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Designated Lead for Safeguarding

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This Document is the Safeguarding Children and Vulnerable Adults Policy for The Christadelphian Outreach Group also known as COG.

Policy is based on Charity Commission “Guidance Safeguarding and protecting people for charities and trustees” published 6 December 2017 and updated October 2018 and 22 October 2019. Charity Guidance Link: [Safeguarding and protecting people for charities and trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/safeguarding-and-protecting-people-for-charities-and-trustees)

NSPCC link: [About safeguarding in faith communities | NSPCC Learning](https://www.nspcc.org.uk/learn/learning-and-development/learning-and-development-for-charities/)

This policy was adopted at a meeting on 24th September 2021 after consultation with all team members. This policy will be reviewed, approved and endorsed annually or when there are relevant changes. Next review due 23rd September 2022

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1. Introduction

COG puts a high value on work with children, young people and vulnerable adults, and is committed to their care, guidance and protection. The welfare of child and vulnerable adults is paramount at all times.

We recognise the need to provide a safe and caring environment for everyone. We acknowledge that children and adults can be victims of physical, sexual, emotional or financial abuse and neglect. We concur with the UNICEF Convention on the Rights of the Child in its statement that children should be able to develop their full potential, free from hunger and want, neglect and abuse. Everyone has the right to be protected from all forms of physical or mental violence, injury or abuse, negligent treatment or exploitation.

This policy applies to all members and volunteers

2. Ethos

- Everyone's safety and well-being is of highest priority to COG and is everyone's responsibility. All members of COG aim to provide a secure and caring environment, so that everyone can be kept safe and treated with respect. We expect those who receive funding from us to work to the same high standard.
- No group of people will be treated any less favourably than others and all have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality, age or beliefs.
- Abuse is always wrong and it is never the victim's fault. Everyone has a right to feel safe; to be understood and to say 'No' to doing something that they feel is wrong.
- All concerns and allegations of abuse will be taken seriously by members and volunteers and responded to appropriately.
- This Policy is available on COG's website [Christadelphian Outreach Group \(cog-uk.org\)](http://Christadelphian Outreach Group (cog-uk.org) www.cog-uk.org) www.cog-uk.org

3. Definitions

The terms 'children' and 'young people' will be taken to be synonymous, and to include anyone under the age of 18. This can also be up to age 25 for young people with special educational needs and disabilities

Vulnerable adults are anyone aged 18 or over who has need of care and support and/or is experiencing, or is at risk of, abuse or neglect or who cannot care for themselves. They may be dependent on others, isolated, unwell, confused, learning disabled, frail or have an addiction. Any adult can, at times, be vulnerable.



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Abuse is any action that harms or injures another person. It may be physical, emotional, financial, sexual or neglectful. It often involves criminal acts. Abuse can be a single act or it may continue over time and may take many different forms. It can be unintentional or deliberate but in all cases, it will result in harm to the victim that affects their wellbeing or security. Individuals may suffer more than one kind of abuse.

Youth leaders are those in a position of leadership and trust with children and young people.

Parents/guardians are anyone in a position of parental responsibility

COG Team members are people appointed by COG to carry out duties. N.B. This does not automatically include anyone who receives a grant from us.

Youth Rep is a person appointed specifically to work with Youth group leaders to promote Outreach work amongst young people

Designated Safeguarding Lead (DSL) is the person with designated child and adult protection and safeguarding duties.

Local Authority Designated Officer (LADO) (know just as the DO in some LA's) is person to whom allegations against people working with children should be reported.

An allegation is information or a concern which suggests that someone has behaved in a way that has harmed, or may have harmed a child. This could be a criminal offence against or related to a child. It could be historic.

The use of the word 'should' does not indicate that the action is optional; it means that everyone will do their utmost to carry it out.

