



Safeguarding Policy

Updated October 2025

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Section 1

Place of Worship (Details)

Name of Organisation: The Worship Centre (Home of North Plymouth Community church)

Address: Plymbridge Road, Estover, Plymouth. PL6 7LF.

Tel No: 01752 700748

General Email address: npcc@btinternet.com

Senior Leaders Names: Rev. Robert Clift and Rev. Daniel Taylor

Senior Leaders Contact: Robert - 07427 370360 and Daniel - 07864 844739

Safeguarding Lead Name: Wendy Clift

Safeguarding Lead Contact: 07769 185873

Safeguarding Deputy Lead: Mike Allen

Safeguarding Deputy Contact: 07484 637862

Membership of Denomination: Associated with Assemblies of God

Charity Number: 1050309

Regulators: Charity Commission for England and Wales.

Insurance Company: Ansvar Insurance

The following is a brief description of our place of Worship and the type of activities we undertake with children and adults with care and support needs:

The Worship Centre is an Assemblies of God church in Plymouth. Our activities include Sunday morning Services that are vibrant in style in a relaxed and friendly atmosphere. We hold a weekly Life meeting which includes prayer and bible teaching, a monthly bible study where questions are welcomed. Children's church operates each Sunday giving opportunity to explore God's word and share their experiences and build relationships. The young people meet up for fun evenings and to get together socially. Foodbank is open each week for those in need and the church has a weekly coffee catch up in the local community café.



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1a - Leadership Statement

As a Leadership Team 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.

1b - Leadership Commitment

The Leadership commits to:

- Endorse and follow, in the principles of protection and non-discrimination enshrined in international conventions outlined above.
- Provide ongoing safeguarding training for all its workers no less than then every three years and will regularly review the operational guidelines.
- Ensure that premises meet the requirement of the disability Discrimination Act 1995 and all other relevant legislation and that is welcoming and inclusive.
- Support the Safeguarding coordinators in their work and any action they may need to take in order to protect children and adults with additional care and support needs.
- Undertake an annual review of the polices and implementation.
- Ensure that a copy of the policy is available upon request for quality assurance purposes.
- File a copy of any amendments.
- Not allow the document to be copied by other organisations.

The policy and any practice guidelines are based on safe guidelines from Thirtyone:eight

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation, but to also build an open culture where:

- Those who lead do so by example and are committed to the safeguarding of all.
- Those that work or volunteer are safely recruited and trained for their roles.
- There are accountability structures with codes of conduct
- The values of the organisation are embedded in its day-to-day actions and behaviours of its people and there is open communication



Section 2

Prevention Definitions

2a - Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults with care and support needs 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.

For the purposes of this policy, a child will be referred to as someone under 18 years old.

An adult at risk of harm will be defined in this policy as the following:

- Has needs for care or support
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those care and support needs, is unable to protect themselves from, or does not have the mental capacity to understand they're at risk of, abuse or neglect

To safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. 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.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy

Abuse is a single or repeated act, or lack of action, that happens within any relationship where there is an expectation of trust, which causes harm or distress to another person or violates their human or civil rights.

It is the misuse of power and control, and can be perpetrated by a wide range of people, including those who are close to the person or those who have no previous connection to them.

Each nation across the UK has their own statutory definitions of abuse which are defined within the legal framework for each nation. These are grouped together into categories or types.



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Physical abuse

The deliberate use of physical force by one person against another to cause harm.

Sexual abuse

Any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.

Emotional abuse

Any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on someone's emotional development.

Domestic abuse

Any threatening behaviour, violence, or abuse by one person against another where they are or have been intimate partners or family members.

Modern slavery

The recruitment, movement, and holding of a person by improper means, such as force, threat or deception, for the purposes of exploitation or abuse.

Neglect

The failure to meet a person's basic physical or emotional needs which is likely to have a serious negative impact on their health or development.

Financial abuse

The attempted or actual misappropriation or misuse of a person's money, property, benefits, or other assets, by ways to which the person does not or cannot consent.

Discriminatory abuse

When a person is treated unfairly, bullied, or abused because of a particular characteristic.

Organisational abuse

When a person is abused or mistreated within an institution such as a care home or hospital, or by an organisation providing care in the person's own home.



