



Safeguarding Policy

September 2024

Next Review Date: September 2025

CONTENTS	PAGE NUMBER
Index	1
Statement of Policy	2
Implementation of Safeguarding Legislation	3
Definition of Abuse	5
Procedures where Abuse is Reported or Suspected	7
APPENDIX 1 – Safeguarding Code of Conduct	9
APPENDIX 2 – Safeguarding Report Form	11
APPENDIX 3 – Policy on the Recruitment of Ex-Offenders	12
APPENDIX 4– Policy on making referrals to Disclosure Scotland	13

STATEMENT OF POLICY ON SAFEGUARDING AND THE CHURCH

"...set an example for the believers in speech, in conduct, in love, in faith and in purity."

1 Timothy 4:12

"In everything set them an example by doing what is good.." Titus 2:7

- The members of Newcraigs Evangelical Church (the Church) commit themselves to the nurturing, protection and safekeeping of all, especially children, young people and adults with additional care and support needs and recognise that the work with these groups is the responsibility of the whole church.
- The Church is committed to supporting, resourcing and training those who work with children, young people and adults with additional care and support needs, and to providing supervision.
- The Church is committed to acting within current legislation and will review its own procedures on a regular basis to ensure compliance as appropriate, including an annual review of this policy.
- It is the responsibility of each Youth Worker, Community Worker or Activity Leader to ensure a safe environment to the best of their abilities that seeks to prevent the physical, sexual and emotional abuse of children, young people and adults with additional care and support needs, and to report any abuse discovered or suspected.
- Each Activity Leader working with children, young people and adults with additional care and support needs shall be given a copy of the Church's Safeguarding Policy document. They must read the policy and procedures of the church, undertake to observe them and to ensure that each worker in their activity is also fully aware of their individual responsibilities. On an annual basis each Activity Leader will be asked to sign that they have received and read the Policy.
- The Elders, in the context of the Church and its activities, have overall responsibility for the implementation of relevant current legislation and for the Policy, and for taking appropriate action as necessary.
- To enable the Church to effectively fulfil our safeguarding obligations, we have a Church Safeguarding team, as below:
 - Tricia Affleck, Safeguarding Lead
 - Dougie Affleck, Pastor
 - David Barclay, Trustee Elder, Deputy Safeguarding Co-ordinator
 - Stuart Haig, Trustee
 - Jennifer Haig

Any issues related to safeguarding, of children or adults, should be referred as soon as possible to a member of the Safeguarding Team. Should a person feel that they can't approach any of the above, they should refer to the safeguarding body Thirtyone:eight (Tel No: 0303 003 1111)

COMPLIANCE WITH THE SAFEGUARDING LEGISLATION

Many of the ministries and activities at the Church involve children and young people, and adults with additional care and support needs, at varying levels, and it is therefore imperative we ensure everything that we do is to the highest standard and meets with all current legislation and best practice. The standards in this policy build on and incorporate legislation and government expectations for children and young people, and adults with additional care and support needs, in Scotland. This includes the following relevant legislation – Children and Young People (Scotland) Act 2014, Protection of Vulnerable Groups (Scotland) Act 2007, National Guidance for Child Protection in Scotland 2014, and Adult Support and Protection (Scotland) Act 2007 and the Code of Practice 2014.

1. Recruitment and Appointment Processes

The Church will ensure all workers have been appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. There is a clear definition and list of responsibilities for relevant roles of Activity Leader, Youth Worker and Community Workers. There is a process of appointment each role.

Our **Policy on the Rehabilitation of Offenders** can be found at Appendix 3.

2. The PVG Scheme

For clarity and everyone's protection (including the Church as a registered charitable organisation), every person involved in working with and supervising children should be recorded as such by the church, either by joining the PVG Scheme, demonstrating that they are already a part of the Scheme and obtaining a Scheme Record Update for their work.

