



# SAFEGUARDING

This document applies to anyone working for or on behalf of Edinburgh North Church (“ENC”), including all staff, apprentices, members, volunteers and students.

## **Purpose of This Document**

This document summarises what we at ENC need to know and do to protect Children and Vulnerable Adults from harm and abuse. The policies that underly this document are set out at *Appendix 1*.

## **Overriding Rule**

ENC is committed to doing all we can to keep Children and Vulnerable Adults safe from abuse of any kind, to promote their welfare and keep them safe. We are committed to practise in a way that protects them.

Anyone working for or on behalf of ENC has a responsibility to promote the welfare and safety of all Children and Vulnerable Adults and should keep three simple principles in mind:

- **Decrease isolation:** ensure that all contact is as open and public as possible.
- **Increase accountability:** ensure that parents or carers consent to all forms of contact and other Leaders are aware of this contact. When you realise something could have been done better, discuss this with a member of the Safeguarding Team as soon as possible. If in doubt, ask the Safeguarding Co-ordinator for advice.
- **Balance power:** Children and Vulnerable Adults are often keen to please, but we must be careful not to take advantage of this.

## **Definitions**

‘**Activity**’ means a group or activity for Children or Vulnerable Adults run by or on behalf of ENC including regular Sunday groups, groups for Young People (with the exception of One-to-one work), regular meetings and one off events.

'Child/Children' means anyone under 18 and includes Young People.

'Helpers' are Activities workers who are under 18; or over 18 and not members of ENC.

'Leaders' are Activities workers who are over 18, members of ENC, and PVG Scheme Members in respect of regulated work at ENC.

'Safeguarding Co-ordinator' means the person appointed to that role by the ENC Elders.

'Safeguarding Team' means the ENC Elders and the Safeguarding Co-ordinator.

'Vulnerable Adult' means anyone over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment. If you are unsure whether a person is a Vulnerable Adult consult with the Safeguarding Co-ordinator.

'Young People' means children of senior school age up to age 18.

## **CODE OF BEHAVIOUR:**

### **In-Person Contact**

1. Any Activity must be supervised by at least two adults, one of whom is a Leader. Helpers should never be alone with Children or Vulnerable Adults. Leaders may work alone with Children or Vulnerable Adults but should ensure that they are always within easy sight of other adults.
2. Leaders are responsible for taking a register of which Children or Vulnerable Adults are present at any Activity.
3. Parents or carers of all Children and Vulnerable Adults taking part in an Activity should complete a consent form prior to that Activity.
4. If a Child or Vulnerable Adult asks to go to the toilet, he or she may require assistance from a Leader. No Helpers may assist with toilet trips. The Leader should tell another adult where they are going. Anyone who is able to, should go to the toilet unaccompanied by a Leader. Leaders should get specific permission from parents before changing nappies and should, where possible, do so within sight of another adult.

5. Leaders should know the location of fire exits and the First Aid Kit. Any accidents should be recorded in the Accident Report Sheet attached to the register for that Activity and reported to the Safeguarding Co-ordinator.
6. Where Children or Vulnerable Adults take part in Activities without their parents or carers present, Leaders are responsible for handing them back to their parents or carers after the Activity.
7. Where parents or carers are present during the Activity, they should not be left alone with any Children or Vulnerable Adults other than those they brought with them.
8. Where an Activity takes place which is not a regular Sunday group, Leaders will discuss the need for a risk assessment form with the Safeguarding Co-ordinator, who will assist them in assessing the risk.
9. During Activities, Leaders and Helpers may occasionally take photographs to be shared with parents and carers, or used to publicise ENC's ministry. Photographs should only be shared on closed messaging groups for parents/carers and only if parental/carer consent has been obtained. Photographs should not be used for ENC publicity without explicit consent for any Child or Vulnerable Person whose face is shown. Names and personal information about any Child or Vulnerable Person should never be published.

