



## **H02a Safeguarding Children Policy Version 231128**

### **H02a CITY LIFE CHURCH SAFEGUARDING CHILDREN POLICY**

*The vision of **City Life Church** is simply to love God, love one another and love the world. We seek to provide a place of belonging and growth for our members, employees, volunteers and for those accessing our services. **City Life Church** is committed to develop and maintain a culture of safeguarding and to promote the welfare of children, young people and adults at risk.*

*Our projects and partnerships have at their heart, God's love for all people, especially the vulnerable and the disadvantaged.*

#### **Foreword**

Developing a culture of safety through strong safeguarding practices is a key part of realising our vision and upholding our values.

Our safeguarding processes are designed to help everyone work together to ensure that children are safe when accessing any of our projects or services. We ask everyone who volunteers with or works for our charity to be familiar with our policy and procedures and to complete safeguarding training. As part of our commitment to providing a safe environment for all, we need to ensure we are recruiting employees and volunteers safely by following appropriate procedures and ensuring all necessary checks are made. We are grateful to all who volunteer and work with our charity for supporting us with these essential processes.

*"Speak up for those who cannot speak for themselves, for the rights of all who are destitute.*

*Speak up and judge fairly; defend the rights of the poor and needy." Proverbs 31:8-9 (NIV).*

#### **Policy Statement:**

The purpose of this policy statement is:

1. to protect children and young people who receive City Life Church's services from harm. This includes the children of adults who use our services.
2. to provide employees and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

City Life Church recognise the need to provide a safe and caring environment for children and young people. We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and additional types of abuse.

City Life Church 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".



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City Life Church also concurs 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.”

### **Scope:**

This policy applies to anyone working on behalf of City Life Church, including senior leaders and managers and the board of trustees, employees and volunteers. This includes various projects and City Life Church overseas trips and visits.

\*For the purposes of this Safeguarding Policy, we consider any individual under 18 years of age to be a child.

### **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](http://nspcc.org.uk/childprotection).

**Children Act 1989:** legislative framework for child protection in England  
Strengthened by the **Children Act 2004:** encourages partnerships, more accountability  
Amended by the **Children and Social Work Act 2017**

**Working together to safeguard children** (Department for Education, published July 2018, last updated 1 July 2022)

**What to do if you're worried a child is being abused: advice for practitioners** (Department for Education, published March 2015)

**Information sharing advice for safeguarding practitioners** (Department for Education, published March 2015, last updated July 2018)

**Safeguarding and protecting people for charities and trustees** (The Charity Commission, published December 2017, last updated October 2019)

**Equality Act 2010**

**Female Genital Mutilation Act 2003**

**Voyeurism (Offences) Act 2019**

**The United Nations convention on the Rights of the Child 1992**

### **Supporting Documents**

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

### **Policies:**

- C03 Data Handling
- E06 Conduct Policy
- E32 Complaints policy
- E33 Whistleblowing



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- E38 Substance Abuse
- E39 Domestic Violence
- H01 Health and Safety Policy
- H02b Safeguarding Adults

### **Procedures:**

- Roles and Responsibilities
- A04 Identifying and Responding to concerns about children
- A06 Identifying and Responding to Concerns about Adults
- A08 Managing allegations
- A10 Supporting known offenders
- A12 Supervision
- A13 Preventing extremism
- A14 Records Retention Table
- A22 Working with children and young people
- A30 Safer recruitment of staff
- A36 Safer recruitment of volunteers
- A37 Training and Development

### **Aims /Guidance:**

#### **We believe that:**

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people to keep them safe and to practise in a way that protects them.

#### **We recognise that:**

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people and their parents or carers and other agencies is essential in promoting their welfare
- all children, regardless of age, disability, gender, gender reassignment, marital status, pregnancy and maternity status, racial heritage, religious belief, sexual orientation or identity, have an equal right to protection from all types of harm or abuse some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse. Children are not always ready or able to talk about their experiences of abuse and/or may not always recognise that they are being abused.
- Children need to be kept safe from child-on-child abuse, which may include sexual violence and sexual harassment

#### **We will seek to keep children and young people safe by:**

- valuing listening to and respecting them
- appointing a Designated Safeguarding Lead (DSL) and a lead trustee for Safeguarding



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- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children, their families and carers via leaflets, posters, group work and one-to-one discussions
- making sure that children and their families and carers know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children and, young people by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people, and their families and carers, treat each other with respect and are comfortable sharing concerns
- encouraging parents and carers to develop a relationship with City Life Church and be involved with the programmes which promote their children's welfare
- providing clear guidance on who is responsible for children at an event
- convening a Case Management Group on a case-by-case basis within clear terms of reference.

