



Yoker
Evangelical
Church

Safeguarding Policy

SECTION 1 - Details of the place of worship

Name of Place of Worship / Organisation:

Yoker Evangelical Church

Address:

2420 Dumbarton Road,

Yoker,

Glasgow,

G14 0QL

Tel No: **0141-952-0299**

Email address: **Safeguarding@yokerevangelicalchurch.com**

Charity Number: **Registered Scottish Charity SCO 001118**

Insurance Company:

Public Liability Insurance

Ansvar

Policy No: CHP 2046860

Membership of Denomination/Organisation:

Fellowship of Independent Evangelical Churches (FIEC)

Address: 39 The Point

Market Harborough

LE16 7QU

The following is a brief description of our place of worship and the type of activities we undertake with children and adults who have care and support needs¹.

Yoker Evangelical Church has been ministering within the surrounding community for over 100 years. It is a friendly and welcoming church with the gospel at the centre as we aim to care for those within our community physically and spiritually. Below are examples of the ministries that are provided for children, young people and adults who have care and support needs.

- **Noah's Ark (Baby & Toddler Group):** Noah's Ark meets twice a week (Wednesday and Friday mornings) for 2 hours as a parent or responsible adult, baby and toddler group. There is a mixture of free play and planned/lead activities, for example, crafts or singing. The team consists of a mixture of back room support roles (kitchen team making snacks and drinks etc.) and an up-front team who engage with those attending the group. The mid-week group members are mainly female; mothers, grandmothers, aunts or childminders. A few times a year we run a 'dads' (male carers) toddlers as a way of getting to know more men in the community, giving mums etc a bit of a break and allowing a place for male carers to play with and interact with their children outside of the home. These mornings bring with it a change in team dynamics as the team consists of men from the church taking on the kitchen and up-front roles.
- **Sunday School (Covies):** Our Sunday gathering for worship includes age specific programmes for babies via our creche; Pre-school age; Primary School age and Early Secondary School age which includes Bible stories, quizzes, memory verses etc. Each teaching group aims to meet best practice by having a minimum of 2 volunteers who have been PVG² checked and are members of the church and is overseen by the Covie Leader.
- **Good News Club (GNC) & Church Youth Group:** During school term time, our GNC & Church Youth Group meets every Tuesday evening and has an age specific Bible teaching

¹ *Throughout this document, there is an attempt to reflect the up to date terminology regarding working with adults. These were previously referred to as vulnerable adults and although that term is used at times, the new Care Act refers to adults with care and support needs. These are adults over the age of 18 who need care and support.

² PVG – Protecting Vulnerable Groups Scheme

programme to encourage learning from God's Word and games/crafts to encourage interaction for primary and early secondary school aged children/young people. We have a team of volunteers who have been PVG checked and are members of the church. The team are overseen by the GNC Leader.

- **Schools Work:** Over the years we have engaged in different models of schools work, from chaplaincy to running SU groups over lunchtimes. It has spanned both primary and secondary school and seeks to meet some of the needs identified by the school Head Teacher. Each member of the church who is serving within a local school is PVG checked and either holds an official position as a School Chaplain or works alongside school staff in providing the likes of an SU Club at lunchtimes etc. All schools work takes place within the school premises as part of a school/church community partnership.
- **Café Emmaus:** The demographic within the area of Yoker has highlighted some specific needs that the church tries to meet via a lunchtime café which meets every Monday. It predominately aims to serve people within the community who have/are struggling with addictions, are not in employment or live within the community and are lonely. Our leadership team of volunteers have all been PVG checked and we aim to have yearly training to grow the skills in ministering within this specialist outreach.
*those who serve within the kitchen have necessary Food Hygiene qualifications.
- **Pastoral Home Visits:** The church leadership, consisting of Pastor and Elders, have responsibility of caring for those within the church, both members and those attending regularly. Part of that care comes in the form of pastoral visits as they are invited/offer to do home visitation. Where possible and within best practice, either Pastor/Elder; two of the Eldership or an Elder and their wife as they can often contain conversations of a sensitive nature. There may be exceptional circumstances where this method of visitation cannot happen and so the Pastor/Elder will ensure that the relevant safeguards are put in place.

