

Capernwray Missionary Fellowship of Torchbearers



# Safeguarding Policy

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# Safeguarding Policy

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## **Section 1 - Safeguarding Policy for Capernwray Bible School and Capernwray Holidays**

**Charity Name: Capernwray Missionary Fellowship of Torchbearers ('CMFOT')**

Address: Capernwray Hall, Carnforth, Lancashire, LA6 1AG, England

Telephone: 01524 733908 General Email: [info@capernwray.org](mailto:info@capernwray.org)

**Managing Director: Brian Wickens**

Telephone: 01524 738006 Email: [brian.wickens@capernwray.org](mailto:brian.wickens@capernwray.org)

**Senior Designated Safeguarding Lead: Heather Tallents (HR and Admin Director)**

Telephone: 01524 738034 Email: [heather.tallents@capernwray.org](mailto:heather.tallents@capernwray.org)

Charity Number: 1073139

Regulator: The Charity Commission for England & Wales

Company Number: 3573958

Insurance Company: Ansvar (Policy No. CCP2246261)

CMFOT offer two residential Bible School courses each year for students who are 18 years of age and over. CMFOT's Holiday Programme runs between school terms and offers holidays to people of all ages. Some of these holidays have unaccompanied children as guests. All students and guests receive a warm welcome in a beautiful location and enjoy a varied programme. Following our Mission Statement we provide biblical teaching in a friendly and caring environment.

## Section 2 - Introduction to Policy

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this is the Board of Trustees.

The governance board is appointed to have independent authority and legal responsibility for an organisation or charity and to have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017).

### Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal (England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

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;
- we are committed to the safeguarding of all;
- those who work or volunteer here are safely recruited and trained for their roles;
- there are accountability structures;
- there are codes of conduct;
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people;
- there is open communication.

## Our Commitment

As a Leadership 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.

**Our safeguarding statement for display can be found in APPENDIX 1.**

The policy and any attached practice guidelines are based on:

*Working Together To Safeguard Children 2023*

*Keeping Children Safe in Education 2024*

The ten safeguarding standards published by Thirtyone:eight ([thirtyoneeight.org/ten-standards](http://thirtyoneeight.org/ten-standards))

*Model Safeguarding Policy October 2022* from Thirtyone:eight (Safeguarding Advisory Service)

## Section 3 - Prevention

### 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 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.

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

*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.*

Also for adults we adhere to the UN Universal Declaration of Human Rights with particular reference to Article 5:

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

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: APPENDIX 5.

### Safer recruitment

The Leadership 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;
- those short listed have been interviewed;
- safeguarding has been discussed at interview;
- written references have been obtained, and followed up where appropriate;
- a self-declaration form and disclosure and barring check (DBS) 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 worker completes a probationary period; and
- the worker is given a copy of the organisation's safeguarding policy and knows how to report concerns.

## **Safeguarding 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 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.

## **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 false or unfounded accusations.

We have specific policies for our staff to follow as our programmes are delivered. These are listed in our Policies Related to CMFOT Safeguarding and Internal Operations: APPENDIX 2.

Unaccompanied children are guests at Capernwray for some holidays. An online Parental Consent Form is completed at the time of booking by a parent or legal guardian.

## **Management of workers – codes of conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards 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 job role and outside of this. They will also receive further training as necessary.

## **Section 4 - Partnership Working**

The diversity of organisations and settings 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.

We therefore have clear guidelines with 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. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone:eight's safeguarding standards.

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.

## Section 5 - Responding to Allegations of Abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Detailed procedures are outlined below.

