

# Cathcart Baptist Church SCIO

## Safeguarding Policy

Date of Approval:

*(Note: It is acknowledged that the wording of this policy is based on the model safeguarding policy provided by thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.)*

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## SECTION 1: Details of the Organisation

Name of Organisation:	Cathcart Baptist Church SCIO ('CBC')
Address:	96, Merrylee Road, Glasgow G43 2RA
Telephone number:	07511 699805 (Minister)
General Email address:	<a href="mailto:hello@cathcartbaptist.online">hello@cathcartbaptist.online</a>
Email for Safeguarding Team:	<a href="mailto:safeguarding@cathcartbaptist.online">safeguarding@cathcartbaptist.online</a>
Website:	<a href="http://www.cathcartbaptist.online">www.cathcartbaptist.online</a>
Minister's Name:	Rev Dr Derrick L. Watson BSc.(Hons.) BArch. RIAS BD(Hons.) DProf. (Chester)
Minister's Email:	<a href="mailto:derrick@cathcartbaptist.online">derrick@cathcartbaptist.online</a>
Safeguarding Coordinator Name:	Frances J. Bloomfield
Safeguarding Coordinator's mobile number:	07954792563
and email address:	<a href="mailto:frances@cathcartbaptist.online">frances@cathcartbaptist.online</a>
Affiliation of CBC:	The Baptist Union of Scotland
CBC's Registered Scottish Charity Number:	SC049892
Charity Regulator:	Office of the Scottish Charity Regulator ('OSCR')
CBC's Insurers:	Baptist Insurance Company PLC Benefact House, Pioneer Avenue, Gloucester GL3 4AW.

**The following is a brief description of CBC and the type of activities we undertake with children (under 18s) and with adults, some of whom may have care and support needs:**

CBC is a Baptist church operating from two buildings in Merrylee Road, Glasgow. Both buildings share the same site: one is the sanctuary building and the other is known as 'The Gateway'.

Both buildings are used for Sunday morning worship, with creche facilities (known as 'Jellytots') provided for children under 5 years of age and Sunday school facilities provided for older children (known as 'M&Ms' and 'The Stage').

Our buildings are used to provide after school facilities and space for other activities, which are run along with our partner churches in the local area under the umbrella of a separate charity known as 'Radiate Cathcart' / 'Cathcart Youth Ministry Partnership' ('RC' / 'CYMP'). This charity is financially supported and enabled through the partnership of CBC with Cathcart Trinity Church of Scotland and Cathcart United Free Church ('our partner churches').

Within our sanctuary building we also run a weekly Renew Wellbeing Cafe and Renew Wellbeing Youth Cafe project with our partner churches and RC/CYMP. Alongside the Renew Wellbeing Cafe, we have a shed project from which activities such as woodworking are run.

Along with our partner churches, from time to time we operate a school holiday club for children of primary school age.

Once a week our sanctuary building is used for a Rest and Restore activity, which is open to the public.

Our sanctuary building is also used from time to time for special one-off or regular activities such as coffee mornings, lunches, afternoon teas, evening entertainments and other group events.

Once per week over the winter months, we provide a Warm Welcome Space within our sanctuary building. The timing of this initiative is worked out along with various other local churches so that on every weekday, there is a Warm Welcome Space available at one of these churches.

There is also an extensive garden area surrounding our buildings. Part of this garden is given over to a community orchard project. The garden area is also used for activities with both children and adults, some of whom may have care and/or additional support needs. The garden is also used to host activities which are open to the public in general, such as our Starlight cafe initiative which runs in the evening once per month.

Our buildings and our garden areas are used from time to time for the holiday club mentioned above and other youth activities which are run in conjunction with our partner churches.

We utilise the facility of platforms such as 'zoom' and/or 'livestream' in connection with our worship services and for groups for event planning, safeguarding training and leadership team meetings. The zoom platform can from time to time also be used for a midweek chat forum for fellowship and general discussion.

We advertise many of our activities through social media.

We have a group called 'The Ministry of Small Things' which attends to general pastoral needs (usually of a minor nature) and/or befriending for people within our church community. This form of care can include visiting with someone in their home and is an extension of the main pastoral care activity, which is provided by our Minister.

Finally, our premises are utilised as a community hub and therefore our halls etc are frequently hired out to other organisations or individuals from time to time.