### **One to One Contact**

10. Leaders may meet with Young People to undertake One to One work under the following circumstances:
  - Prior written consent is obtained from the Young Person's parent or carer;
  - Any meetings take place in a public place for example a coffee shop;
  - A member of the Safeguarding Team (who is not a family member of either the Leader or Young Person in question) is informed in advance that One to One work has been arranged; and
  - A start and finish time for each meeting is agreed in advance with the Young Person.

### **Digital Communication with Young People**

11. Parents or carers of Young People should complete a consent form indicating how they would like Leaders to communicate with their Young People in relation to Activities. Leaders must ensure they are aware of the consent that has been given and that they comply with it. Helpers should not communicate with Young People on behalf of ENC.

12. Leaders should not ask a Young Person for their phone number, email address or any other contact details but should obtain any such details from that person's parent or carer in accordance with the consent given in the ENC consent form.
13. Even with written permission, Leaders should keep direct contact with Young People to a minimum to avoid misinterpretation. Do not delete any messages as they provide helpful accountability. Do not make direct contact with a Young Person between 9pm and 9am.
14. In any digital communication with Young People, Leaders should be mindful of any age limits applicable to that particular form of communication.
15. Zoom meetings with Young People may take place with parental or carer consent and at agreed dates and times subject to the following:
  - Leaders should endeavour to ensure that Young People are joining Zoom meetings from a communal part of the home;
  - At all times there should ideally be two adults, one of whom is a Leader in the Zoom meeting. Where this is not possible another Leader may supervise by being physically present in the same room as the Leader taking part in the meeting;
  - Breakout rooms may be used with only one Leader present provided that the host of the call can access all breakout rooms at any time;
  - Leaders should consider whether to disable group chat. No recording or screenshots of Zoom meetings should be allowed; and
  - Parents and carers should be made aware that the age limit to set up a Zoom account is 18 so the Young People will need to use their parent or carer's account.
16. WhatsApp requires users to be 16 or over before they have their own account. A WhatsApp chat group with Leaders, parents or carers and Young People provides a convenient way to communicate and is more transparent than private messaging. For those under 16, a WhatsApp message to the Young Person sent via a parent or carer's WhatsApp may be a good way to communicate.
17. Leaders and Helpers should not have contact with Young People via any other messaging app or social media platform.
18. Leaders should be aware that parents and carers may have given different levels of consent for the Young People in their Activity. Leaders therefore must ensure that important information is given to everyone and that no Young Person feels excluded because a particular means of digital communication is not available to them.
19. Young People may wish to communicate amongst themselves via messaging apps or social media. This is a matter for parents/carers and is out-with the oversight of ENC.

## **Church is Special**

20. We realise that a church family setting is special. Members of a church are seen by God as being one body and often have very close bonds. As a result a Leader or Helper may be a personal family friend of one or more of the Children or Vulnerable Adults in their Activity. This Leader or Helper may therefore have contact with these Children and Vulnerable Adults in more than one capacity. Where contact occurs in their role as a Leader or Helper, this Code of Behaviour applies to that contact.

## **Code of Behaviour for Children and Vulnerable Adults**

21. We aim to encourage and promote the following behaviour in our Children and Vulnerable Adults:

- Listening to each other;
- Valuing and respecting each other;
- Encouraging one another;
- Respecting differences; and
- Co-operating with each other.

## **Reporting concerns**

22. If anyone at ENC has any concern about a Child or Vulnerable Adult's safety and wellbeing or about the behaviour of anyone working at or on behalf of ENC the procedure to report this is set out at Appendix 2.

23. If anyone at ENC has any questions about any of the matters raised in this document or their application to any situation, they must consult the Safeguarding Team.

## **Training**


24. The Safeguarding Co-ordinator will arrange periodic training sessions to ensure that anyone working for or on behalf of ENC is aware of this document and their obligations under it.

25. Children and Young Adults will (in an appropriate way for their level of understanding) periodically:

- be reminded of their right to be safe from harm; and
- be reminded of the Code of Behaviour expected of them in order to reduce the risk of bullying.

The Safeguarding Team has reviewed the effectiveness of these provisions on:

.....25th January 2022..... (date)

Signed.......... (Dr Rupert Hunt-Taylor, Minister)

**Contact Details**

**Elders responsible for safeguarding:**

Rupert Hunt-Taylor, Peter Dickson, James MacKenzie, Graeme Williamson.

**Safeguarding Co-ordinator:**

Emma Santry (contact via [hello@edinburghnorth.church](mailto:hello@edinburghnorth.church))

# **APPENDIX 1:**

## **UNDERLYING SAFEGUARDING POLICY**

### **ENC recognises that:**

- The welfare of the Child or Vulnerable Adult is paramount;
- All Children and Vulnerable Adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- Some Children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and
- Working in partnership with Children, Vulnerable Adults, their parents, families, carers and other agencies is essential in promoting welfare.

### **ENC will seek to keep Children and Vulnerable Adults safe by:**

1. valuing them, listening to and respecting them;
2. appointing a Safeguarding Co-ordinator and ENC Elders responsible for safeguarding;
3. developing and implementing child protection and safeguarding practices;
4. providing effective management for staff and volunteers through supervision, support, training and quality assurance measures;
5. recruiting staff and volunteers safely, making all necessary checks;
6. recording and storing information professionally and securely and sharing information about safeguarding and good practice with Children, Vulnerable Adults, their families, staff and volunteers;
7. using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving Children, Vulnerable Adults, parents, families and carers appropriately;
8. creating and maintaining an anti-bullying environment and dealing effectively with any bullying that does arise;
9. ensuring that Elders deal promptly with any complaints, investigate them thoroughly and fairly, and take any corrective measures deemed necessary; and
10. ensuring that we provide a safe physical environment for our Children, Vulnerable Adults, staff and volunteers, by applying health and safety measures in light of law and regulatory guidance.

## **APPENDIX 2:**

### **WHAT TO DO IF THINGS GO WRONG**

This Appendix sets out what to do if you are concerned about a Child or Vulnerable Adult's safety and wellbeing or about the behaviour of anyone working at or on behalf of ENC.

#### **Procedure for responding to concerns that a Child or Vulnerable Adult may be at risk of abuse or neglect**

1. Abuse may be physical, emotional, sexual abuse or neglect.
2. If a Child or Vulnerable Adult does or says anything which causes you to suspect they may have suffered abuse, you must not agree to keep this a secret. Reassure them that they are right to tell you and that you will share this information only with someone who can help.
3. You should immediately inform the Safeguarding Co-ordinator or if unavailable, a member of the Safeguarding Team. They will promptly report the matter to the appropriate Child Protection Committee.

#### **Anti-bullying procedure**

4. If you suspect that a Child or Vulnerable Adult is bullying another Child or Vulnerable Adult you should promptly inform the Safeguarding Coordinator or if unavailable a member of the Safeguarding Team.
5. The Safeguarding Team will investigate and take appropriate steps to deal with this matter in consultation with any appropriate parents or carers of those involved.

#### **Procedure for managing concerns or allegations against a member of staff or volunteer**

6. If you have an allegation or want to raise a concern against anyone at or working on behalf of ENC, speak with a member of the Safeguarding Team.
7. The Safeguarding Team will investigate and take appropriate steps to deal with this matter and will keep you informed throughout the process.



## **Whistleblowing and complaints procedure**

8. If you wish to raise any allegation, complaint or concern against an ENC Elder or the Safeguarding Co-ordinator and do not feel comfortable raising it with other members of the Safeguarding Team you should speak to a nominated member of our presbytery: Paul Brennan (Associate Minister at The Tron church, Glasgow ([paul.brennan@tron.church](mailto:paul.brennan@tron.church))).

## **Confidentiality**

9. In respect of all the procedures set out above, the Safeguarding Team will handle and process information, including sensitive personal data in compliance with current legislation.