



C3 TRUST UK LIMITED  
SAFEGUARDING POLICY

## Section 1

### Details of the place of worship / organisation

Name of Place of Worship / Organisation: **C3 Trust UK Limited**

Address: The Hope Centre, Bernard Road, Sheffield, S25BQ

Tel No: 0114 2132070

C3 Trust UK Safeguarding Manager: Gavin Gray

|   |         |         |                  |      |     |      |
|---|---------|---------|------------------|------|-----|------|
| Safeguarding<br>safeguarding@c3trust.org.uk | Manager | Contact | Telephone/email: | 0114 | 213 | 2070 |
|---|---------|---------|------------------|------|-----|------|

Charity Number: 1119791

Insurance Company: Ansvar (Kingdom Bank)

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:

C3 Trust UK is a Registered Charity Number 1119791 and a Company Limited by Guarantee Registered Number 05999100.

C3 Trust UK currently has 5 local Churches within the UK (C3 Liverpool, C3 Hope, C3 Newcastle, C3 London, C3 Sunderland, C3 YRKS), all of which are involved in weekly activities for children & adults such as Sunday Schools & clubs, Youth activities, & Church services. (this is not an exhaustive list)

- All of our C3 Trust UK Churches are expected to follow this policy within their own location, and to make sure that those empowered to oversee activities have been trained & equipped accordingly. To assist with this, each church has its own local safeguarding coordinator who is in regular contact with the C3 Trust UK Safeguarding manager for support & guidance. Each local safeguarding coordinator is also required to provide a monthly safeguarding update report to the C3 Trust UK Safeguarding manager. This update report helps provide the Charity trustees with regular & up to date information on how safeguarding is being addressed and monitored in each church location.

- Each local church safeguarding coordinator will form part of the C3 Trust UK safeguarding board along with the C3 Trust UK safeguarding manager. The purpose of this board is to help assist and support each other in the role, to ensure that good practices are being followed in each church location, to discuss procedure & plans for ongoing issues/concerns, and for ongoing training purposes.
- Each local church safeguarding coordinator is also encouraged to have a deputy safeguarding coordinator & to form a local safeguarding team with key people within the church. This also provides a great place for local support, accountability, discussion & training to ensure good practice is being outworked.

### **Our commitment**

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

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

C3 Trust UK undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures (see [www.gov.uk](http://www.gov.uk) Safeguarding and protecting people for charities and trustees), in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.

- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the 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 in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

*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.*

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.

#### **Position 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.

A recent (June 2022) addition to the Sexual Offences Act 2003 relating to Positions of Trust, meaning that faith leaders who have sexual relationships with 16 and 17-year-olds in their care will now be breaking the law under this new legislation for England and Wales.

Clear boundaries need to be in place to ensure that the safeguarding of vulnerable groups is not compromised and that there are clear expectations about appropriate behaviour of workers. These should be outlined in your organisations code of conduct.

Workers should NOT use their position to:

- Gain access to information for their own or another's benefit.
- Intimidate, bully, humiliate, threaten, coerce or undermine.
- Form or promote relationships that are or may become sexual.
- Any kind of sexual relationship between an adult worker and a child is never acceptable and if concerns arise this should be reported.

#### Abuse of Trust

Where an unequal imbalance of power is used for personal benefit or gratification this is called an abuse of trust.

Where an allegation of the abuse of trust is made, consideration should be given to whether the person:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child in a way that indicates that they may pose a risk of harm to children.

#### **Safer recruitment**

The leadership in each local church 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/role description / person specification for the post

- Those applying have completed an application form and a self-declaration form
- Those shortlisted have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed 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 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 in each local church are 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.

Each local church 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.

### **Management of Workers – Codes of Conduct**

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

## **Section 3**

### **Practice Guidelines**

As an organisation & places of worship 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 false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached or in the appendices.

### **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.

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

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 and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## Section 4

### Responding to allegations of abuse

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

- Documenting a concern

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

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding coordinator for their church location. This person has been nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to the deputy safeguarding coordinator for their church location or to:

**Name:** Gavin Gray (C3 Trust UK Safeguarding manager)

**Tel:** 0114 2132070

**Email:** safeguarding@c3trust.org.uk

If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made directly in the first instance to:

Gavin Gray (C3 Trust UK Safeguarding manager)

Alternatively contact Social Services or the police.

- The Safeguarding Coordinator of the local church should contact the appropriate agency or they may first ring the C3 Trust UK Safeguarding manager, or the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.
- The Safeguarding Coordinator of the local church may need to inform others depending on the circumstances and/or nature of the concern:
  - The C3 Trust UK Safeguarding manager will need to liaise with the insurance company or the charity commission to report a serious incident. C3 Trust UK accepts that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- 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 Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- 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 place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(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 each local church safeguarding coordinator/ 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 local church 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 direct 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 local church Safeguarding Coordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by 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:**

**Suspicions 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, the local church Safeguarding Coordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 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, the local church 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 a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the local church Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a 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 Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The local church safeguarding coordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act 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 Services to decide not the church.

## **Section 5**

### **Pastoral Care**

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

C3 Trust UK & each local church leadership team is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

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

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the local church leadership will supervise the individual concerned and offer 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 an appropriate risk assessment and through consultation with appropriate parties such as ThirtyOne:Eight, Local Authority & ViSOR services as required.

## **Adoption of the policy**

This policy has been agreed by the C3 Trust UK Trustees.

Signed by:

Position:

Date:

Policy renewal date: (12 months after signed)