We aim to provide regular training opportunities, including updated safeguarding training, for all our volunteers/staff who are involved in ministries engaging with children, young people and adults who have care and support needs.

Umbrella Organisation / Partnership

As mentioned at the start of Section 1, Yoker Evangelical Church is a member of the **Fellowship of Independent Evangelical Churches (FIEC)** which aims to “encourage and

equip our family of independent churches to thrive, impacting our nation with the good news of our Lord Jesus Christ.” Contact details for the FIEC can be found on page 2 of this document. This partnership does not have any legal entitlement in the running or leadership structure of the church, however, they do serve as a consultancy body and offer guidance and support where needed.

All partnerships entered into within the church with outside organisations/agencies is entered into via a partnership agreement and approval from the Pastor and church Eldership to ensure that the protection of the church and best interest of those we aim to serve.

Online E-Safety & Electronic Forms of Communication

As a church, we are very aware of an ever-increasing online community within the world, especially for young people/young adults as a means of staying in touch and building relationships (Facebook, Instagram, Twitter etc). The supplementary e-safety Policy for Yoker Evangelical Church outlines our practice when working with children and young people and engaging with them online or via mobile phones/electronic forms of communication and can be found in Appendix 7 of this document.

Our commitment

As an Eldership and church membership, 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.

The Policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by Thirtyone:eight and in consultation with the leadership and membership of Yoker Evangelical Church.

The Leadership undertakes to:

Endorse and follow all national/local safeguarding legislation³ and procedures, 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 (at each Annual General Meeting).
- 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.

Yoker Evangelical Church Membership Commitment

As members of this Church:

- We accept our responsibility to teach, nurture and encourage children and young people in the Christian life in the hope that they will grow up trusting the Lord Jesus Christ. Motivated by our Christian faith we aim to support and encourage all young people regardless of their background, beliefs or situation.
- We seek to follow Jesus' teaching on the subject of children as described in Matthew Ch 18:
 - a) Because of their trusting nature they are prime examples of people found in the Kingdom of God (v1-5)
 - b) Children are so precious in God's eyes that Jesus warns of the grave penalties for those who would lead them astray (v6-7)
 - c) Every single child is precious to the Lord (v10-14)
- We commit ourselves to listen to, and respect, the children and young people God gives us, accepting that children and young people have much to give, as well as receive.

³ Legal references throughout this safeguarding policy will follow Scottish laws and incorporates the Children (Scotland) Act 1995, the Children and Young People (Scotland) Act 2014 and the Protecting Vulnerable Groups Scheme

- We commit ourselves to the nurture, protection and safekeeping of all, including the vulnerable and the young.
- We accept our individual responsibility to prevent the physical, sexual, emotional, spiritual and neglectful abuse of children and young people. We will report any alleged or suspected abuse to the Safeguarding Committee.
- We recognise that work with children and young people is the responsibility of the whole church.
- We commit ourselves to the support, resourcing and training of all who work with children, young people and vulnerable adults.

As part of our commitment to children, young people and vulnerable adults, we will appoint at the Annual General Meeting of the church a Safeguarding Committee comprising of the following offices:

Two Safeguarding Officers
Safeguarding Administrator

We hereby agree to maintain and adhere to this Policy Statement and the accompanying Good Practice Guidelines/Policies in relation to the children, young people and vulnerable adults of Yoker Evangelical Church.

SECTION 2 - Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect [Refer to 'Safe & Secure' – Standards 2 and 7]

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 which states:

Also for adults the UN Universal Declaration of Human Rights with particular reference to

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- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
 - 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*
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Article 5 which states:

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our Policy. [Appendix 2]

Safeguarding awareness

Yoker Evangelical Church 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 volunteers will receive induction training via our Safeguarding Officers and undertake recognised safeguarding training on a regular basis (maximum of 2 year lay over) via Thirtyone:eight or other recognised local providers, e.g. Volunteer Scotland, which will cover definitions, signs and symptoms of abuse and how to respond (in accordance with government guidance).