### Documenting a concern

- The staff member or volunteer should record the events/situation/conversation, ideally on the 'Logging A Safeguarding Concern' form: APPENDIX 6.
- The staff member or volunteer should make a report of the concern to the designated safeguarding lead or deputies mentioned below:

**Heather Tallents** (hereafter the Senior Designated Safeguarding Lead)

Tel: 01524 738034 Email: [heather.tallents@capernwray.org](mailto:heather.tallents@capernwray.org)

**Forest Paget** (hereafter the "Deputy")

Tel: 01524 738020 Email: [forest.paget@capernwray.org](mailto:forest.paget@capernwray.org)

**Hester Martin** (hereafter the "Deputy")

Tel: 01524 738022 Email: [hester.martin@capernwray.org](mailto:hester.martin@capernwray.org)

**Marie Gildea** (hereafter the "Deputy")

Tel: 01524 738001 Email: [marie.gildea@capernwray.org](mailto:marie.gildea@capernwray.org)

*The above is nominated by the 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. The concern should not be reported to any DSL/Deputy that the concern references.*

- If the suspicions implicate the Designated Safeguarding Lead and all Deputies, then the report should be made in the first instance to:

**thirtyone:eight**

PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111. Option 2

Alternatively contact Social Services or the police.



## DSL/Deputy responsibilities

The DSL/Deputy should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives if necessary.

Name of local authority:

**Children's Social Services & Lancashire Safeguarding Children in Education Officer**

Tel: 0300 123 6720 Out of hours Tel: 0845 602 1043

**Adult Social Services**

Tel: 0300 123 6720 Out of hours Tel: 0845 602 1043

**Lancashire Child Protection Contact/LADO**

Tel: 01772 536694

**Lancashire Prevent Unit**

Tel: 01772 413398 Email: [concern@lancashire.pnn.police.uk](mailto:concern@lancashire.pnn.police.uk)

Name of CMFOT Trustee responsible for safeguarding:

**Alan Wadsworth** Email: [alan.wadsworth@capernwray.org](mailto:alan.wadsworth@capernwray.org)

- The DSL/Deputy may need to inform others depending on the circumstances and/or nature of the concern
  - The CMFOT Trustee responsible for safeguarding who may need to liaise with the insurance company or the Charity Commission to report a serious incident.
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions 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 allegations or suspicions of abuse will normally be reported to the DSL, the absence of the DSL or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The Leadership will support the DSL/Deputy 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 DSL/Deputy has not responded appropriately, or where they have a disagreement with the DSL(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 to the protection of all those who are vulnerable.

The role of the DSL/ Deputy 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.

### **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 DSL/Deputy 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, (eg poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant 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 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 DSL/Deputy will:

- contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. 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 needs 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, DSL/Deputy will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 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.

## **If there is a concern regarding spiritual abuse**

The DSL will:

- identify support services for the victim 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.

## **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 DSL will, in accordance with Local Safeguarding Children Board (LSCB) procedures:

- liaise with Children's Social Services regarding the suspension of the worker;
- make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) 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 Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The DSL/Deputy will:

- liaise with Adult Social Services in regards the suspension of the worker;
- make a referral to the DBS following the advice of Adult Social Services.

The Care Act 2014 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 Capernwray Leadership.

## Section 6 - Pastoral Care

### Supporting those affected by abuse

The Leadership is committed to offering 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 place of worship/organisation.

### Working with offenders and those who may pose a risk

When someone seeking involvement with Capernwray/CMFOT is known to have abused children, is under investigation, or is known to be a risk to vulnerable adults with care and support needs, the Leadership will consider the safeguarding risks of the potential involvement of the individual concerned. If accepted, Capernwray will offer pastoral care to the individual, but in its safeguarding commitment to the protection of children and adults with care and support needs, will also set boundaries for the individual, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.


### Adoption of the policy

This policy was agreed by the Leadership and will be reviewed annually at the March Board Meeting

Signed:

Nicola Firth, Chair of Board

Signed:



Brian Wickens, Managing Director

Date: 16 May 2023

A copy of this policy is also lodged with Capernwray's Safeguarding Advisors: thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

## **APPENDIX SECTION (linked files)**

[Appendix 1 Safeguarding Statement for display](#)

[Appendix 2 Policies Related to CMFOT Safeguarding and Internal Operations](#)

[Appendix 3 Flow Chart: 'What to do if you are worried a person is at risk'](#)

[Appendix 4 Flowchart: 'Procedure for Managing Allegations'](#)

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