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Other types of abuse:

- Child abuse linked to faith or belief
- Child Sexual Exploitation
- Complex abuse
- Discriminatory abuse
- Fabricated or induced illness
- Female Genital Mutilation
- Forced Marriage
- Spiritual Abuse

Guidelines for allegations of abuse and reporting a concern are included in this policy



Section 3

Practice Guidelines

3a - Safer recruitment Practice Guidelines

The Leadership will ensure all workers appointed will be trained, supported and supervised in accordance with government guidance on safe recruitment. Ongoing safeguarding training will be provided for all workers developing a culture of awareness of safeguarding issues to help protect everyone. The procedures include a written job description, suitable candidates are interviewed, Safeguarding training and awareness is discussed, A disclosure and barring check is completed, a probationary period is required, and the Church safeguarding policy is shared. (Job Description provided by Thirtyone:eight)

3b - Safeguarding awareness and training

The Leadership 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 workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every three years. (Training dates will be documented)

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The Leadership 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.

3c - Practice Guidelines

As an organisation 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 potential harm or abuse and false or unfounded accusations.

We have specific good practice guidelines for every activity we are involved in, and the guidance we follow can be found on the Thirtyone:eight website: www.thirtyoneeight.org



3d - Management of Workers

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

3e - Code of Conduct:

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for The Worship Centre. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare.
- Work in a responsible, transparent and accountable way.
- Be prepared to challenge unacceptable behaviour or to be challenged.
- Listen carefully to those you are supporting.
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures).
- Seek advice from someone with greater experience when necessary.
- Work in an open environment – avoid private or unobserved situations.
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator.
- Don't make inappropriate promises particularly in relation to confidentiality.
- Do explain to the individual what you intend to do and don't delay taking action.

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way



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- Passing on your personal and/or social media contact details and any contact that breaches The Worship Centre social media policy.
- Developing inappropriate relationships.
- Smoking and consuming alcohol or illegal substances.
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave The Worship Centre. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Church Leadership Team: Robert Clift and Daniel Taylor

Church Elders: David Noble and Trevor McFarlane

Signature: R A Clift

Signature: D B Taylor

Date: October 2025



Section 4

Responding to Allegations of Abuse

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

- The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to:

Name: Wendy Clift, Safeguarding Lead

Tel: 07769 185873

Email: npsc@btinternet.com

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Name: Mike Allen, Deputy Safeguarding Lead

Tel: 07484 637862

Email: npscctreasurer@btinternet.com

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

Name: Daniel Taylor, Associate Pastor

Tel: 07864 844739

Email: dan.worshipcentre@gmail.com

The worker or volunteer can also contact Thirtyone:eight

Address: Thirtyone:eight, PO Box 133, Swanley, Kent. BR8 7UQ.

Tel: 0303 003 1111.

A 24-hour helpline is available for advice, but **where the situation is an emergency, the police should be contacted**



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The worker or volunteer should record the disclosure, allegation or concern onto the cause for concern form and share this with the Safeguarding Lead/Safeguarding Deputy or Safeguarding Trustee as soon as possible. Please see a copy of the cause for concern form in the appendix.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

Where the concern is about a child the Safeguarding Coordinator should contact Children's Social Services

The local Children's Social Services office is [01752 668000](tel:01752668000)

The out of hours emergency number is [01752 346984](tel:01752346984)

Where the concern is about an adult then contact Adult Social Services [01752 668000](tel:01752668000)

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

The insurance company or the charity regulator (Charity Commission for England and Wales) to report a serious incident/raise a concern.

Local Authority Designated Officer – LADO (England and Wales), if the allegation concerns a worker or volunteer working with someone under 18.

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

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police, or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead 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 Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Lead/Deputy Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.



4a - 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 Lead/Deputy Safeguarding Lead will:

- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care (England, Wales, Scotland) 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.
- If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care (England, Wales, Scotland).
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care (England, Wales, Scotland).

Allegations of sexual abuse:

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care (England, Wales, Scotland) for children and families and police on 101.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care (England, Wales, Scotland)/police. Thirtyone:eight will confirm its advice in writing for future reference.

Allegations of financial abuse:

In the event of allegations or concerns of financial abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact Children's Social Care (England, Wales, Scotland) to report the concerns and the police.

4b - Detailed procedures where there is a concern about an adult at risk:

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



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If there is concern about any of the above, Safeguarding Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care (England, Wales, Scotland) who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

Concerns regarding spiritual abuse

Safeguarding Lead will:

- Identify support services for the Survivor i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

4c - Allegations of abuse against a person who works with children/young people:

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, will:

- Make a referral to the Local Authority Designated Officer -LADO(England and Wales) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS (England and Wales) for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer (England and Wales) if they are involved.
- Share information about the concern with the police.

