

Safeguarding Children & Vulnerable Adult Procedures

1 General Principles

- † Everyone involved with KWM has a duty of care towards children and adults at risk to help to protect them from abuse.
- † All volunteers and staff are expected to make full and honest declarations.
- † All personal information given to KWM must be suitably protected.

These Procedures are based on the following principles:

- † The welfare of children and adults at risk is the primary concern.
- † It is important to protect the reputation of KWM and the Church.
- † All people, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- † It is everyone in KWM's responsibility to take training to recognise abuse so that all incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and adults at risk.

Trustees, staff and chaplains are expected to have a current DBS certificate, ideally provided via their denomination or some other organisation.

If this is not possible the matter must be formally considered by the Operations Group to either request a DBS (if legal) or to assess and record any risks.

Within KWM the following are **never** condoned:

- † forming intimate emotional or physical relationships with people at risk.
- † touching, or allowing touching, in a sexually suggestive manner.
- † making sexually suggestive comments to a person at risk, even in fun.
- † reducing a child or adult at risk to tears as a form of control.
- † allowing allegations to go unchallenged, unrecorded, or not acted upon.
- † allowing children or adults at risk to stay with you at your home.

In addition to checks on their safeguarding status (section 3 below),

All Chaplains, staff and Trustees should undertake appropriate training to be able to recognise, respond and report any disclosures or observations of abuse, (see section 4 below).

2 Key Roles

The KWM Safeguarding Officer (S.O.) is a designated Trustee to oversee Safeguarding matters.

The KWM Administrator holds the role of Safeguarding Administrator (S.A.) and has the day-to-day responsibility for overseeing child and adults at risk protection issues within KWM.

The S.A. role includes:

- † Implementing and promoting **KWM** Safeguarding Procedures.
- † Acting as the initial Safeguarding contact within **KWM**.
- † Providing information and advice on Safeguarding people at risk.
- † Keeping abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and adults at risk.
- † Encouraging good practice to protect and support the vulnerable.
- † Maintaining confidential records of reported cases and action taken.
- † Liaising with the statutory agencies where necessary.
- † Maintaining records on the DBS/Safeguarding status of all trustees, staff, and chaplains.

3-New Appointments

Prior to appointment of a chaplain or member of staff, paid or unpaid, appropriate Disclosure and/or equivalent international checks must be completed by the S.A. For paid position entitlement to work in the UK should also be checked.

Is the individual under direct supervision/ oversight of a church?

Yes No

▼ ▼

S.A. to confirm with church that the individual has clean DBS / risk assessment with that church – need to know that the church accepts them for their current role and would allow them in the chaplain role. We do not need to know the detail of minor blemishes. **End** **If not confirmed from church ---▶**

Does the individual have a current DBS certificate registered with the Update Service that they are willing for us to see and assess?

Yes No

▼ ▼

S.A. to access and assess them for their role.
We do not need to know the detail of minor blemishes. **End**

Is the individual to work in Retail, Transport, or other areas where they may be in the company of children or adults at risk, or potentially seen as a figure of authority?

Yes No

▼ ▼

The individual must be asked to complete and submit a Disclosure form to the S.A. for an Enhanced Disclosure via **D.D.C** and then return the certificate to be seen by KWM- **S.A.** (there is now only one copy of the certificate produced). Any appointment is provisional until the Disclosure Certificate has been seen. If the individual is unwilling to request DBS the case must be discussed by the Ops Group. **End**

S.A. to report situation to Ops Group to assess the potential for harm caused to others, or to the organisation in either a direct or indirect manner. If a risk is determined and an Enhanced Check is not legally permitted, then a BASIC DBS Check may be sought for the individual.
(This will incur costs for employees but is free for volunteers). **End**

4 Safeguarding Awareness

All chaplains, staff and trustees should be trained in Safeguarding Awareness, to a level accepted by the CTiK church leaders, equivalent to the Methodist 'Foundation' level. These, plus Domestic Abuse courses are available free of charge to anyone at <https://safeguardingtraining.cofeportal.org> and putting any church name in when registering.

It is very important to understand that there are different types of abuse:

Emotional / Neglect / Physical / Sexual / Bullying (by gangs or family; physical or verbal; teasing or harassment) / Negative Discrimination / Racism)

Report, record and inform if the following occur:

- † If you accidentally hurt a person at risk.
- † If a person at risk seems distressed in any manner or misunderstands or misinterprets something you have said or done.
- † If a person at risk appears to be sexually aroused by your actions.
- † If a person at risk needs to be restrained.

It is not an individual's responsibility to decide whether or not a person at risk has been abused. It is **everyone in KWM's** responsibility to report concerns.

It is important to listen carefully to the information disclosed, good practice is:

- † React calmly so as not to frighten the person at risk.
- † Listen to the person at risk.
- † Tell the person at risk that s/he is not to blame and was right to tell.
- † Do not show disbelief.
- † Take what the person at risk says seriously, recognising the difficulties inherent in interpreting what a person at risk says, especially if they have a speech disability and/or differences in language.
- † Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable.