All PVG and Safeguarding paperwork will be stored in line with the Newcraigs Church Data Protection Policy.

3. Safeguarding Training

The Church is committed to on-going safeguarding training for all Activity Leaders and Youth or Community Workers, developing a culture of safeguarding issues to help protect everyone. All our Workers will undertake safeguarding training on a regular basis which will be recorded.

As part of this training, at least on an annual basis, each Activity Leader, Youth Worker and Community Worker will be asked to read and agree to adhere to the Church Code of Conduct (Appendix 1).

The Church will also ensure that children, young people 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.

4. Issues of Consent

Considering activities which are routinely carried out in a Church or Club, a child under 18 is able to consent to take part in a routine activity if this is a "transaction" of a kind commonly entered into by such children. Furthermore if a parent or guardian who has parental responsibilities and rights in respect of a child brings that child to a routine activity within the Church or Club, the parent has at least given their implied consent for the child to attend that particular activity.

Regarding activities which are not routine, such as weekends away with a group of children, it is very important that parents are made fully aware of the extent of the activity and they must complete a parental/guardian consent form.

DEFINITIONS OF ABUSE

Safeguarding legislation applies to any child or young person under the age of 18 and any adult who is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

All children under the age of 18 need protection because of their age. Some adults also need protection because their circumstances put them particularly at risk, either temporarily or permanently. This may be due to additional support needs or need for additional care. As a result they may have difficulty in protecting themselves against harm or exploitation, and they may need support to make their own decisions, just as those who are not classed as vulnerable would.

A. Definitions of Abuse

The law defines 10 categories of abuse.

PHYSICAL ABUSE: involves physical harm;

EMOTIONAL ABUSE: where an individual does not receive love and affection but may be frightened by threats or taunts, or are given responsibilities beyond their capability;

SEXUAL ABUSE: where an individual (child or adult) is used by another (child or adult) to satisfy their sexual desires;

NEGLECT: the ongoing failure to meet someone's basic physical or psychological needs, that is likely to result in the serious impairment of someone's health or development.

FINANCIAL ABUSE: having money or other property stolen, being defrauded or being put under pressure in relation to money or property;

DOMESTIC ABUSE: any incident of threatening behaviour, violence or abuse between adults who are or have been intimate partners or family members;

SELF-NEGLECT: an adult living in a way that puts their own health, safety or wellbeing at risk;

ORGANISATIONAL ABUSE: if an adult is abused or mistreated within an institution such as a care home or a hospital, or by an organisation providing care in the home;

DISCRIMINATORY ABUSE: when a person is treated unfairly because of a protected characteristic;

MODERN SLAVERY: the recruitment, transportation, harbouring or receipt of a person by improper means – such as force, abduction or coercion – for an improper purpose.

The following signs may indicate abuse related to the first 4 categories **BUT** there may be other reasonable explanations:

PHYSICAL – unexplained or hidden injuries or lack of medical attention

EMOTIONAL – reverting to younger behaviour, nervousness, sudden under achievement, attention seeking, running away, stealing, and lying.

SEXUAL – preoccupation with sexual matters, evident in words, play, drawings: being sexually provocative; disturbed sleep, nightmares, bedwetting; secretive relationships; stomach pains with no apparent cause.

NEGLECT – looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

B. Who abuses children, young people or adults with additional care and support needs?

- An abuser is most often someone known to the child or adult with additional care and support needs
- Sometimes the abuser may be someone who holds a position of authority over them
- Sometimes the abuser may be a peer, in the case of bullying, which may take place in person or online
- They can be people of any background
- There is no certain way of identifying a would be abuser
- Many abusers have been abused themselves

Abusers are themselves people in desperate need and who require help. The Church may have a significant pastoral role in the care of an abuser and those close to them. The initial primary concern, however, must be for the safety of the child, young person or adult with additional care and support needs.