4d - Allegations of abuse against a person who works with adults with care and support needs:

The safeguarding Lead will:

- Liaise with Adult Social Care (England, Wales, Scotland) to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service DBS (England and Wales) following the advice of Adult Social Services.
- Share information about the concern with the police.

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care 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



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communicate their decision. However, this is a decision for Adult Social Care to decide not the organisation.

4e - Allegations of non-recent sexual abuse from an adult:

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police (England and Wales). If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer -LADO (England and Wales), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care (England, Wales, Scotland) to establish whether this can be investigated under their safeguarding processes
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and Plymouth LADO on 01752 304089 or email Lado@plymouth.gov.uk



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4f – Cause for Concern Form (pt1)

Part 1: Record of concern about a child/adult’s safety and welfare

(For use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Child/Adult’s name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): Role/Job title: Signature:		
Other members of the household ⁴ :		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened ⁴ ?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Lead ⁵ : _____		

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Lead without delay



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4g - Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

As a registered body The Worship Centre is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).

Essential principles of recording the information received/disclosed/observed:

- Remember: do not investigate or ask any leading questions
- make notes within the first one hour of receiving the disclosure or observing the incident
- be clear and factual in your recording of the incident or disclosure
- avoid giving your opinion or feelings on the matter
- aim to record using the 4 W's and 1 H: When, where, what, why and how
- do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
- make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.

What constitutes a safeguarding concern? – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.

Why do you need information regarding 'other household members'? – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

Why is the view of the child/adult significant? – It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.

Passing information to the Safeguarding Lead – Your safeguarding lead holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.



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4h – Cause for Concern Form (pt2)

Part 2: Record of concern about a child/adult’s safety and welfare

(For use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity ¹ :				
Initial Assessment of concern following advice ²					
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)	Date:	Time completed:	By whom:		
	Referral		To whom		
	Signposting to other community resources				
	Pastoral Care and other support from church				
Ongoing Monitoring					
	Y	Who spoken to:	Date:	Time:	By whom:



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Parent/carer informed?					
	N	Detail reason:			
Any other relevant information					
Name of Safeguarding Lead:		Signature:			

OVERVIEW OF ACTIONS³:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates



4g - Guidance notes for Form 2 (Safeguarding Lead):

Following are some helpful pointers in completing the above form(s)

Importance of consent from parents/carer or adults (in the light of mental capacity) – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.

Initial assessment – Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as? Discussion with them will consider appropriate action with regards to the scale of the concern

Overview of actions – Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.



Section 5

Wellbeing Support and Pastoral Care

5a - Supporting those affected by abuse

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

The Pastoral care team will ensure paperwork is completed, signed and securely filed. If another agency needs to be alerted, then the referral will be made as soon as possible.

If a visit is required to a person's home or if a conversation is held in a church meeting room it will be in the presence of more than one person and never alone.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: Mike Allen – Deputy Safeguarding Lead

Tel: 07484 637862

Email: npcctreasurer@btinternet.com

5b - Counselling

The Leadership understands that, whether in the present, recent or distant past the effects of abuse can be devastating and long term, not only for the person who has been abused but also the family members, friends, social groups and the organisation or faith community. Those affected may struggle with a range of issues, including aspects of faith and spirituality, particularly where the abuse occurred within in faith context. The Leadership acknowledges that this needs sensitive handling. It recognises that showing care and compassion, being available to listen and offering support are important in responding to the needs of adult survivors. Some people need professional help, and it is important to recognise this and signpost those in need, being aware of the church's own resource limitations to offer specific support. The Leaders will seek advice and support where required.

5c – Working with those who may pose a risk / Offenders

When someone attending the Church is known to pose a potential risk to children, or adults with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties. They will be expected to abide by a written contract regarding children and vulnerable adults. This will be discussed with the Leadership team, and the situation will be monitored.



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Risk assessments will be carried out, reviewed and updated regularly. If the risk is unmanageable then this will be communicated to the person and those externally involved with the management and care of the person.

Those who have offended, even if truly repentant of their actions may be required by law not to engage with children or vulnerable adults. Due to this the safety measures in place will ensure the safety and wellbeing of the church family.

Along with these measures the offenders are lovingly accepted and valued.



Section 6

Practice Guidelines for Prayer Ministry

Prayer is a central part of the Worship Centres meetings and pastoral care. This is done sensitively, responsibly, and only by those appointed by the leadership to do so.