### **Safeguarding on overseas trips**

Field experience includes all types of trips which involves travel to an overseas office or project which includes face-to-face interaction with project participants, children and adults. This activity increases risk of potential harm. This includes all short-term visits.

Participants in all trips are subject to satisfactory completion of all vetting processes that will be undertaken. Such requirements include:

- A background check is undertaken and evidenced.
- Signed code of conduct



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- Two references
- Briefing/ training on safeguarding expectations and processes that includes cultural considerations

Briefing will include policy on the use of photographic material

### **Working with partners in the UK and Overseas**

The diversity of organisations and settings means there may be 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 in 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. This could include some of the following considerations:

1. policy stipulations
2. safe recruitment of staff/volunteers within the partnering organisation
3. trained and supported at suitable levels given their roles and responsibilities within the organisation
4. appropriate safe working arrangements (are few examples include risk assessment for activities, appropriate online and offline contact/interaction etc)
5. reporting protocols on safeguarding concerns/incidents both at a local level where appropriate and also with commissioning organisations (and to regulatory bodies in relevant countries especially if beneficiaries have suffered harm)

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.

### **References**

'Example of a safeguarding policy statement' February 2022 [Example of a safeguarding policy statement \(nspcc.org.uk\)](#) (last accessed 19<sup>th</sup> January 2023)

'Model Overseas Safeguarding Policy Template' September 2020, thirtyone:eight (last accessed 9<sup>th</sup> January 2023).

[Child protection system in the UK | NSPCC Learning \(last accessed 1<sup>st</sup> January 2024\)](#)

### **Contact details**

#### **Designated Safeguarding Lead**

Paul Woodman | 07387108669 | paulw@citylife.org.uk

#### **Trustee for safeguarding and child protection**

Naomi Sebborn | 07812 054059 | naomi@citylife.org.uk



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City Life Church Leadership Team  
care@citylife.org.uk

### Thirtyone:eight helpline

0303 003 1111

Thirtyone:eight is an independent Christian safeguarding charity, of which City Life Church is a subscribing member.

### NSPCC Helpline

0808 800 5000

Southampton City Council Child Protection and Children in Need online referral form-  
<https://www.southampton.gov.uk/children-families/childrens-social-care/report-a-concern-about-a-child/>

### Southampton City Council Children Resource Service (formerly MASH)

023 8083 3004

### Southampton City Council Child Protection and Children in Need online referral form

<https://www.southampton.gov.uk/health-social-care/children/child-social-care/child-protection/>  
<https://www.southampton.gov.uk/health-social-care/children/child-social-care/child-protection/>  
<https://www.southampton.gov.uk/health-social-care/children/child-social-care/child-protection/>

**Call 999 if there is an emergency and a child is in immediate danger**

### Monitoring & Review:

*The Safeguarding Sub-group are responsible for reviewing this policy annually and this will be approved by the board of Trustees before implementing.*

*The Designated Safeguarding Lead and the Safeguarding Sub-group will ensure that this policy is implemented by staff members and volunteers. This will be followed by City life Church and any concerns or feedback will be shared with the Safeguarding Sub-group.*

Owner: Paul Woodman

Approved: 12/01/2024

Next review due: November 2024

### Version Tracker

Version	Approved	Main Changes
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240112	12/01/2024	Updated Safeguarding Trustee Updated review date of NSPCC reference website
231128	28/11/2023	Updated formatting
230222	22/02/2023	Legal framework: Voyeurism Act 2019, Equality Act 2010, Female Genital Mutilation Act 2003 and The United Nations convention on the Rights of the Child 1992 added Supporting documents: Policies and procedures added Aims and guidance 'We recognise that': statements added References: NSPCC references updated Updated trustee for safeguarding information Dave Barclay replaces Rossie Rowland as the Safeguarding Trustee
220504	04/05/2022	Updated SCC contact information Removed Bible verse
211125	25/11/2021	Paragraphs added to section: 'Policy Statement' Section added: 'Safeguarding on overseas trips' Section added: 'Working with partners in the UK and overseas' added Wording change: 'staff' to 'employees' References moved from footer to new section
2021.2		<ol style="list-style-type: none"> <li>1. <b>Policy change of DSL roles:</b> single DSL for entire charity. Removal of two roles: DSL for CLEAR and Deputy DSL. Single DSL for charity.</li> <li>2. <b>Addition to Contact Details:</b> "Call 999 if there is an emergency and a child is in immediate danger."</li> <li>3. <b>Removal of safeguarding poster.</b> Safeguarding poster relocated to appendices of Procedures A04 and A06 (A04 Identifying and responding to concerns about children; A06 Identifying and responding to concerns about adults).</li> </ol>
2021.1		Safeguarding adults and safeguarding children separated into distinct policies

**Actions:**

This policy must be shared with all City Life Employees, Trustees & Volunteers