PROCEDURES WHERE ABUSE IS REPORTED OR SUSPECTED

The following procedures must be followed in relation to all safeguarding concerns, whether raised by a child, adult, Church Youth or Community Worker or anyone else:

1. When someone speaks of abuse:

If abuse is disclosed to a Youth/Community Worker or Activity Leader, they should:

- Listen and not interrupt; ask no leading questions nor press for information
- Accept what the child says, pass no judgement
- Reassure the child that they are right to tell you to alleviate feelings of guilt and isolation
- Assure the child that while the disclosure will be dealt with in confidence you cannot promise to keep the information "secret"
- Inform the child of what you are going to do next, who you are going to tell and why
- Finish on a positive note

2. Any issue should be reported as soon as possible to the Church Safeguarding Team by the Youth/Community Worker or the Activity Leader:

Church Workers must report any safeguarding allegations, suspicions or concerns as soon as possible to a member of the Church Safeguarding Team, as follows:

- Tricia Affleck, Designated Safeguarding Lead
- Dougie Affleck, Pastor
- David Barclay, Trustee Elder, Deputy Safeguarding Co-ordinator
- Stuart Haig, Trustee
- Jennifer Haig

3. Maintain confidentiality

It is important that confidentiality about the concern and those involved is maintained at all times. Details of the issue should only be reported to a member of the Church Safeguarding Team, and the Activity Leader, if appropriate. The Church Safeguarding Team will then take the appropriate further action.

Church Workers should not discuss a concern or allegation of abuse or neglect of a child with the child's parents / carers or of an adult at risk with a member of their family or their carer.

4. Do not attempt to investigate

Church Workers/Activity Leaders should not take matters into their own hands and seek to investigate a concern or allegation. Any issues should be reported to a member of the Church Safeguarding Team who will consider what action to take as outlined in 'What happens next?' below.

5. Keep a written record

Church Workers/Activity Leaders with any safeguarding concerns should make a thorough written record of the issue, including what was said and / or what happened, and any actions taken using the Report Form – Disclosure of Abuse (Appendix 2).

The record should be written as soon as possible and signed and dated. The report should be given to a member of the Church Safeguarding Team as soon as possible and no copy should be kept by anyone else. All notes should be kept in a secure and confidential place.

6. What happens next?

The Church Safeguarding Team are nominated by the Church Elders 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 if required. At all times, unless the allegation is against or involving an Elder, the Elders will be fully briefed on a need to know basis by the Safeguarding Team.

The Safeguarding Team may need to inform others depending on the circumstances and /or nature of the concern

- The Elder Trustee responsible for safeguarding who may need to liaise with the insurance company or the Office of the Scottish Charity Regulator to report a serious incident
- Report to Disclosure Scotland if the allegation concerns a Church volunteer working with a child or adult with additional care and support needs.

Suspensions must not be discussed with anyone other than those nominated above. A written record of the concerns will be made in accordance with these procedures and kept in a secure place.

Advice can be sought by the Safeguarding Team at any point from the thirtyone:eight helpline.

If a referral onto Statutory authorities is required then:

- Potential children's safeguarding issues may be raised with Fife Council Social Work Contact Centre 0345 155 1503 available Mon-Fri 9-5pm. Outside these hours please call 0345 155 0099. If you consider a child or young person to be in immediate danger, please call Police Scotland on 999.
- Potential adult safeguarding concerns may be raised with Fife Council Adult Protection Phoneline 01383 602 200. If you consider a vulnerable adult to be in immediate danger, please call Police Scotland on 999.

In an emergency relating to any safeguarding issue, the Police will be contacted.

Information about the issue should only be shared with others in the church, including other Elders, staff, or others, on a strictly need-to-know basis when it is in the interests of the child or adult concerned, or if others in the church may be at risk.

7. Pastoral Care – Supporting those affected by or involved in abuse.

The Church is committed to offering pastoral care and support, working with the statutory authorities as appropriate, to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

When someone attending the Church is known by the Elders to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Church will seek to provide pastoral care where it is possible.