4. Roles and Responsibilities of Trustees

The trustees are responsible for ensuring that they comply with their duties under legislation and have regard to the Government guidance. They must:

- Promote the well-being of children and vulnerable adults.
- Ensure that any deficiencies or weaknesses brought to their attention are remedied without delay.
- Have procedures for dealing with allegations
- Appoint a Designated Safeguarding Lead, (DSL)



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- Appoint a lead trustee for safeguarding who will support the DSL, receive regular safeguarding reports from the DSL and report any serious incidents to the Charity Commission.
- Arrange Disclosure and Barring Service (DBS) checks for new trustees, youth reps and others as required. Securely store information about DBS checks.
<https://knowhow.ncvo.org.uk/safeguarding/steps-to-a-safer-organisation/choosing-staff-volunteers-and-trustees/> Lois has suggested this link for clarification
- Arrange for the Designated Lead to undertake annual safeguarding training for everyone else to undertake it at a maximum of three yearly intervals, and to record this.
- Provide emotional support to anyone who is distressed by dealing with a concern about abuse or refer them to other sources of support.
- Reviews the work of all Reps at least annually and ensures that their work is supported.
- Review incidents and implement plans for preventing recurrences.
- Maintain public liability insurance cover and legal expenses insurance.
- Comply with the requirements of the Equality Act 2010 the Data Protection Act 2018 concerning privacy of information and all other relevant legislation.
- Make this policy available on the website and share it with all recipients of its funds.
- Review this policy annually and update if required.
- Check that any organisation we grant funding to has their own safeguarding policy in place or signs up to ours.



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5. Role and Responsibilities of the DSL

- To keep up to date with training and at least every year.
- To be aware of where to find telephone numbers for Child Protection and adult safeguarding authorities in any area of the country, should there be an incident.
- Receiving child protection and adult safeguarding concerns raised by a child or adult and acting as a source of support, advice and expertise.
- To decide whether to make a referral or seek advice by liaising with relevant agencies when appropriate. Borderline cases should be presumed to be serious. Monitor situations where concerns have been raised.
- Ensuring confidentiality and only sharing information on a “need to know” basis. N.B. It may be only the lead trustee for safeguarding who is informed.
- Maintaining detailed, accurate, secure, written records of referrals, concerns, action taken, outcomes and decisions. Records must be signed, dated and stored confidentially and securely.
- Handle allegations about any COG team member. To contact the relevant Local Authority Designated Officer Team (LADO) immediately and follow their instructions.

6. Roles and Responsibilities of Youth Rep and other Team Members

The Youth Rep and other team members have a duty to safeguard children and vulnerable adults. They may be the only adults in whom someone feels safe to confide.

Any concerns about children or adults should be recorded and reported to the DSL as soon as possible. Where there is a risk of immediate harm or need of medical attention emergency services should be called as a first response.

However, team members should not attempt to carry out an investigation; nor should any attempt be made to discuss concerns with parents or others. N.B. It may sometimes be appropriate to ask how injuries have happened.

Youth rep must be particularly vigilant when communicating online. (See below)



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7. Roles and Responsibilities of Beneficiary Organisations.

- Have safeguarding policies appropriate to the activities taking place, which meet the standards required by government regulations.
- Make an annual statement to COG that they have complied with COG's overall policy.
- Report to COG any allegations of abuse, connected to the work undertaken with COG funds, stating the source, allegation and the actions that have or will be taken to investigate the claim and resolve the situation in a robust and fair way.
- Pass to the appropriate social and/or government services any proven reports of unacceptable behaviour resulting in disciplinary action. N.B. Unless this is the responsibility of the organisation we are funding.
- COG reserves the right to visit projects which receive COG funding and audit compliance with country, institutional and COG policies.

8. What to do if you become aware of or suspect abuse

Be open to hearing concerns from children or about children, be reassuring, calm and kind. Accurately record and report concerns using the child's own words where possible. Limit comment to facts; do not include opinions. Do not promise to keep secrets. Do not investigate or take photographs. Do not ask leading questions. Date and sign all reports and print your name.

Be open to hearing concerns about vulnerable adults; be reassuring, calm and kind. Accurately record and report concerns but not promise to keep it secret, do not investigate, do not ask leading questions but do consult with the adult about what they would like to happen next but do not make promises which you may not be able to keep to. As far as possible, explain your proposed course of action.

Date and sign all reports.

Concerns might include changes in mood, attitude, behaviour, relationships with peers, appearance, changes in family situations or parental comments but this list is not exhaustive.

Report to the DSL as soon as possible and within 24 hours.

Monitor the situation if requested to do so by the DSL.



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Make a referral to social services themselves if they feel concerned with the DSL's response or the DSL is not available.

Understand that they cannot promise confidentiality to a possible victim of abuse or to anyone making a disclosure about abuse. But will maintain confidentiality by only reporting to those who need to know i.e., there will be no gossip about the situation.

Do not presume that there will be any more communication once they have passed the information on.

8. A Safe Environment Expectations

Everyone should have their attention drawn to the expectation that they will be cared for and be safe while engaging in activities organized for them.