We 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.

Safeguarding Training will take the following format:

- New volunteers will receive initial training information from the Church Safeguarding Officers. In instances where this cannot take place, they will be required to complete Thirtyone:eight (formerly CCPAS)* online training BEFORE being involved in front face work with children, young people or vulnerable adults.
- Existing volunteers will renew their safeguarding training every 2 years either via Thirtyone:eight or other recognised trainers (for example Volunteer Scotland). Where updates to training are available via written material, each volunteer will be required to read the updates in best practice and a record will be kept by the church Safeguarding Team.
- Our Safeguarding Officers, Administrator and PVG signatories will undertake training specifically for their roles which will be provided by either Thirtyone:eight online or via a local recognised training facilitator.

*Or other recognised online training which meets a similar standard.

RESPONDING TO ALLEGATIONS OF ABUSE

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Mr Bob Anderson** (hereafter the "Safeguarding Officers") **tel. no: 07979 997663** or **Miss Sandra Blair tel: 07725 940336** who is nominated by the Church 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 Officers or, if the suspicions in any way involve the Safeguarding Officer(s), then the report should be made to **Mrs Janette Birnie tel no: 07709 315846**. If the suspicions implicate both the Safeguarding Officers and the Safeguarding Administrator, then the report should be made in the first instance to Thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550/01322 517817. Alternatively contact Social Services or the police.
- Where the concern is about a child, the Safeguarding Officer(s) should contact Glasgow City Council Social Care. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from Thirtyone:eight as above.

The Glasgow City Council Social Care office telephone number (office hours) is 0141 287 0555. The out of hours emergency number is 0300 343 1505. The text message service number is 18001 0141 276 4710. Email address scdchildrenandfamilies@glasgow.gov.uk

The Police Protection Team telephone number is 01786 289070.

- The Safeguarding Officer(s) **may** need to inform others depending on the circumstances and/or nature of the concern (for example the Pastor/Eldership to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding).

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made as soon as possible in accordance with these procedures and passed to the Safeguarding team to retain confidentially.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer(s), the absence of the Safeguarding Officer(s) / Administrator should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The Pastor and Eldership will support the Safeguarding Officer(s)/Administrator 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 Pastor/Eldership hope that members of the place of Yoker Evangelical Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer(s)/Administrator has not responded appropriately, or where they have a disagreement with the Safeguarding Officer(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 Pastor/Eldership demonstrate its commitment to effective safeguarding and the protection of everyone; children and adults who may be at risk of harm or abuse.

The role of the Safeguarding Officer(s)/Administrator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that 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 Officer(s)/Administrator 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 appropriate, additional support will be offered.
- 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 Safeguarding Officer(s)/Administrator 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:

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

If there is concern about any of the above, Safeguarding Officer(s)/Administrator will:

- Contact the Adult Social Care Team who have responsibility under the Adult Support and Protection (Scotland) Act 2007 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.

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 and in referral to the Flow Chart for Action, Procedural Implications and Practice Guidelines (Appendix 11), the Safeguarding Co-ordinator, in accordance with Local Child Protection Committee procedures will need to liaise with Children's Social Work in regards to the suspension of the worker, also making a referral to a designated manager, which in the Church's case would be our Pastor.

Our response will always be one where:

- We listen, help where possible, record and report to the relevant person when safeguarding concerns arise.
- The task will not be carried by one person alone. There is a clear structure of accountability so that the information is shared with those who know what to do (Safeguarding team of 3 people, Pastor serving as a designated manager & external social services). Information might be shared about someone in another organisation or about a person unknown to you. The need to respond appropriately is the same. Remember – it is not the job of an organisation such as a church or charity to undertake investigations in order to decide whether the information shared is correct. Our job is to gather it, and record it with as much clarity as is reasonably possible (i.e. ascertaining basic facts) and to share it with statutory agencies such as the police or Children's/Adults services. The legal responsibility for undertaking investigations relating to safeguarding concerns rests with the statutory agencies.
- Decisions on whether a referral should be made to Disclosure Scotland or Social Services will be taken by the Safeguarding Committee (and where appropriate the designated manager and the assistance of CCPAS). If the situation dictates that the staff worker/volunteer should be removed from active duty with children/young people/vulnerable adults, or that they leave the post before being removed, we will notify Disclosure Scotland (PVG Scheme) within 3 months of that taking place as per the legal requirement within the Protection of Vulnerable Groups Act (2007).

