

- When children are registered on ChurchSuite parents are asked to give their consent for both the Church building and for the internet which includes all social media.
- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website or on social media in association with their image or video content.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated. Images should not be stored indefinitely unless stated in order to comply with data protection laws.
- When non MCC children are attending an event, the sign-up form should include permission for use of images or videos for both Church building and the internet/social media and this will be captured in ChurchSuite. A one off event should have parental permission in advance. If the activity is a regular one e.g. Blast then the child/young adult can be given a form for a parent/guardian to fill out in time for the next visit to the activity.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

### **Users of MCC public and staff WiFi should not:**

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which MCC consider offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.

## Section 7

### *Working in Partnership*

The diversity of organisations who might use the MCC premises means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We will discuss with all partners our safeguarding expectations and it is our expectation that any organisation using our premises will have their own policy that meets 31:8' safeguarding standards.

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

**This Policy approved and signed by SLT on:**

Signed:

Date:

Name:

Safeguarding Leader

## Appendix 1

### Leadership Safeguarding Statement

The Members of the SLT of Mowbray Community Church, hereinafter referred to as the Leadership, recognise the importance of the Church's work with children, young people and adults in need of protection, and its responsibility to protect everyone entrusted to MCC's care.

The following statement was agreed by the SLT on 14th May 2021.

This Church is committed to the safeguarding of children, young people and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we have a responsibility to help prevent abuse especially the physical, sexual, emotional abuse and neglect of children, young people (those under 18 years of age) and vulnerable adults and to report any such abuse that we discover or suspect.
- We believe every child should be valued and kept safe. We want to ensure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people should be treated with respect, listened to and protected from all forms of abuse.
- We recognise that we have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the Church unless they pose a risk to the safety of those we serve.
- We undertake to take proper care in the appointment and selection of those who wish to work with children and vulnerable adults.

We are committed to:

- Following the requirements in relation to safeguarding children and vulnerable adults in UK legislation.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the Safeguarding Officer in his or her work and in any action they may need to take in order to protect children or vulnerable adults.
- Ensuring that everyone agrees to abide by the MCC's recommendations and guidelines.
- Supporting parents and families.
- Nurturing, protecting and safeguarding children, young people and vulnerable adults.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake work with children, young people and vulnerable adults.

- Supporting all in the Church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by 31:8.

We recognise:

- Children's Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child or young person. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures at least every 2 years but will be predicated on any changes to current legislation.

Anyone with a concern for a child or vulnerable adult linked with MCC or wishing a copy of the Safeguarding Policy should speak to one of the following:

Safeguarding Officer	Nick Brennan, Mobile 07429 577488 Email: <a href="mailto:safeguarding@harrogate-mcc.com">safeguarding@harrogate-mcc.com</a>
Deputy Safeguarding Officer	Helen Leslie, 01423 772216, Mobile 07722 196086 Email: <a href="mailto:operations@harrogate-mcc.com">operations@harrogate-mcc.com</a>
Safeguarding Leader	Stuart Jamieson, 01423 871173 Email: <a href="mailto:reception@harrogate-mcc.com">reception@harrogate-mcc.com</a>

Signed:

Date:

*This Senior Leadership Safeguarding Statement is displayed on MCC's website.*

## **Appendix 2**

### **Duties of the Safeguarding Officer**

#### **MCC's Safeguarding Officer**

The officer is appointed by MCC's SLT. The officer must have received training and be competent in safeguarding vulnerable people.

The responsibilities of the Safeguarding Officer are to:

- Ensure that MCC has an effective Safeguarding Policy and that its practices and procedures are implemented.
- Oversee child protection procedures relating to the appointment of Youth and Children's and Vulnerable Adults Ministry Team Leaders and Team Members.
- Be the first point of contact if abuse is suspected or if an accusation is made and to advise on the appropriate course of action.
- Advise the Church as well as the appropriate Ministry Team Leaders and Team Members on the protection of children and vulnerable adults.
- Identify and implement changes to MCC's Safeguarding Policy and practices that could reasonably be expected to improve the safety and welfare of children, young people and vulnerable adults, in the light of changes in legislation or Home Office guidelines or in their considered judgment.
- Contact all regular ministries covered by this policy and any associated ministries, at least once a year.
- Ensure that a Child Protection poster advertising the appropriate telephone numbers is displayed in places that makes it obvious to all children, young people and vulnerable adults attending MCC ministries.
- Be the DBS recruiter on behalf of 31:8 for MCC and to be the administrator for the recruitment and approval of all Team Leaders and Team Members.

#### **MCC's Deputy Safeguarding Officer**

The Deputy's responsibilities are the same as those of the Officer and will be assumed when the Safeguarding Officer is not available. In all matters of authority and function, the Deputy has the same powers and responsibilities as the Officer. The Deputy, in agreement with the Officer will also take on some of the administrative tasks when required.

## **Appendix 3**

### **Contact details**

Safeguarding Officer	Nick Brennan Mobile: 07429 577488 safeguarding@harrogate-mcc.com
Deputy Safeguarding Officer	Helen Leslie 01423 772216 Mobile: 07722 196086 operations@harrogate-mcc.com
Safeguarding Leader	Stuart Jamieson 01423 501821
31:8	PO Box 133 Swanley Kent BR8 7UQ.  0303 0031111 Email: info@thirtyoneeight.org

### **Assistant Children's Care Team Manager**

01609 536993

This person will only give advice on whether a concern should be reported. This is not the person to whom a report is submitted.