Always avoid projecting your own reactions onto the person at risk.

- † If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- † If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.
- † Do not introduce personal information from either your experiences or those of others.
- † Reassure the person at risk.

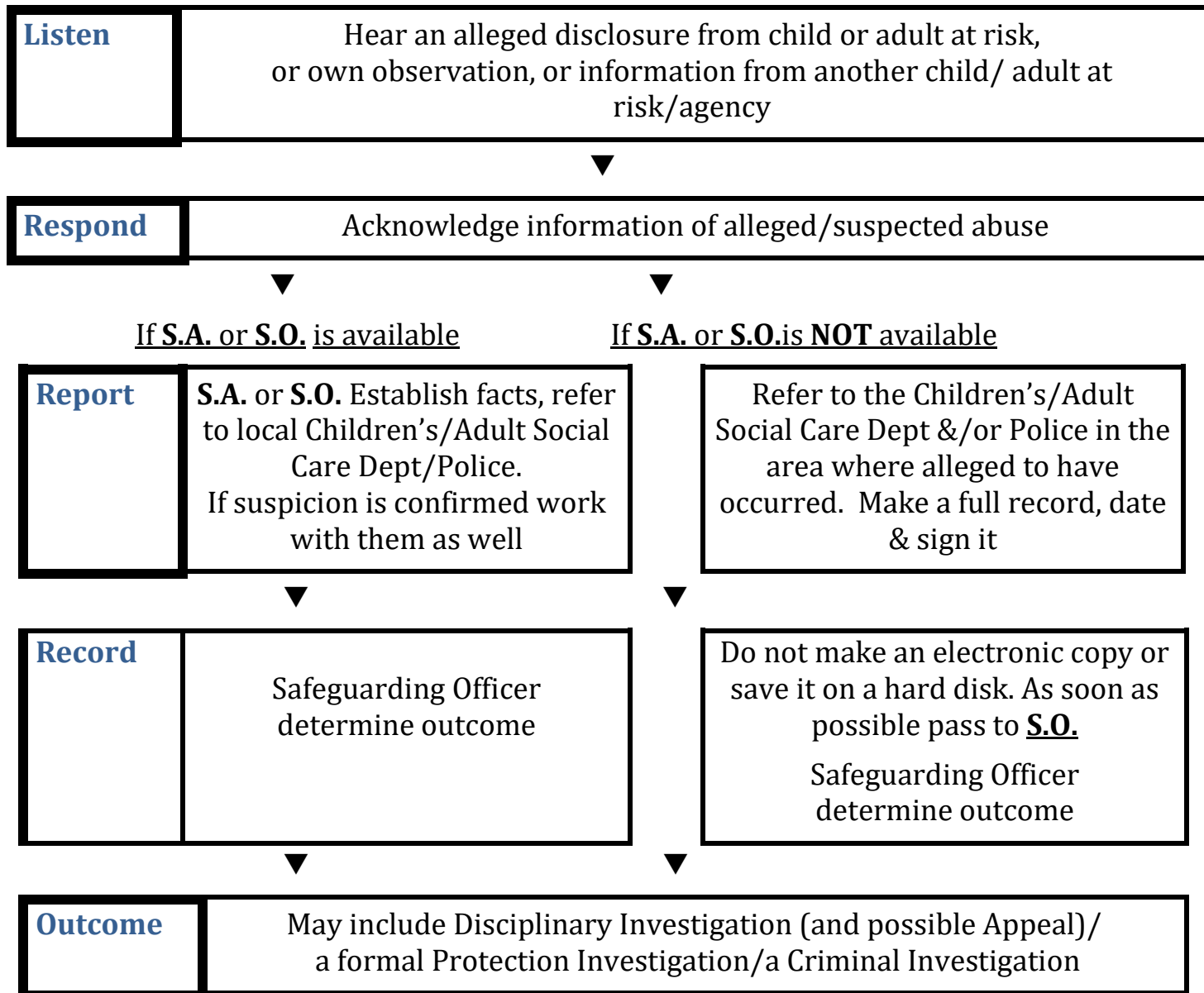
Procedure for Responding to Suspicions and/or Allegations of Abuse:

The KWM Safeguarding Officer (S.O):

Ellen Couzens couzens.ellen@gmail.com

The KWM Safeguarding Administrator (S.A.) is the KWM Administrator:

Madeleine Shepley admin@kentworkplacemission.org



Make a full written record of any disclosure on the day you receive it.

Sign and date the record then pass it to the Safeguarding Officer.

In all cases of suspected or alleged abuse, advice and guidance must first be sought from the local Children's/Adult Social Care Department or the Police as to whom to contact.

When receiving a disclosure:

- Avoid panic.
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid making negative comments about the alleged abuser or victim.
- Avoid approaching an individual against whom an allegation is made.
- Avoid making promises or agreeing to keep secrets.
- Avoid giving a guarantee of confidentiality.