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

The Adult Support and Protection (Scotland) Act 2007 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 3 - Prevention

Safer recruitment

The Pastor and church Eldership 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 and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A PVG 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 (minimum of 6 months)
- The applicant has been given a copy of our Safeguarding Policy and knows how to report concerns.

Management of Workers – Code of Conduct

As Pastor and Church Eldership, we are committed to supporting all workers/volunteers and ensuring they receive support and supervision. All workers/volunteers have been issued with an agreed code of conduct towards children, young people and adults with care and support needs. It is important that our church has clear boundaries in regards to the personal relationships which can develop as a means of caring for our volunteers along with those the work with.

Our Code of Conduct will be issued when a volunteer shows interest in working as part of our ministries along with their PVG form for completion. One of the Safeguarding Officers/Administrator will go through the Code of Conduct with the volunteer to ensure an understanding of expectations from us as a church, but also as part of a wider conversation in identifying any training needs for that volunteer.

It is important there is a culture of dignity and respect towards those being cared for. This can be achieved by volunteers:

- Understanding the church's Safeguarding Policy.
- Listening to children, young people and vulnerable adults
- Respecting boundaries and privacy of those being cared for
- Knowing how to deal with issues of discipline in line with the church's Code of Conduct.
- Developing an awareness of disability issues as well as issues of equality and inclusion.

Record Keeping

Log sheets are available for completion for all activities where workers can write down any unusual events or conversations that they have witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context. Completed log sheets must be submitted to the Safeguarding Committee for secure safekeeping in a locked filing cabinet.

Patterns of behaviour or concerns might also emerge from log sheets that might not otherwise be so obvious – for example, bruising noted on a regular basis or a number of young people making similar comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. Log sheets safeguard both children and workers.

Every child, young person, parent, carer or vulnerable adult should be able to view what is recorded about them in the logbook. This information would need to be kept in a way that doesn't breach the confidentiality of an individual. Whilst it is important to observe Data Protection Act (1998) requirements, remember safeguarding is always the priority. Information about the prevention and detection of crime is exempt from Data Protection requirements. It may, therefore, be inappropriate to release information to a parent that has been disclosed by a child/young person, without first consulting the statutory agencies.

Information of a sensitive nature (e.g. a young person disclosing abuse) will need to be kept separately in a secure place and recorded using the Incident Report Form. However, a cross reference could be recorded in the logbook along the lines of "Jenny spoke with Bill tonight – see separate note in her file". In certain circumstances this information would need to be cross referenced between records. Experience shows that concerns can be raised many

years after an event and therefore records should be kept indefinitely as advised by many insurance companies.

When communicating sensitive and/or confidential information about young people, every effort should be made to ensure that the method of communication is secure (e.g. only sending email to secure addresses), only accessed by the appropriate person and that minimal identifying details is included where security cannot be guaranteed (e.g. using initials rather than full names).

SECTION 4 - Pastoral Care

Supporting those affected by abuse

The Pastor and Church Eldership are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse and who have contact with or are part of the Church. Pastoral care is varied by nature and we will ensure that volunteers have appropriate support and permissions when embarking upon supporting somebody with often complex issues created by past abuse.

If you are concerned about your ability to provide appropriate pastoral care and/or counselling to individuals in these circumstances, you may contact the Thirtyone:eight 24 Hour Helpline on 0303 003 11 11. Thirtyone:eight are able to provide limited support and may be able to suggest organisations or individuals who may be able to assist further. Alternatively, contact the Biblical Counselling UK who will be able to put you in contact with trained individuals who may be able to offer support. Biblical Counselling UK also produce a Pastoral Skills training course that can be delivered by somebody experienced in pastoral care.