However, in its safeguarding commitment to the protection of children and adults with care and support needs, the Church will set boundaries for that person which they will be expected to keep.

These boundaries will be based on an appropriate risk assessment and thorough consultation with appropriate parties.



APPENDIX 1 – Code of Conduct and Agreement to Comply with Policy & Code of Conduct

NEWCRAIGS MINISTRY SAFEGUARDING POLICY CODE OF CONDUCT

Children, young people and adults with additional care and support needs who are entrusted to our care should receive the highest standards of care and conduct. It is the responsibility of each individual team member to ensure that children, young people and adults with additional care and support needs are protected from physical, sexual and emotional abuse.

YOU MUST:

- 1) Treat all children, young people and adults with additional care and support needs with respect
- 2) Provide a positive example and Christian witness
- 3) Respect an individual's right to personal privacy
- 4) Avoid situations of isolation with a child, young person or adults with additional care and support needs, where possible always remain within sight or earshot of others
- 5) Be aware that even caring physical contact with a child, young person or adult with additional care and support needs may be misinterpreted
- 6) Remember that someone else might misinterpret your actions, no matter how well intended

- 7) Ensure that, wherever possible, there is more than one adult present during your organisation's activities with children, young people or adults with additional care and support needs
- 8) Care for each person's physical, emotional, social and spiritual welfare whilst in your care
- 9) Refer any matters of concern as soon as possible to the Church Safeguarding Team, as follows:
 - Tricia Affleck, Designated Safeguarding Lead
 - Dougie Affleck, Pastor
 - David Barclay, Trustee Elder Deputy Safeguarding Co-ordinator
 - Stuart Haig, Trustee
 - Jennifer Haig

YOU MUST NOT:

- 1) Have any inappropriate physical or verbal contact with children, young people or adults with additional care and support needs
- 2) Allow yourself to be drawn into inappropriate attention seeking behaviour
- 3) Make any remarks or be involved in any conversations which may be interpreted as suggestive or sexual in nature
- 4) Show, or be seen to show favouritism to any individual
- 5) Make any derogatory remarks or gestures to, about, or in the hearing of a young person or adult with additional care and support needs
- 6) Permit any bullying
- 7) Exaggerate or trivialise safeguarding issues
- 8) Agree to keep any secrets between you and an individual

WHAT TO DO:

If a child, young person or adult with additional care and support needs discloses to you abuse by someone else:

- Listen and not interrupt; ask no leading questions nor press for information
- Accept what the child says, pass no judgement
- Reassure the child that they are right to tell you to alleviate feelings of guilt and isolation
- Assure the child that while the disclosure will be dealt with in confidence you cannot promise to keep the information "secret"
- Inform the child of what you are going to do next, who you are going to tell and why
- Finish on a positive note

If you suspect a child, young person or adult with additional care and support needs is being abused emotionally, physically or sexually:

- Report the matter to the Church Safeguarding team (as detailed above) without taking any direct action

If you receive an allegation about another person or about yourself:

- Report the matter to the Church Safeguarding team (as detailed above) without taking any direct action

APPENDIX 2 – Safeguarding Report Form

SAFEGUARDING REPORT FORM – DISCLOSURE OF ABUSE

NAME OF INDIVIDUAL MAKING REPORT			
DATE OF REPORT		TIME OF REPORT	
DATE OF DISCLOSURE		TIME OF DISCLOSURE	
NAME OF CHURCH MINISTRY			
LOCATION OF DISCLOSURE			
FROM WHOM WAS THE DISCLOSURE HEARD?			
DETAILS OF DISCLOSURE: (Provide a summary of the discussion and use the words of the child/young person/adult with additional care or support needs as much as possible)			
_____ _____ _____] _____ _____ _____ _____			
ACTION TAKEN:			
_____ _____ _____			
REASONS FOR DECISION:			
_____ _____ _____			
SIGNATURE OF INDIVIDUAL MAKING REPORT			

DATE	
------	--



APPENDIX 3 – Policy on the Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Protecting Vulnerable Groups (PVG) scheme run by Disclosure Scotland, Newcraigs Evangelical Church (the Church) complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

The Church undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The Church can only ask an individual to provide details of convictions and cautions that the Church are legally entitled to know about. Where a PVG certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

The Church can only ask an individual about convictions and cautions that are not protected.

