

# *The Safeguarding Policy*

## *SECTION 1*

### *Details of the place of worship / organisation*

Kings Road Church\_(hereafter 'the church')

Address: Kings Road, Berkhamsted HP4 3BD

Tel No: 01442 864393 Email address: lindsey.tomskrc@gmail.com

Membership of Denomination/Organisation Evangelical Alliance

Charity Number: Kings Road Evangelical Trust 1039585

Insurance Company Public Liability Insurance with Ansvar Insurance 0845 6020999/01323 737541

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / vulnerable adults:

The Church meets on a Sunday morning at the Civic Centre, Berkhamsted. We also on occasion meet at the Kings Road Church building, address above. Our Children and Youth work takes place at both these locations on Sundays and throughout the week. The Church has a growing children's and young people's ministry. The Church Leadership and Elders (hereafter 'the leaders') takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care, whether this be on a Sunday morning or throughout the week.

## Our commitment

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

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with the church trustees

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 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 vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS

## SECTION 2

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

## Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable 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 vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

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

### Definitions of abuse

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 for example, via the internet. They may be abused by an adult or adults, or another child or children.

### 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.

**Signs** - Any injuries not consistent with the explanation given for them; injuries which occur to the body in places which are not normally exposed to falls, rough games, etc; injuries which have not received medical attention; neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc; reluctance to change for, or participate in, games or swimming; repeated urinary infections or unexplained tummy pains, bruises, bites, burns, fractures etc which do not have an accidental explanation; cuts / scratches / substance abuse

### **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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. 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 (including cyberbullying), 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.

**Signs** - Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression / aggression, extreme anxiety; nervousness, frozen watchfulness; obsessions or phobias; sudden under-achievement or lack of concentration; inappropriate relationships with peers and / or adults; attention-seeking behaviour; persistent tiredness; running away / stealing / lying

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Signs** - any allegations made by a child concerning sexual abuse; a child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play; sexual activity through words, play or drawing; a child who is sexually provocative or seductive with adults; inappropriate bed-sharing arrangements at home;

severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations; eating disorders – anorexia, bulimia

### **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, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

How to respond to a child wishing to disclose abuse

#### **a) General points**

- I. Show acceptance of what the child says (however unlikely the story may sound)
- II. Keep calm
- III. Look at the child directly
- IV. Be honest
- V. Tell the child you will need to let someone else know – don't promise secrecy
- VI. Even when a child has broken a rule, they are not to blame for the abuse
- VII. Be aware that the child may have been threatened or bribed not to tell
- VIII. Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

#### **b) Helpful things you might say or show**

- I. 'I believe you' (or showing acceptance of what the child says)
- II. 'Thank you for telling me'
- III. 'It's not your fault'
- IV. 'I will help you'

#### **c) Don't say**

- I. 'Why didn't you tell anyone before?'
- II. 'I can't believe it!'
- III. 'Are you sure this is true?'
- IV. 'Why?' 'How?' 'When?' 'Who?' 'Where?'
- V. Never make false promises
- VI. Never make statements such as 'I am shocked, don't tell anyone else'

**d) Concluding**

- i. Again, reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse

**Keeping Records**

As is well known it can be many years before incidents of abuse come to light.

Retention of all documents relating to those people working in a church, whether paid or unpaid, employees or voluntary workers, whose work involves children is vital. Arrangements must be made for long term secure storage of records on an indefinite basis.

**Safeguarding awareness**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis

The Leadership will also ensure that children and vulnerable adults 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.

As a leadership we recognise the importance of training for staff and volunteers and will therefore arrange for them to attend either a Facing the Unthinkable seminar run by CCPAS, follow their distance learning course by DVD or provide in house training by qualified person or persons.

**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 Lindsey Toms (hereafter the "Safeguarding Co-ordinator") tel no: 01442 876917/07704069574 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 Martin Doyle (hereafter the "Deputy ") tel no:07753372212. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. 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 CCPAS as above.