Working with offenders

When someone attending the church is known to have abused children, or is known to be a risk to adults, the Pastor and church Eldership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of everyone who may be at risk of harm, will set boundaries for that person which they will be expected to keep.

If someone who poses a risk to children, young people or adults wants to join in with activities or become part of the church, it is important the Pastor and church Eldership manage the risk appropriately by following our Rehabilitation of Ex-Offenders Policy and creating a code of behaviour the individual must follow. This will help protect everyone and lessen the possibility of the person being wrongly suspected of abuse in the future.

In all circumstances the church will seek to operate in consultation with the relevant authorities to ensure that the correct boundaries are in place with the use of contracts with sex offenders as we seek to remove obvious routes for temptation but provide a safe place to encourage their spiritual development, walk with God and restoration within society.

SECTION 5 - Practice Guidelines

As a church 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 (Appendix 7) we also have specific good practice guidelines for the church activities we are involved in and these can be found in appendix 12.

Working in Partnership

The diversity of a church setting 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. 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 alongside the completion of our Partnership Agreement form as that sets clear expectations, boundaries and responsibilities.

Where the church is working with external partners it is important to have clear guidance on safeguarding expectations, for example, once a year the church hosts a Children's Mission week as an outreach within our immediate community. We have a very effective partnership to assist us with this week via **MAD Ministries (Make A Difference)**. During this week, and the school visits as part of the build-up to our week of special activities, MAD Ministries operate within our Safeguarding Policy/Procedures. All MAD Ministries staff are PVG checked via the church and receive relevant safeguarding training via their charity's ministries.

A noticeboard solely dedicated to the church's safeguarding practices displays our Policy and information, including other routes for gaining assistance when safeguarding issues are outwith the church such a Thirtyone:eight helpline number, use of KASH DVD. A clear reminder of our commitment as a Church is read at our yearly AGM. All workers have been given training and a Thirtyone:eight pocket reference guide.

Our Safeguarding Policy is a living document which will be reviewed every year during the summer period while many ministries are on a break and relevant people updated on good practice before the new session restarts in August/September.

All activities run by the Church will have the relevant completed permission forms, risk assessments, and partnership agreement form etc, and these will be stored securely.

Appendix 1 - Pastor and Eldership Safeguarding Statement

The Pastor and Eldership of Yoker Evangelical Church [hereafter referred to as Leadership] recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Pastor, Eldership and Church membership on:

Yoker Evangelical Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any alleged or suspected such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.

- Ensuring that workers adhere to the agreed procedures of our Safeguarding Policy.
- Keeping up to date with, and following national and local developments relating to safeguarding.
- Supporting the Safeguarding Officers/Administrator in their work and in any action they may need to take in order to protect children / adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this church.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) 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 and procedures annually.

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as Safeguarding Officers for this place of worship.

Sandra Blair _____ Safeguarding Officer 1

Bob Anderson _____ Safeguarding Officer 2

Janette Birnie _____ Safeguarding Administrator

A copy of the full Policy and Procedures is available from www.yokerevangelicalchurch.com or from the Safeguarding Noticeboard in the Church Hall.

Signed by Pastor and Senior Elder

Signed Pastor G. Ferguson Mr W. S. Blair

Date November 2018

Appendix 2: Definitions of Abuse (Children & Young People)

(Throughout this section the words child and children is considered inclusive of young people and vulnerable adults)

In 2010, The Scottish Government published a guide to inter-agency co-operation and good practice in relation to protecting children called 'National Guidance for Child Protection in Scotland'. This publication set out a framework for collaboration between Social Work Departments and other agencies.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.

Categories of Abuse

The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child. They may be abused by an adult or adults or another child or children.

Physical Abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Sexual Abuse

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to

behave in sexually inappropriate ways. Sexting is another form of sexual abuse and refers to the sending of sexually explicit messages or images usually between mobile phones.

Sexting is now a criminal offence.

Emotional Abuse

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age- or developmentally-inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

Physical Neglect

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from "non-organic failure to thrive", where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature.

With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Definitions of Abuse (Adults)

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and affect one person or more.

All policy appendices and forms can be obtained by emailing safeguarding@yokerevangelicalchurch.com