## **Our Commitment**

The minister and deacons of the church, constituting the Leadership Team, are the Charity Trustees.

As a Leadership Team, we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual, emotional and other types of abuse, as well as neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which state 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 the Leadership Team, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance.**

We also acknowledge the need for this policy to be a 'living document' that will be subject to being updated in accordance with any new legislative or regulatory changes in regard to safeguarding or developmental changes in the church's activities.

We are also committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

This Safeguarding Policy and the related document entitled Safeguarding Good Practice Guidelines to which we adhere are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

As a Leadership Team and therefore those responsible for safeguarding within CBC, we undertake 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 CBC staff and volunteers and we will regularly review both this policy and our Safeguarding Good Practice Guidelines.
- ensure that, insofar as possible, CBC's premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- not allow this policy document to be copied by other organisations.

## SECTION 2: Prevention

### Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those involved with CBC activities, 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 that:

*1. 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, we adhere to the UN Universal Declaration of Human Rights with particular reference to Article 5 which states that:

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

Detailed definitions, and signs and indicators of abuse, as well as information on how to respond to a disclosure of abuse, are clearly set out in our Safeguarding Good Practice Guidelines.

### Safer recruitment

The Leadership Team will ensure that all staff and volunteers 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 each post or volunteer role;
- every applicant completes an application form and a self-declaration form;
- there is an interview process;
- safeguarding is discussed at interview;
- written references are obtained and followed up where appropriate;

- an appropriate disclosure check is completed where necessary;
- qualifications where relevant are verified;
- a suitable training programme is provided, if necessary;
- if relevant, the applicant is asked to complete a probationary period; and
- all applicants are given a copy of this policy along with a copy of CBC's Safeguarding Good Practice Guidelines and know how to report concerns.

## **Safeguarding training**

The Leadership Team is committed to on-going safeguarding training and development opportunities for all staff and volunteers. They are also committed to developing a culture of awareness of safeguarding issues to help protect everyone. All our staff and volunteers will receive induction training and undertake safeguarding training on a regular basis.

## **Management of Staff and Volunteers – Codes of Conduct**

As a Leadership Team, we are committed to supporting all staff and volunteers and ensuring that they receive support and supervision. All staff and volunteers will be trained in the parts of the Safeguarding Good Practice Guidelines specifically relevant to the area(s) of their work with children, young people and/or adults with care and support needs.

## **SECTION 3: Good Working Practice**

As CBC is an organisation working with children, young people and adults with care and support needs, the Leadership Team wish to operate and promote good working practice. This will enable staff and volunteers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

The Leadership Team have specific good working practice instructions for every activity with which CBC is involved within the Safeguarding Good Practice Guidelines document mentioned above and undertake to keep this document reviewed and as necessary updated on a regular basis.

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

The Leadership Team therefore has clear guidelines with regard to our expectations of those with whom we work in partnership. The Leadership Team will discuss with all partners our safeguarding expectations and have partnership agreements for safeguarding relevant to each joint activity undertaken.

It is also the expectation of the Leadership Team that any organisation using CBC's premises, as part of any letting agreement, will have their own policy that meets thirtyone:eight's safeguarding standards.

The Deacons believe good communication is essential in promoting safeguarding to:

- those we wish to protect;
- everyone involved in working with children and adults; and
- to all those with whom CBC works in partnership.

This safeguarding policy is just one means of promoting safeguarding.



## SECTION 4: Responding to allegations of abuse

Under no circumstances should a member of staff or volunteer carry out their own investigation into an allegation or suspicion of abuse. They should follow procedures as set out below:

### Documenting a Concern

The member of staff or volunteer should make a report of the concern in the following way:

The person in receipt of allegation(s) or suspicion(s) of abuse should report concerns as soon as possible to:

**Name:** Frances J. Bloomfield (hereafter the "Safeguarding Coordinator")  
**Tel:** 07954792563  
**Email:** frances@cathcartbaptist.online

The above person has been nominated by the Deacons to act on their behalf in dealing with all allegations or suspicions of neglect or abuse, including the appropriate onward referral of any matter to the statutory authorities.

In the absence of the Safeguarding Coordinator or, if the allegation(s) or suspicion(s) in any way involve(s) the Safeguarding Coordinator, then the report should be made to:

**Name:** Karen Gurling (hereafter 'the Deputy')  
**Tel:** 07806772563  
**Email:** karen@cathcartbaptist.online

If the allegation(s) or suspicion(s) implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to:

**thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.  
Tel: 0303 003 1111.

Alternatively contact Social Services or Police Scotland.