This could be through a poster, online post, verbal statement and/or a written statement. For e.g., when you are with COG you can expect to be safe, for leaders to be good examples, not to be upset or harmed. If you are worried about how a leader is behaving tell an adult whom you trust.

Safe Recruitment

COG has commitment to safe recruitment, selection and vetting. All job descriptions about roles with COG will include information about our commitment to safeguarding.

It is in the nature of COG's work that we may already know people who apply to join our team. The decision to appoint a new volunteer should always be made by the team not by an individual. Whether or not a new member is not known to COG, an interview and references may be required.

Trustees and Youth Leaders will also have Disclosure and Barring Service (DBS) checks or Disclosure Scotland Checks (DSC) appropriate for their roles. [DBS eligibility guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db eligibility-guidance)

COG will not knowingly allow someone who is barred from regulated activities with children to act as a trustee or Youth Rep. COG will not knowingly allow anyone barred from working with vulnerable adults become a trustee.



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Training

All new Youth Reps and trustees will receive basic safeguarding training from the Designated Safeguarding Lead.

Trustees and Youth Reps are required to attend refresher training at least every three years. It should include guidance on working online. The Designated Safeguarding Lead is required to attend refresher training every year.

Working online

The online world provides everyone with many opportunities; however, it can also present risks and challenges.

The role of the Youth Rep is to work with Youth leaders, **not** young people. If we become aware of young people contacting us directly we will address this issue.

We will provide clear and specific guidance on how to behave online in order to keep everyone safe, prevent grooming and shows respect for others.

If there are online interactions with children or young people a record should be kept stating the date, child's name and brief note as to the theme of the conversation.

Appendix 1:

Preventative Guidance for Everyone

DO treat everyone with respect and dignity.

DO provide an example you would wish others to follow.

DO be alert to the issue of bullying and deal with it promptly and sympathetically.

DO remember that caution is required in sensitive moments, such as when dealing with bereavement, bullying, abuse, etc.

DO remember that another person can misinterpret your actions, no matter how well intentioned.

DO NOT use physical discipline at any time.

DO NOT engage in any inappropriate physical contact.

DO NOT let anyone involve you in excessive attention seeking, crushes or inappropriate language or behaviour.

DO NOT show favouritism.



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AVOID meeting clients alone if you can. If this is not possible be clear about when and why you are meeting. Tell someone where you are going and contact them when the appointment is over so that they know you are safe.

AVOID discussing financial matters without a third-party present such as a member of the family or their bank.

Appendix 2

Signs of Abuse

General

Children who talk about being left home alone, with inappropriate carers or with strangers

Children who are reluctant to go home; Parents who collect their children when drunk, or under the influence of drugs

Children who are concerned for younger siblings without explaining why

Children who shy away from being touched or flinch at sudden movements

Sexual Abuse

(0-5 years)

Children may:

Become insecure or cling to a parent/guardian in a fearful way

Show extreme fear of a person

Seem bothered or worried but won't give a reason.

(5-18 years)

Children may:

Appear to have secrets they cannot talk about, or ask you if you will keep a secret if they tell you something

Say that a friend has a problem

Act in an inappropriate or sexual way towards other children or adults



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Physical Abuse

Unexplained injuries or burns
Multiple bruises in clusters or of uniform shape
Bruises that carry an imprint, such as a hand or a belt
Pinch, grab, grip or bite marks
Improbable excuses given for unexplained injuries
Fear of parents being contacted

Neglect

Poor appearance or hygiene
Hunger
Untreated health issues
Responsibility for siblings

Emotional Abuse

Air of detachment
social isolation
depression
withdrawn
lack of trust of others
Fear of parents being contacted
N.B. This is not an exhaustive list.



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Appendix 3 Incident report form	
All safeguarding concerns must be reported immediately to Carmel Page the Designated Safeguarding Lead. 0114 2341401 07530528665 carmelpage@zoho.eu Or by yourself to the relevant local authority safeguarding team. If someone is at immediate risk call 999	
Date	Time
Name of person whom there is concern about	
Contact details of person there is concern about	
Date of birth of person there is concern about if known	
Details of incident or concern	
Where possible report actual words used, where you were and who else was present. Attach extra sheets if necessary.	
Your name	Your role
Your contact details	
Sign	Date
THIS REPORT MUST BE TREATED IN THE STRICTEST CONFIDENCE	



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