The local Children's Social Services office telephone number (office hours) is 0300 1234043 if a call is made out of hours, it will be directed to the out of hours team

The local Adult Social Services office telephone number (office hours) is 0300 1234042

To reach the Police Child Protection Team in a non-emergency call 101 in an emergency call 999

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and other strategic personnel within the denomination Ansvar Insurance tel no: 0845 6020999/01323 737541
- 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 CCPAS.
- 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 CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency

direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Charitable Status**

Any UK based organisation registered as a charity (England and Wales – the Charity Commission, Scotland – the Office of the Scottish Charity Regulator (OSCR), Northern Ireland – the Charities Branch of the Department for Social Development) will need to meet the safeguarding requirements of the regulators. For example organisations applying to the Charity Commission who want to work with vulnerable people will need a safeguarding policy which must be submitted with the application along with evidence that all those working with children or vulnerable adults (including trustees) have been safely recruited and undertaken a Disclosure and Barring Service check. In addition the Charity Commission has the expectation that all those eligible for DBS checks renew them every three years. Charities have to declare on their annual returns that they have met these safeguarding requirements.

The Charity Commission state the following on their web site:

*“All childcare charities must ensure that prospective trustees have the appropriate Disclosure and Barring Service (DBS) checks. Charities working with children or vulnerable adults may also be able to carry out DBS checks on prospective trustees and we strongly recommend that this is done.”*

It is now a requirement for trustees to report what are known as ‘Serious Incidents’ to the Charity Commission. A ‘Serious Incident’ would include an allegation of abuse.

Reporting a 'Serious Incident' to the Charity Commission

### **Useful Addresses:**

#### **The Charity Commission (England and Wales)**

PO Box 1227

LIVERPOOL, L69 3UG

Tel: 0845 3000 218 - General Enquiries

Tel: 0845 3000 219 - Textbox service for hearing and speech impaired callers

FAX: 0151 703 1555

Web: <http://www.charity-commission.gov.uk>

### **Detailed procedures where there is a concern about a child:**

## **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) 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 CCPAS (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 CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

## **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult 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 vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

#### Procedures for RESPONDING TO ALLEGATIONS OF ABUSE

- a) Make notes as soon as possible, in pen, (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he / she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record, keep all hand written notes securely, even if these have been typed subsequently. Use Form 1.
- b) Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated, report to the Deputy Co-ordinator. If both are implicated, report to CCPAS or to Social Services if preferred.
- c) You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- d) Once a child has talked about abuse it might be necessary to take immediate action. This could be contacting Social Services and / or the police to discuss putting into effect safety measures for the child.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

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 need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

In addition to this, consideration will be given as to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. If we are liaising with a SA / LADO we discuss with them or the CCPAS about the need to refer to the DBS.



## SECTION 3

# Prevention

## Safe 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 short listed have been interviewed
- Safeguarding has been discussed at interview
- 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.

## Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. 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.

## 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 who have contact with or are part of the place of worship / organisation.

### Working with offenders

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. A code of behaviour and contract will be put in place for any such individual. The contract will give details of both the boundaries the leadership expects the individual to keep and the support offered to them. It will be tailored specifically to individual circumstances and informed by risk assessments from the statutory agencies.

## SECTION 5

# Practice Guidelines

As an organisation / place of worship working with children, young people and vulnerable adults 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 accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached/will be developed.

## 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 vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines 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 CCPAS' 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.

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX 1

### Leadership Safeguarding Statement

The Leadership Eldership and Trustees [hereafter referred to as Leadership] recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: \_\_\_\_\_

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights 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 place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

### **We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) 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.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.

- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

\_\_\_\_\_ Child Safeguarding  
Coordinator

\_\_\_\_\_ Deputy Child Safeguarding  
Coordinator

\_\_\_\_\_ Adult Safeguarding  
Coordinator

\_\_\_\_\_ Deputy Adult Safeguarding  
Coordinator

A copy of the full policy and procedures is available from KRC administrator

A copy of our safeguarding policy has been lodged with CCPAS

Signed by leadership/organisation

Signed \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX 2

# Safeguarding is a priority here

**We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.**

We work to a formal safeguarding policy and it can be seen on request from:

\_\_\_\_\_

If you have any concerns regarding the safety or welfare of a child you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
On behalf of the Leadership

## Useful Contacts

CCPAS  
0845 120 45 50

Childline (for children)  
0800 1111

NSPCC  
0808 800 5000

Stop it Now  
0808 1000 900

Through the Roof  
01372 749955

Action on Elder Abuse  
0808 808 8141

Childnet Int  
[www.childnet.com](http://www.childnet.com)

CEOP  
[ceop.police.uk](http://ceop.police.uk)

NAPAC  
020 3176 0560



**CCPAS**  
setting standards in safeguarding

CCPAS, PO Box 133,  
Swanley, Kent, BR8 7UQ.  
Tel: 0845 120 45 50  
Email: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)  
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