An application for a criminal record check is only submitted to PVG after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a PVG certificate will be submitted in the event of the individual being offered the position.

The Church ensures that all those in the Church who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The Church also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. At interview, or in a separate discussion, the Church ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Church makes every subject of a criminal record check submitted to PVG aware of the existence of the [code of practice](#) and makes a copy available on request.

The Church undertakes to discuss any matter revealed on a PVG certificate with the individual seeking the position before withdrawing a conditional offer of employment.



APPENDIX 4 – Policy on making referrals to Disclosure Scotland

Introduction

1. As a provider of [regulated work](#), as defined by Schedules 2 and 3 of the [Protection of Vulnerable Groups \(Scotland\) Act 2007](#), Newcraigs Evangelical Church (the Church) has to refer individuals to Disclosure Scotland in certain circumstances. This legal duty to refer is included in [section 9](#) of the Protection of Vulnerable Groups (Scotland) Act 2007.
2. The [duty to refer to Disclosure Scotland](#) exists regardless of the involvement of other agencies, for example the police, regulatory bodies or local authorities.

Types of conduct

3. The duty to refer exists when an individual in a regulated work role is responsible for one of the following:
 - harming a child or protected adult
 - placing a child or protected adult at risk of harm
 - inappropriate behaviour involving pornography
 - inappropriate behaviour of a sexual nature involving a child or protected adult
 - giving inappropriate medical treatment to a child or protected adult

Harm

4. 'Harm' can include:
 - physical harm (including assault or inappropriate restraints)
 - psychological/emotional harm (for example, placing a child/protected adults in a state of fear, alarm or distress)
 - damage to property, rights or interests, such as theft, fraud, embezzlement or extortion
 - attempts to harm
 - trying to make others cause harm
 - encouraging someone to self-harm

These lists are not exhaustive.

5. Placing at 'risk of harm' is a wide ranging category but may include behaviour or incompetence that may cause someone to be harmed (even if unintentional and/or where harm does not actually occur).
6. The conduct does not need to have happened in the workplace. But it must be something the organisation becomes aware of, that then leads to one of the actions below.

When to refer to Disclosure Scotland

7. A referral to Disclosure Scotland about a person's conduct only needs to be made if the behaviour meant that the employee or volunteer involved:
 - was dismissed as a result
 - would have been dismissed but left before they could be. For example, they resigned from the organisation immediately after the incident(s) or before a disciplinary process is complete, or when an individual's probation or fixed term contract is not extended because of their conduct
 - was transferred permanently away from work with children or protected adults. For example, being moved to another role in the organisation that does not involve regulated work with those groups
8. The referral must be made within 3 months of the decision of Newcraigs Church to either dismiss/permanently remove the individual from regulated work, or within 3 months of the date that the individual would have been permanently removed had they not left.
9. The 3 month period to submit referrals to Disclosure Scotland is a legal requirement, regardless of any dismissal appeals or appeal periods etc. Even where an individual appeals against a decision to permanently remove from regulated work, the 3 month period begins on the date of the decision to either dismiss or permanently remove them from regulated work.
10. The type of conduct committed by the individual must be in relation to the group that the individual is in regulated work with, whether that regulated work is for Newcraigs Church or another organisation. For example, if an individual is permanently removed from a position due to assaulting a child, but they are only in regulated work with protected adults, it is not possible under current legislation for the organisation to refer that individual to Disclosure Scotland.