Parents/Carers of children or young people who attend our church know, that prayer is part of our activities and that sometimes we may pray together as a group or with individuals at their request.

Those involved in prayer ministry know how to respond to any safeguarding concerns.

Guidelines when praying for someone:

- Get the persons permission before praying with them (when a child asks for prayer then permission is from a Parent/carer).
- We Pray in an open area where other leaders are around.
- We remain aware of safeguarding concerns and don't delay in taking action.
- We reflect back to the person what has been said to show we have understood their prayer request.
- We use clear uncomplicated language and keep prayers simple so they can be understood.
- We avoid giving specific advice about problems involving decisions and never advise someone to stop taking medication or receiving professional support for their care or welfare.
- We will stop if the person becomes distressed.
- Never pressure someone into receiving prayer.
- Never promise total confidentiality.

Praying with children and young people

- Where there is a general invitation to receive prayer as part of a service or event, then we have children's workers available to pray with the children/young people.
- If someone requests that their child doesn't participate in prayer, this must be respected.
- It can be helpful to write down what you have prayed about and give it to the child so that, if they want, they can let their parents/carers know and remember it themselves.
- We avoid praying 'in tongues' or any other language different from the child's own as this can be confusing and alarming.
- A child or young person can be very susceptible to suggestion, so if we believe we've heard from God about their situation, we talk this through with another leader first before talking about this with the child.
- Avoid any physical contact as much as possible, such as putting your hand on their head. If you think they may appreciate some physical reassurance or comfort, always ask their consent first e.g. an arm around the shoulder.

The Worship Centre is a safe place for adults and children, and we want that people feel safe and comfortable. That people will reach out to God and we will respectfully speak healing, peace and release in Jesus Name.



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Things we consider

- Body language, particularly in relation to things like your height and the height of the person you are praying for. Try to ensure you are on their level rather than standing over them e.g. by both of you sitting.
- Some places of worship believe that a child can have an evil spirit or be 'possessed' when they display behaviours or are different in some way. A child should never be told they are demonised, possessed or oppressed by the devil or evil spirits.
- Any religious, traditional or cultural practices such as prayers for deliverance or exorcism that cause significant harm to a child are a criminal offence and cannot be justified. Statutory authorities may investigate and take appropriate action to protect any children involved.



Section 7

Adoption of this Policy

This policy has been agreed by the Leadership Team on 12th October 2025 and will be reviewed annually.

Signed by: 
REV. ROBERT CLIFT

Position: SENIOR PASTOR

Signed by: 
REV. DANIEL TAYLOR

Position ASSOCIATE PASTOR

Date: 12 OCTOBER 2025

Policy created using the Model Safeguarding Template

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Section 8

Appendices

8a – Forms and Checklists

Forms:

[Accident Incident Form](#)
[Activities Day Visits Consent Form](#)
[Consent For Using Images Of Children](#)
[Consent For Transporting Children](#)
[Declaration Of Suitability Form](#)
[General Information And Consent Form](#)
[Model Job Application Form](#)
[Form Young Volunteer](#)
[Self-declaration Form DBS](#)
[Self-declaration Form ANI](#)
[Reference Form](#)
[Request For A Reference](#)
[Swimming Consent Form](#)
[Cause For Concern Form](#)
[Camps and Residentials Risk Assessment](#)
[Camps and Residentials Consent Form](#)

Checklists:

[Transportation Checklist](#)
[Building Safety Checklist](#)
[Safeguarding Considerations Checklist](#)
[Sleepover Checklist](#)



8b – Online Safety Policy

Thirtyone:eight Online Safety definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology. An online safety policy should be adopted and adapted to reflect all communications between church/organisation's workers and children (those under 18 years of age).

Policy guidelines for Church Workers/Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the church/organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure your church/organisation domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of your church/organisation while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm.
- Use of skype and any other web camera or visual communication via the internet is generally not permitted.
- Workers should refrain from using such methods on a one to one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group



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uses a web camera/Skype in a group environment for project purposes, and has clear aims and objectives for its use).

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook
- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

Acceptable Use Policy

- Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.
- WiFi Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with The Worship Centre's policy on social media.



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Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which The Worship Centre considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of The Worship Centre may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.



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Parent/Carer Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for The Worship Centre and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child/YP Agreement

I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the safeguarding coordinator or a trusted adult.

Child Name (Please print)	Child Signature	Date
Parent/Guardian (Please print)	Parent/Guardian Signature	Date

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