### **North Yorkshire Customer Service Centre (for children and adults)**

Open Monday to Friday 8.00am to 6.00pm;  
Saturday 9.00am to 12.00pm.

01609780780 - available outside office hours)

social.care@northyorks.gov.uk

Emergency Duty Team (all other hours)

01609 780780



## **Child Protection and Safeguarding Manager/LADO**

Duty Lado 01609 533080

lado@northyorks.gov.uk

## **North Yorkshire Police**

101 then Option 1

Ask for control room and the Protecting Vulnerable Persons Unit

For URGENT EMERGENCIES 999

The police should only be called where there is immediate danger to a young person. If it is believed that there is no immediate danger, contact should be directed towards NYCC's Customer Service Centre.

## Appendix 4

### Example Agreement with Ex-Offender Attending MCC

Name of Ex-Offender .....

#### Undertaking by MCC

MCC undertakes to give prayerful support, pastoral care and advice insofar as it can do so without compromising the welfare of children, young people and adults .

Signed .....

Safeguarding Officer

.....

Safeguarding Leader

Date .....

#### Undertaking by the Ex-offender

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults.
- I understand that the Safeguarding Officer and Safeguarding Leader will carefully monitor my involvement in Church life.
- I agree that, in consultation with the Safeguarding Officer and Safeguarding Leader, my involvement in Church life will be restricted to activities in which children, young people and vulnerable adults are not involved.
- I understand that any concerns will be taken seriously and reported to my Probation Officer and/or statutory agencies.
- I understand that this agreement will be reviewed at least every 12 months and will last for an indefinite period.

Signed .....

Date .....

## **Appendix 5**

### **Email instructions for ministry applicants**

Thank you for applying for a position in one of our ministries.

Please follow these instructions to complete your online DBS check.

1. Start the on-line process by going to

<https://disclosure.capitarvs.co.uk/thirtyoneeight/>

2. Click on Standard/Enhanced DBS application
3. Enter our reference number: 966
4. Enter our password: MAYFIELD966 (case sensitive)
5. Read the Statement of Fair Processing
6. Tick the box to say you have read and understand then click on Next
7. You will then be reminded about identification verification
8. Tick the box to say you have read and understand then click on Next
9. Fill out all data required. There are instructions on each page.
10. Position applied for is either Church Children or Adult Support worker as appropriate.

If you require it, we can also send you a copy of the "ebulk applicants guide via email. Just email the address below.

At your earliest possible convenience please arrange to show me 3 original identity documents - we suggest a current passport, driving licence and an official letter showing your current address (e.g. from a bank), though other documents are acceptable. If you are in any doubt, please contact me to discuss which documents we can accept.

Thank you again for your time. If you need any further guidance, or indeed if you need any help in completing the above process, please do not hesitate to contact me.

Best Wishes

Nick Brennan

Safeguarding Officer for MCC

[safeguarding@harrogate-mcc.com](mailto:safeguarding@harrogate-mcc.com)

07429 577488

## **Appendix 6**

### **Permission to process DBS application**

In order to comply with data protection laws, we need to have a record that you have given permission for us to process your DBS application, manage your information online in ChurchSuite, via the 31:8 portal and via the government's online update service.

If you agree to this please could you reply to this email giving your consent. If you have any questions or need any further information please contact me.

Best Wishes

Nick Brennan

Safeguarding Officer for MCC

[safeguarding@harrogate-mcc.com](mailto:safeguarding@harrogate-mcc.com)

07429 577488

## **Appendix 7**

### **DBS Update Service Request**

I have just received notification from the DBS that your checks have been completed and that your certificate is in the post. When you get it, please sign up to the update service. It is free for volunteers and keeps your certificate "live". If you do not want to sign up for the update service you would need to go through the application process again.

<https://www.gov.uk/dbs-update-service>

Best Wishes

Nick Brennan  
Safeguarding Officer for MCC

[safeguarding@harrogate-mcc.com](mailto:safeguarding@harrogate-mcc.com)

07429 577488

## **Appendix 8**

### **Validation for voluntary vehicle use**

Thank you for volunteering to use your car to drive children to an MCC event. In order to comply with the Data Protection Act 2018 can you please add your Make, Model and Registration details in ChurchSuite and by replying to this email you are confirming the following details:

- I have a full valid driving license suitable for the type of vehicle
- The vehicle has a valid MOT if over 3 years old
- The vehicle is serviced correctly and is roadworthy according to my knowledge
- I have current motor vehicle insurance that covers me and the people I am transporting
- The vehicle is fitted with both front and rear seat belts and will be used by the people I am transporting
- When transporting children under the age of 12 or smaller than 135 cm I will ensure that the appropriate child seat or booster is used
- I have a current DBS certificate to work with children

Best Wishes

Nick Brennan

Safeguarding Officer for MCC

[safeguarding@harrogate-mcc.com](mailto:safeguarding@harrogate-mcc.com)

07429577488