The Safeguarding Coordinator should contact the appropriate agency, or they may first ring the thirtyone:eight helpline for advice. They should then contact the relevant Social Services department in the area in which the child or adult lives.

**Glasgow City Health and Social Care Partnership**

Website: <https://glasgowcity.hscp.scot>

**Children's Social Services (Glasgow)**

Emergency and out of hours telephone number : 0300 343 1505

Email: Children and Families Services [scdchildrenandfamilies@glasgow.gov.uk](mailto:scdchildrenandfamilies@glasgow.gov.uk)

Post: Social Care Direct, Glasgow City Council, PO Box 26845.

**Adult Social Services**

Telephone Number: 0141 287 0555 (textphone 18001 0141 287 0555)

Email: Adult Services [socialcaredirect@glasgow.gov.uk](mailto:socialcaredirect@glasgow.gov.uk).

Post: Social Care Direct, Glasgow City Council, PO Box 26845.

**Police Scotland**

For immediate response: Tel 999

For non urgent response: Tel 101

The Safeguarding Coordinator may need to inform others, depending on the circumstances and/or nature of the concern:

- the CBC safeguarding panel, which comprises the Safeguarding Coordinator, the Deputy and CBC's Minister.
- the members of the safeguarding panel for Radiate Cathcart / the Cathcart Youth Ministry Partnership and/ or the members of the safeguarding panel for the Renew Wellbeing cafe (as appropriate) if the safeguarding incident concerned happens during an activity which

was undertaken with one or more of the partner churches with whom CBC has a shared agreement on safeguarding.

- one or more of the Deacons who may need to liaise with the insurance company or the Office of the Scottish Charity Regulator to report a serious incident.
- Disclosure Scotland to make a referral if the allegation concerns a volunteer working with a child or vulnerable adult.

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 Coordinator, the absence of the Safeguarding Coordinator or the Deputy should not delay referral to Social Services, Police Scotland or taking advice from thirtyone:eight.

The Leadership Team will support the Safeguarding Coordinator / the Deputy in their roles and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership Team hope that members of CBC will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator / the Deputy has not responded appropriately, or, where they have a disagreement with the Safeguarding Coordinator as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope that by making this statement, we as the Leadership Team are demonstrating our commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Coordinator/ the 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.

## **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 Coordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.

Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services directly for advice.

Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

## **Detailed Procedures Where There is a Concern That an Adult is in Need of Protection:**

**Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.**

If there is concern about any of the above, Safeguarding Coordinator/Deputy will:

- Contact the Adult Social Care Team who have legal responsibility to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Coordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support.
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

## **Allegations of abuse against a person who works with children/young people**

If an accusation is made against either a volunteer or paid member of staff whilst following the procedure outlined above, the Safeguarding Coordinator, in accordance with Local Health and Social Care Partnership procedures will:

- Refer the matter to Children's Social Services who will investigate the concerns and pass on information to Disclosure Scotland in relation to the volunteer or staff member.
- Make a referral to Disclosure Scotland for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. A referral must be made within 3 months of CBC's disciplinary actions or the CBC will find themselves criminally liable.

## **Allegations of abuse against a person who works with adults with care and support needs**

The safeguarding coordinator will:

- Liaise with Adult Social Services to discuss concerns and where appropriate with Disclosure Scotland in regards the suspension of the volunteer or staff member concerned.
- Make a referral to Disclosure Scotland. A referral must be made within 3 months of any disciplinary measures.

The Adult Support and Protection (Scotland) Act 2007 and the Code of Practice April 2014 places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Services to decide and not CBC.

## **SECTION 5: Pastoral Care**

### **Supporting those affected by abuse**

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

### **Working with offenders and those who may pose a risk**

When someone attending CBC is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs, the Deacons will supervise the individual concerned and offer pastoral care. However, in the Leadership Team's safeguarding commitment to the protection of children and adults with care and support needs, they will set boundaries for that person, which the person concerned will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

## **Adoption of this policy**

This policy and the related Safeguarding Good Practice Guidelines document were agreed by the Leadership Team and signed on behalf of the Team as follows:

Signed by:

Position:

Signed by:

Position

Date: