

Oak Community Church Safeguarding Policy – April 2025



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Section 1

Details of the organisation

Name of Place of Worship / Organisation:	Oak Community Church
Address:	345 Chipperfield Road, Orpington. BR5 2LJ
Tel No:	07596 591714
General Email address:	info@oakchurch.co.uk
Senior Leader Name:	Trevor Hall
Senior Leader Contact	Telephone: 07767382011 / Email: trevor@oakchurch.co.uk
Safeguarding Lead Name:	Annabelle Holloway
Safeguarding Lead Contact	Telephone: 07810138459 / Email: annie@oakchurch.co.uk
Charity Number:	1086478
Insurance Company:	Ansvar

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Weekly acts of worship are held on Sunday mornings with a Sunday school for anyone of primary school age or younger every Sunday. During the week, there is a warm space evening for the community to come and enjoy the building and to socialise. There is also a group for the over 60's called 'Oak's Come and Chat once a week, where people can socialise with their peers.

Bromley Borough Foodbank uses its land and buildings twice a week for free. Other outside businesses have / can run workshops within the building, for a fee. A local church leases the building for their music group to practice or for youth meetings.

Section 2: Governance and leadership

Our commitment

As a Leadership 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 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.

A model safeguarding statement can be found in APPENDIX 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight](#)).

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

Governance

The Oak Community Churches board of trustees is appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (IICSA The Governance Institute, 2017).

The board of trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator.

England and Wales [Charity Commission] – **Reporting Serious Incidents [RSI]**
[How to report a serious incident in your charity - GOV.UK](#)

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- and there is open communication

Section 3

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 with care and support needs 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.

For the purposes of this policy, a child will be referred to as someone under 18 years old.

An adult at risk of harm will be defined in this policy as the following:

Adults at risk of harm/adults in need of protection

There are different criteria mapped out across UK legislation to define an adult at risk of harm under safeguarding.

England:

The Care Act 2014 states that adult safeguarding duties apply to any person aged 18 years or older who:

- Has care and support needs.
- Is experiencing, or is at risk of, abuse or neglect.
- Is unable to protect themselves because of their care and support needs.

To safeguard those in our organisation 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:

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:

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

This policy is in line with the following legislation:

- The Children Act (1989 & 2004)
- Working Together to Safeguard Children (2023)
- The Care Act (2014)
- Safeguarding Vulnerable Groups Act (2006)
- Mental Capacity Act (2005)

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. Please see guidance notes for a list of these. APPENDIX 2.

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

Position of trust' is a legal term defined in the Sexual Offences Act 2003. In section 22 it is explained as an adult "caring for, training, supervising or being in sole charge" of a child under the age of 18.

This Act defines settings in which adults would have a position of trust e.g. hospital or an educational institution (section 21). It does not include a list of roles, but examples include:

- Teachers
- Care workers
- Youth justice workers
- Social workers
- Doctors

It is against the law for someone in a position of trust to engage in sexual activity with a child in their care, even if that child is over the age of consent. This means that even though the child may be over the age of consent (16), it is illegal to engage in sexual activity with any 16- or 17-year-old if you hold a position of trust.

Legal exceptions when in a position of trust include marriage or civil partnership, and sexual relationships that pre-date a position of trust.

The Police, Crime, Sentencing and Courts Act 2022, has been broadened to include "sport" and "religion". This includes anyone who: 'coaches, teaches, trains, supervises or instructs someone under 18, on a regular basis, in a sport or a religion'.

These sport coach and faith leadership positions are currently defined as:

"sport" includes:

- any game in which physical skill is the predominant factor, and
- any form of physical recreation which is also engaged in for purposes of competition or display;

"religion" includes:

- a religion which involves belief in more than one God, and
- a religion which does not involve belief in a god.

Safer 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
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and the relevant Disclosure and Barring Service (DBS (England and Wales) has been completed where necessary (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 and induction 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.

Volunteer workers:

The Leadership will ensure all volunteer workers will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- The volunteer will sign the job description and Code of Conduct.
- Safeguarding has been discussed at interview
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- 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.

Safeguarding training

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 provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every three years.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two

years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The Leadership will provide or facilitate specialist safeguarding training for the board of trustees which will be renewed every three years.

The Leadership will also ensure that children and adults with care and support needs 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.

Practice Guidelines

As an organisation working with children, young people and adults with care and support needs 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 potential harm or abuse and false or unfounded accusations.

We have specific good practice guidelines for every activity we are involved in, and these are attached or in the appendices.

For some activities you will need specific forms, e.g. consent forms, risk assessments etc.

The relevant forms can be found in appendix 4 and 7

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Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The code of conduct can be found in appendix 5.

Section 4:

Partnership working

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

We therefore have clear guidelines with 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 (please see appendix 9). It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards or they agree to the Oak Community Churches safeguarding policy. They should also show evidence of safer recruitment. We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Posters identifying the safeguarding team will be displayed around the building including the Sunday School room.

Clear signs are displayed in the main room and foyer explaining how to safeguard members of the organisation during the live stream of the service.

Prevent Training

The leadership will be alert to those that could potentially become radicalised or who hold extremist views. The board of trustees and the safeguarding team will engage in Prevent training every 3 years.

CONTEST, the Government's national counter terrorism strategy, aims to reduce the risk to the United Kingdom and its interests overseas from international terrorism, so that people can go about their lives freely and with confidence. The strategy has four main work streams:

- Pursue: to stop terrorist attacks
- Protect: to strengthen our protection against terrorist attack
- Prepare: where an attack cannot be stopped, to mitigate its impact
- Prevent: to stop people becoming terrorists or supporting terrorism

The Prevent strategy responds to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views. It provides practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support. It works with a wide range of sectors including education, criminal justice, faith, charities, online and health where there are risks of radicalisation.

The three key objectives of the Prevent Strategy are to:

- Challenge the ideology that supports terrorism and those who promote it
- Prevent vulnerable people from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with sectors and institutions where there are risks of radicalisation

Roles and Responsibilities of Prevent Strategy:

The Leadership has overall responsibility for developing and reinforcing awareness of 'Prevent' in the activities run by The Oak Community Church. The Safeguarding Lead, together with the Deputy Safeguarding Leads and Safeguarding Trustee are responsible for responding to concerns in relation to Prevent.

All The Oak Community Church staff and volunteers are responsible for:

- Attending all safeguarding and Prevent training and keeping up to date with current policy and procedures
- Understanding what may contribute to increased vulnerability in relation to radicalisation and extremism
- Understanding the signs and indicators that may cause concern
- Remaining observant and vigilant to identify concerns
- Sharing concerns following The Oak Community Church Safeguarding and Prevent referral procedures
- Promoting and reinforcing shared values; creating space for free and open debate, and to listening and supporting the voice of each individual.
- Ensuring those who are attend our activities are free from bullying, harassment and discrimination

The Oak Community Church recommends that all workers participate in the government recommended Prevent Duty training: <https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal#awareness-course>

Section 5

Responding to allegations of abuse

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to:

Name: (hereafter the "Safeguarding Lead") Annabelle Holloway

Tel: 07810138459

Email: annie@oakchurch.co.uk

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Name: (hereafter the "Deputy Safeguarding Lead") Hannah Tyler

Tel: 07432423633

Email: Hannah@oakchurch.co.uk

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

Name: (hereafter the "Safeguarding Trustee") Samantha Marlow

Tel: 07912869353

Email: sam@oakchurch.co.uk

The worker or volunteer can also contact Thirtyone:eight to get further advice if required: Tel: 0303 003 1111. Option 2

The worker or volunteer should record the disclosure, allegation or concern onto the cause for concern form and share this with the Safeguarding Lead/Safeguarding Deputy or Safeguarding Trustee as soon as possible.

The cause for concern form is kept in the church foyer or can be accessed on line: <https://www.oakchurch.co.uk/our-policies> Please see a copy of the cause for concern form in the appendix 4

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

Name of local authority: Bromley

Children's Social Services

Tel: (Mon-Fri, 8:30am-5pm): 020 8461 7373 / 7379

Out of hours Tel: 0300 303 8671

Email Address: mash@bromley.gov.uk

Adult Social Services

Tel: 020 8461 7777

Out of hours Tel: 020 8464 4848

Website Address: www.bromley.gov.uk.

LADO: 020 8461 7669 or 020 8313 4325, or email lado@bromley.gov.uk

Police – 999 or 101

Charity Commission: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

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

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales) to report a serious incident.
- Local Authority Designated Officer – LADO (England and Wales) if the allegation concerns a worker or volunteer working with someone under 18.

Concerns 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 disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead 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 Thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(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 Lead/Deputy Safeguarding Lead 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 Lead/Deputy Safeguarding Lead will:
- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.

- Contact Children's Social Care 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.
- If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care.
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of 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 Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care.

Allegations of sexual abuse:

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care for children and families and police on 101.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care or the police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern about an adult at risk:

Concerns 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 Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

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

- Identify support services for the Survivor 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 a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, will:

- Make a referral to the Local Authority Designated Officer - LADO whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer if they are involved.
- Share information about the concern with the police.

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

The safeguarding Lead will:

- Liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service (DBS) following the advice of Adult Social Services.
- Share information about the concern with the police.

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care 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 Care to decide not the organisation.

Allegations of non-recent sexual abuse from an adult:

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police. If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the

information relating to the alleged Perpetrator, however, must not share details of the Survivor.

- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer - LADO, whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Section 6

Wellbeing Support and Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering wellbeing support/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 organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name	Trevor Hall and Annabelle Holloway
Tel	07767382011 / 07810138459
Email	trevor@oakchurch.co.uk / annie@oakchurch.co.uk

Working with those who may pose a risk

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

Examples of a behaviour risk assessment and clauses to consider in a contract are found in appendix 10 and 11

Prayer Ministry Guidelines

During our meeting, we regularly give opportunity for prayer ministry. The priority of these times is to facilitate an opportunity for people to encounter God by his Spirit. We should also be mindful of our Safeguarding practices and procedures. Leadership, safeguarding and prayer team members should make themselves aware of this policy and ensure they receive regular guidance and training.

Prayer Guidance:

Ask people how they would like you to pray for them. However, be aware of not turning this into a lengthy conversation, as this is a time for the Holy Spirit to offer counselling. Be sensitive when speaking into the situation or offering a word or image. Ensure that you are visible to others when praying with people.

Guidance on Touch during prayer ministry:

Ask the person if they consent for you to lay your hands on them when praying. Be careful where you place your hands to keep in line with safeguarding requirements. Never place your hands in a personal area of the body and never under items of clothing. If the person requesting healing has an issue in a part of their body that is inappropriate for you to touch, then encourage them to place their hands on that spot whilst you lay hands appropriately. The leaders will be monitoring congregation interactions for prayer and will address issues that do not comply with the Safeguarding policy.

Disclosures during prayer:

The person you are praying for may tell you about things that have happened in their life. Confidentiality is important but DO NOT promise to keep anything a secret, especially

regarding claims of abuse (these must be reported to your Safeguarding Lead as soon as possible and you should discreetly bring in a member of Leadership to support you during the prayer time). If at any time you feel uncomfortable or out of your depth, please ask for assistance from any of the church leaders. Report any concerns of mental illness, victims of abuse or any incident where a person has been physically hurt to the Safeguarding Lead, who will ensure it is dealt with appropriately.

Social Media:

The Oak Community Church want the social media channels to be safe spaces and a place for healthy, open and insightful discussion, which is why there are a short set of house rules:

- All users must comply with the relevant social media platform's terms of use as well as terms of use.
- The Leadership will remove, in whole or in part, posts that they feel are inappropriate, or discriminatory against any individual or group.
- Individuals are wholly responsible for any content they post including content that they choose to share.
- The Leadership will remove messages and/or disable comments (where function allows) including reporting and/or blocking users on our social media channels who post messages or leave comments which they believe are:
 - Abusive or obscene
 - Deceptive or misleading
 - In violation of any intellectual property rights, including copyright
 - In violation of any law or regulation
 - Spam and off-topic content, including persistent negative and/or abusive posts in which the aim is to provoke a response.
 - Promotional material, including links to external websites and promotions that are not relevant to the original post.
 - Content that does not align with the beliefs and views of the church.

Anyone repeatedly engaging with the Oak Community Church social media accounts using content or language which falls into the above categories will be blocked and/or reported to the associated social media platform. They will not tolerate or respond to abusive messages.

These guidelines will be reviewed regularly and updated in light of feedback and experience.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

A copy of this policy is available - <https://www.oakchurch.co.uk/our-policies>

Signed		Date:	
Signed		Date:	
Signed		Date:	
Signed		Date:	
Signed		Date:	

This policy is to be reviewed annually (July 2026)

APPENDIX 1:

Safeguarding statement

Model Policy Statement on Safeguarding

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Place of worship/organisation*: Oak Community Church

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

- This place of worship/organisation* is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014. *(Please amend this list for appropriate legislation in N. Ireland and Scotland)*
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

We recognise:

- Children's Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- 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 annually.

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

_____ Safeguarding Lead
 _____ Deputy Safeguarding Lead

A copy of this place of worship's/organisation's* policy can be seen:

<https://www.oakchurch.co.uk/our-policies>

Signed by leadership

Signed:		Senior Leader
Signed:		Chair of Trustees
Date:		

Appendix 2 - Definitions of abuse and signs and indicators in children

Types of abuse

Please note that signs and indicators can be found here: [Types of abuse](#)

- Physical
- Sexual
- Emotional
- Neglect

These are some other areas of concern that do not come directly under the categories of abuse:

- Child on child abuse
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Radicalisation
- Domestic abuse
- Bullying

Signs of Physical abuse

Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted in light of the child's medical and social history. Most accidental bruises are seen over bony parts of the body e.g. elbows, knees, shins and are often on the front of the body.

Some children, however, will have bruising that is more likely to be inflicted rather than accidental. Indicators of physical abuse could include bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, this could be on their cheeks, abdomen, back and buttocks. Physical abuse may involve hitting, shaking, throwing, drowning, burning or scalding, poisoning, suffocating, or otherwise causing physical harm to a child or failing to protect a child from that harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Signs of Sexual abuse

Sexual abuse involves someone forcing or enticing a child 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. In fact, the majority of children who are sexually abused by a carer will have no visible signs at all, due to the attacker not wanting to leave evidence, amongst many other reasons in the grooming process.

Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children. The activities may involve physical contact including both penetrative and non-penetrative acts such as masturbation, kissing, rubbing and touching the outside of clothing.

They may also include non-contact activities, such as watching sexual activities, encouraging children to behave in sexually inappropriate ways, involving children in looking at, or in the production of, sexual images and grooming a child in preparation for abuse (including via the internet).

Signs of Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe adverse effects on the child's health and 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.

Emotional abuse can be difficult to measure, as there are often no outward physical signs. Indicators of emotional abuse 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 from interacting socially with other children or adults. It could involve rejecting or ignoring a child completely, using degrading language or behaviour towards them, threatening or bullying them and encouraging them to develop behaviours that are self-destructive.

Emotional abuse also includes radicalising a child or young person who may be subsequently drawn into terrorist-related activity. People, who work in specified occupations, including health and education, must report it if they suspect someone is being drawn into terrorism (known as the Prevent duty).

Signs of Neglect

Neglect can be a difficult form of abuse to recognise, yet it can have some of the most lasting and damaging effects on children. One in 10 children have experienced neglect and neglect is a factor in 60 percent of serious case reviews.

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. The physical signs of neglect may include constant hunger, sometimes stealing food from other children constantly dirty or 'smelly', loss of weight, or being constantly underweight and inappropriate clothing for the conditions.

The following changes in behaviour in a child or young person may indicate neglect and these include complaining of being tired all the time, not requesting medical assistance and/or failing to attend appointments, having few friends and mentioning being left alone or unsupervised.

These definitions and indicators are not meant to be definitive, but to be viewed as guidance. It is important to remember that many children may exhibit some of these indicators at some time and that the presence of one or more should not be taken solely as proof that abuse is occurring. There are many kinds of support available to children and young people who have experienced abuse once it has been disclosed or identified.

Appendix 3 - Definitions of abuse and signs and indicators in adults

Types of abuse. Please note that signs and indicators can be found here: [Types of abuse](#)

- Physical
- Sexual
- Emotional
- Financial
- Organisational
- Domestic
- Modern slavery
- Discriminatory
- Neglect
- Self-neglect

These are some other areas of concern that do not come directly:

- Extremism and radicalisation
- Cuckooing
- Mate crime
- Hate crime
- Stalking/harassment
- Spiritual abuse
- Romance fraud

The category 'spiritual abuse' has not currently been recognised in legislation, but organisations need to have an awareness to respond appropriately and in serious cases, it may fall under other categories of abuse identified in legislation. Please see a definition below that you may wish to include in your safeguarding policy or safeguarding policy appendix for reference:

Spiritual abuse is a form of emotional and psychological abuse. It is characterized by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism (Oakley and Humphreys, 2019).

Everyone has the right to live in safety, free from abuse and neglect.

Abuse and neglect can occur anywhere: in their own home or a public place, while they're in hospital or attending a day centre, or in a college or care home.

They may be living alone or with others. The person causing the harm may be a stranger but, more often than not, they'll know and feel safe with them. They're usually in a position of trust and power, such as a health or care professional, relative or neighbour.

Different forms of abuse and neglect

There are many forms of abuse and neglect.

Sexual abuse

This includes:

- indecent exposure
- sexual harassment

Safeguarding Policy based on the template from Thirtyone Eight.

<https://thirtyoneeight.org/dashboard/resources-library/templates-policies/>

- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- being forced to watch pornography or sexual acts
- being forced or pressured to take part in sexual acts
- rape

Physical abuse

This includes:

- being hit, slapped, pushed or restrained
- being denied food or water
- not being helped to go to the bathroom when they need to
- misuse of your medicines

Psychological abuse

This includes:

- emotional abuse
- threats to hurt or abandon them
- stopping them from seeing people
- humiliating, blaming, controlling, intimidating or harassing them
- verbal abuse
- cyberbullying and isolation
- an unreasonable and unjustified withdrawal of services or support networks

Domestic abuse

This is typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.

Discriminatory abuse

This includes some forms of harassment, slurs or unfair treatment because of:

- race
- sex
- gender and gender identity
- age
- disability
- sexual orientation
- religion
- being married or in a civil partnership
- being pregnant or on maternity leave

Financial abuse

This could be someone stealing money or other valuables from them or it might be that someone appointed to look after their money on their behalf is using it inappropriately or coercing them to spend it in a way they're not happy with.

Internet scams and doorstep crime are also common forms of financial abuse.

Neglect

Neglect includes not being provided with enough food or with the right kind of food, or not being taken proper care of.

Leaving them without help to wash or change dirty or wet clothes, not getting them to a doctor when they need one or not making sure they have the right medicines all count as neglect.

Abuse in the home

They're more at risk of abuse at home if:

- They're isolated and do not have much contact with friends, family or neighbours
- They have memory problems or difficulty communicating
- They become dependent on the carer
- They do not get on with their carer
- Their carer is addicted to drugs or alcohol
- The carer relies on them for a home, or financial or emotional support

Appendix 4 – Cause for Concern form

Name of the person you have a concern about:

Date of the incident / concern arising:

Time of the incident / concern arising:

Location of incident / concern arising:

Nature of the incident / concern arising:

<p>Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. (please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</p>	
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Have you spoken to a member of the safeguarding team? If yes, who?

About you:

First and last name:

Email:

Mobile:

Please pass this form to your Designated Safeguarding Lead without delay

Appendix 5 – Model Job description and Code of Conduct

Post: _____

Main duties of this position:

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Oak Community Church Code of Conduct:

Oak Community Church behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for [name of group/organisation]. You will be seen as a role model and must act appropriately.

Good practice

Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare

Work in a responsible, transparent and accountable way

Be prepared to challenge unacceptable behaviour or to be challenged

Listen carefully to those you are supporting

Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)

Seek advice from someone with greater experience when necessary

Work in an open environment – avoid private or unobserved situations

Safeguarding Policy based on the template from Thirtyone Eight.

<https://thirtyoneeight.org/dashboard/resources-library/templates-policies/>

Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Designated Safeguarding Lead
Don't make inappropriate promises particularly in relation to confidentiality
Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

Not reporting concerns or delaying reporting concerns
Taking unnecessary risks
Any behaviour that is or may be perceived as threatening or abusive in any way
Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy
Developing inappropriate relationships
Smoking and consuming alcohol or illegal substances
Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave [name of group/organisation]. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

I agree to the main duties of _____ position at the Oak Community Church and to the Code of Conduct.

Signed:

Name:

Date of commencement:

If a DBS (Data Barring Service) check is required, complete the self declaration form attached.

Appendix 6 – Young Person Consent form:

Young Person Contact Details & Information

Name		Date of Birth	
School		School Year	
Mobile Phone			
e-mail			

Parent/Carer Contact Details & Information

Name		Emergency Contact Number	
Home Address		Home Phone	
		Other emergency number	
e-mail			

Medical Information

Please provide details of any: Medical condition or disability Allergies Dietary needs Special needs	
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Consent

For your child to take part in classes and sessions on site under the care of an adult according to our safeguarding policies?	Yes	No
Photos being taken of your child for local display or publicity?	Yes	No
Un-named photos being used on our website, emails or social media campaigns?	Yes	No
Permission for your child to take part in organised trips, events or activities off site under the care of an adult according to our safeguarding policies?	Yes	No
Permission for your child to be given a lift home from church events to home on an ad-hoc basis according to our safeguarding policies?	Yes	No
In an emergency, if you cannot be contacted, do you give permission for your child to receive first aid or necessary hospital treatment, including anaesthetic?	Yes	No
Permission for recognised church workers to use electronic means to communicate with your child in accordance with our safeguarding policies? Please indicate which you approve of: <input type="checkbox"/> Text <input type="checkbox"/> WhatsApp <input type="checkbox"/> Email <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Other – please specify _____	Yes	No

Agreement

Parent/carers to sign:		Date:	
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Details of The Oak Community Church Safeguarding policies can be found on our website www.oakchurch.co.uk/safeguarding.htm

Appendix 7 – Risk assessment template:

Church / Organisation			
Activity		Location	
Date of Risk Assessment		Frequency	
Responsible Leader			

What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Date Completed

Appendix 8 – Accident Form



Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

Names, addresses and ages of those involved in the incident

Where did this incident take place?

Name of place of worship/organisation:

Name of the group:

Who is normally responsible for group? (Name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?

☐ YES ☐ NO ☐ NONE INVOLVED (Please tick)

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use ☐ YES ☐ NO (Please tick)

Is the equipment still safe for your group to use? ☐ YES ☐ NO (Please tick)

Who else do you need to inform?

Have they been informed? ☐ YES ☐ NO (Please tick)

If so, when and by whom?

Have you reported a serious/significant accident or injury to the Local Authority environmental health department? ☐ YES ☐ NO (Please tick)

Signature of person in charge of group at time of accident/incident

Signed: _____ Print

Name:

Date: ____/____/____

Form seen by: _____

(state role eg. Church Minister, Head of Organisation/Health & Safety Officer)

Signed _____

Print

Name:

Date: _____

Appendix 9 – Example of partnership working agreement

CHURCH HALL RENTAL CONTRACT

This Contract is made and entered into on this 20th day of February 2025, by and between:

Oak Community Church

Address: 345 Chipperfield Road

Town/City, Postcode: Orpington BR5 2LJ

Representative:

(hereinafter referred to as "Owner"),

Organisation name

Address:

Town/City, Postcode:

Representative:

(hereinafter referred to as "Renter"),

1. RENTAL SPACE & PURPOSE

Owner agrees to rent to Renter the following space within the church premises: Main Hall, Kitchen, Hallway and Toilets, located at 345 Chipperfield Road, Orpington, BR5 2LJ. The space is to be used solely for classes.

2. RENTAL PERIOD

The rental period shall commence on ... and continue through ..., for the following dates and times: -

Dates: ... - Time of use: From ...to...

3. RENTAL FEES & PAYMENT TERMS

Renter agrees to pay a rental fee of £... per hour until the end of ... and then £... per hour until the end of this agreement, totaling £... for the full rental period. Payment shall be made upon monthly invoice via bank transfer to: The Oak Community Church Trustees, Account Number: 70856258, Sort Code: 20-14-33

4. CANCELLATION POLICY

Renter must provide at least 30 days' notice for cancellation of this contract. Any dates already agreed in this contract within the 30 days must still be paid for in full.

5. RESPONSIBILITIES OF RENTER

a. The Renter shall leave the hall in the same clean and orderly condition as received. b. The Renter is responsible for any damage to the premises occurring during the rental period. c. No smoking, alcohol, or illegal activities are permitted on church property. d. The Renter shall ensure compliance with all local laws and church policies. e. The Renter shall provide proof of public liability insurance (if required). f. The Renter shall either provide their own safeguarding policy or must adhere to the church's safeguarding policy whilst on the premises. (Please inform us which is relevant to you) g. The Renter shall ensure that any vehicles are parked within the provided concreted car park on site.

6. CHURCH RIGHTS & RESPONSIBILITIES

a. The Owner reserves the right to access the premises at any time. b. The Owner is not responsible for any loss, theft, or injury occurring during the rental period. c. The Owner reserves the right to terminate this Agreement with immediate effect if Renter violates any terms.

7. LIABILITY & INDEMNIFICATION

Renter agrees to indemnify and hold harmless the Owner, its employees, and representatives from any liability, damages, or claims arising from Renter's use of the premises.

8. MISCELLANEOUS

a. This Agreement constitutes the entire understanding between the parties. b. Any modifications must be in writing and signed by both parties. c. This Agreement shall be governed by the laws of England and Wales

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

****OWNER (Church Representative):**** Name: _____

Signature: _____

Date: _____

****RENTER (Authorised Representative):**** Name: _____

Signature: _____

Date: _____

Appendix 10 – Behaviour risk assessment

Church / Organisation			
Subject of Risk Assessment (if child, include age)		Location	
Date of Risk Assessment		Date for Review	
Responsible Leader		Review Frequency	
Professionals/others involved (if applicable)			
Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)			

What are the concerns?	Given this, what are the possible risks? Who is at risk?	Can the risk be managed? What measures can be adopted to safeguard in this situation?	Action by whom?	Action by when?	Date Completed

Guidance notes

1. This document will primarily be overseen (and possibly even completed) by the safeguarding coordinator within the organisation. It may be filled-in, in conjunction with a worker or volunteer or leader who knows the situation or individual (adult/child) well.
2. It is important to remember that a tool like this will be useful for dealing with:
 - a. risks that are known and substantiated or
 - b. those that are unsubstantiated but still warranting some form of safeguarding arrangements or
 - c. on receipt of a blemished disclosure during the recruitment process (read InFocus on Dealing with Blemished Disclosures for how to do this well)

Therefore, communication is key when seeking to put an assessment in place. Encourage your workers to raise/share concerns appropriately so you can make an informed decision about the nature and detail of the risk assessment.

3. Information about risks an individual may pose maybe received from anyone of these following services: Social Services or Police or Probation or Health services. Seek to contact them to clarify information and where possible seek to gather their view on your risk assessment. Other organisations such as schools, churches or voluntary organisations may be able to indicate the presence of a safeguarding concern in relation to a child or adult though not the details of the relevant concerns.
4. Possible measures (as stated in Column 3) could range from a stringent contract/covenant of care to informal supervision/monitoring arrangements. Depending on the nature of the risk and the potential groups that may be vulnerable through coming into contact with the individual, consider realistic ways of managing and also supporting the individual concerned.
5. Read our InFocus on Handling and Storage of disclosure information for advice on storage and retention of these records (Standard 3.23)
6. Read Standard 9 within our online safeguarding manual for further information on working with those who may pose a risk and clauses to consider in a contract.

7. If your risk assessment indicates that your church is unable to manage the risk the individual poses (either due to the scale of your work with vulnerable groups or lack of resources to offer accountability arrangements and/or pastoral support), you are able to advise the individual that your church may not be the appropriate place for them to attend. You can support them to seek to explore an alternate church and encourage them to share the concerns with the relevant safeguarding lead and/or minister.
8. It is important to remember that when working with individuals and vulnerable groups, risk cannot be completely eliminated but can definitely be mitigated and managed safely.

Appendix 11 – Clauses to consider in a contract

Here are some examples of sorts of clauses you may need to consider when drawing up a contract or agreement with an offender. This is not an exhaustive list and you should always take into account in the particular circumstances of the individual and the organisation involved.

Boundaries

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults
- I will attend meetings and activities as directed by the leadership
- I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people and vulnerable adults
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress
- I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home
- I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or adults at risk for whom they care
- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period

Pastoral care

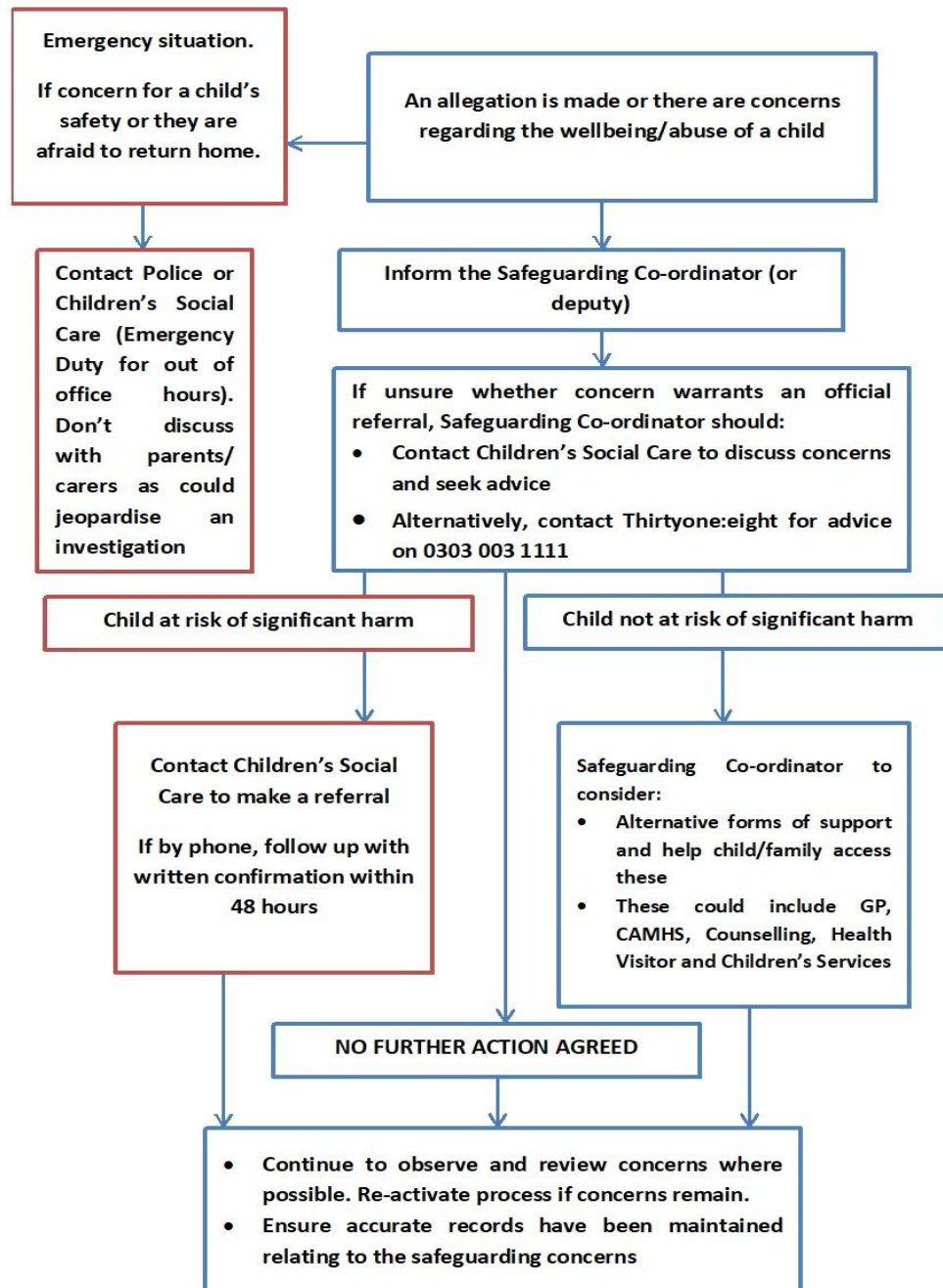
As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

- Support you in finding suitable employment opportunity which will not bring you into contact with children or vulnerable adults.
- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
- Attempt to meet any practical needs you may have, including assisting with options for accommodation.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of known sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you.

Appendix 12 – Flowchart for safeguarding children

This flow chart provides an overview of action to be taken when concerned about the of a child. It is to be used in conjunction with written procedures.



Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

Appendix 12 – Flowchart for safeguarding adults at risk

This flowchart gives an overview of action to be taken when concerned about the welfare of an adult at risk . Use this alongside your own written procedures.

