

Safeguarding Policy and Procedures

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1.0 INTRODUCTION

1.1 Church details

Name of Organisation:	Headley Park Church
Address:	Headley Park Church, St Peter's Rise, Headley Park, Bristol, BS13 7LZ
Phone:	+44 7845 025392
Senior Pastor:	Simon Dowland, +44 7941 190257, simon@headleyparkchurch.org.uk
Designated Safeguarding Lead (DSL):	Alix Dyer, +44 7762 730762, safeguarding@headleyparkchurch.org.uk
Safeguarding Trustee (ST):	Tom Wilding, +44 7543 544176 tom@headleyparkchurch.org.uk
Safeguarding Body:	Christian Safeguarding Services
Church Affiliation:	Fellowship of Independent Evangelical Services (FIEC)
Charity number:	1178587
Regulators:	Charity Commission
Bristol Local Area Designated Officer (LADO) Contact (regarding staff and volunteers):	0117 903 7795 LADO@bristol.gov.uk
First Response Team Contact (Children's Social Care):	0117 903 6444 (Out-of-hours Emergency: 01454 615 165)
Care Direct Contact (Adults' Social Care):	0117 922 2700

1.2 Context

1. Headley Park Church is an evangelical church based in South Bristol with around 100 members. Our beliefs are outlined in our Statement of Faith which is available at <https://headleyparkchurch.org.uk/what-we-believe/>. We operate in accordance with our constitution and church handbook, which are available on request.
2. Headley Park Church is affiliated to the Fellowship of Independent Evangelical Churches (FIEC). FIEC is a membership organisation and does not exercise any authority over the church. However, our Elders subscribe to the FIEC doctrinal basis and ethos statements. These can be found at <https://fiec.org.uk/who-we-are/beliefs>
3. The church is a group of Christians who meet for Sunday services at 10:30am and 6pm. There are multiple midweek groups that meet in church-owned buildings or in private dwellings across South Bristol and North Somerset. In the life of our church, we also come into contact with children and vulnerable adults in informal settings.
4. Legally, Headley Park Church is an independent charity registered with the Charity Commission of England and Wales. The church has a formal membership and is led by the Elders and Deacons, who serve as the legal trustees of the charity.

1.3 Our Responsibilities

1. We recognise that both as a charity and as Christians, we have a responsibility to:
 - a. Protect and promote the wellbeing of those who attend the church, paying particular attention to those who may be more vulnerable than others.
 - b. Ensure that we have suitable systems and processes in place to manage safeguarding risks, including the appointment of a Designated Safeguarding Lead (DSL).
 - c. Ensure that those who act on our behalf are competent and safe to do so.
 - d. Identify non-safeguarding risks and manage them effectively.
 - e. Report any safeguarding concerns that meet the threshold to the appropriate statutory services as soon as possible and certainly within 24 hours. Where immediate action is required to ensure safety, an urgent report to the Police (999) or the appropriate Social Services department will be made without delay.
 - i. If we are unsure whether a statutory threshold has been met, we will seek advice from either the relevant statutory services or from Christian Safeguarding Services (www.thecss.co.uk).
 - f. Ensure that our conduct and practice is accountable and transparent and that we care well for those to whom we minister.
 - g. Ensure that if problems occur or dissatisfaction is expressed, we examine these in an impartial and careful way and manage any conflict of interest effectively.

1.4 Our Commitments

1. We will treat all who engage with the church through its ministries with courtesy and respect and will seek to uphold their inherent dignity and worth.
2. We will seek to support and care well for anyone who discloses to us that they have been a victim of abuse or neglect and report this to statutory services in line with local procedures where required.
3. We will seek to listen well to any concerns, complaints, or other expressions of dissatisfaction and to respond in a proportionate, impartial, transparent, and accountable manner.
4. We will carefully examine any allegations made or concerns raised about any member or leader and respond appropriately.
5. We will ensure that our staff and volunteers are competent to fulfil their roles and the legal duties associated with safeguarding.

1.5 Governance, Oversight and Management of Safeguarding

1. The trustees will include a statement on safeguarding in their annual return as required by the Charity Commission. The Designated Safeguarding Lead and Safeguarding Trustee will be trained in the role and will update their safeguarding training every two years in line with best practice standards and Local Authority requirements. The trustees will ensure that those who act on behalf of the church are competent and appropriately trained.
2. Any allegations that may require a Serious Incident Report to the Charity Commission will be passed to the trustees as a matter of urgency and certainly within 48 hours. Having informed the DSL, a Trustee (normally either the ST or Senior Pastor) will file the Serious Incident Report with the Charity Commission in accordance with their legal responsibilities. If they require advice or support in this duty, they will seek such from suitably qualified and experienced sources.

1.6 Positions of Trust

1. 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.
2. 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.
3. As of April 2022, it is illegal in England and Wales 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.

4. 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:
 - a. Those who lead do so by example
 - b. Are committed to the safeguarding of all
 - c. Those that work or volunteer are safely recruited and trained for their roles
 - d. There are accountability structures
 - e. There are codes of conduct
 - f. The values of the organisation are embedded in its day-to-day actions and behaviours of its people

1.7 Terminology

See Appendix 1 for a glossary of important safeguarding terms

1.8 Forms of Abuse

See Appendix 2 for lists of different kinds of abuse.

2.0 SAFEGUARDING CONCERNS

2.1 Handling safeguarding concerns

1. Any concerns that are identified or disclosures that are made must be reported to the Designated Safeguarding Lead:

The Designated Safeguarding Lead (DSL) is Alix Dyer

 - She can be contacted by either phoning +44 7762 730762, or emailing safeguarding@headleyparkchurch.org.uk
2. If the concern involves the DSL, or if the DSL is unavailable, the report should be made to:

The Safeguarding Trustee (ST) , Tom Wilding.

 - He can be contacted by either calling +44 7543 544176, or emailing tom@headleyparkchurch.org.uk
3. The details of the concern will be clearly and accurately recorded and stored securely in a locked cabinet in the church building. The key's location will be known to the DSL, ST and

Senior Pastor but will be moved if one of them is implicated in a safeguarding concern. Any digital records will be stored with appropriate protections (e.g. password protected, encrypted, offline, etc)

4. The DSL or Safeguarding Trustee will ascertain whether any action needs to be taken. If required, support and advice will be sought from either the relevant statutory services or from Christian Safeguarding Services.
5. The DSL or Safeguarding Trustee will make any necessary referrals according to local procedures.
6. The DSL or Safeguarding Trustee will cooperate with statutory services and provide the link between the church and those professionals involved in responding to the situation.
7. Records of all discussions, advice sought, decisions made, and actions taken will be retained in the confidential file. Records should be made contemporaneously in order to promote/validate their evidential value.

3.0 SAFER RECRUITMENT AND PRACTICE GUIDELINES

3.1 Safer Recruitment

1. The church will ensure that recruitment of volunteers for work with children or adults at risk of harm is done appropriately. Ministry Leaders are appointed by the Elders. Ministry leaders are responsible for the recruitment of volunteers within their area of ministry. Recruitment selection happens by:
 - a. Prospective candidates meeting with ministry leaders.
 - b. Prospective candidates must fill in a 'new volunteer form.' They are then to be sent a digital copy of this policy along with a recording of the most recent safeguarding training. They must confirm that they have watched or listened to the training as well as read the applicable parts of this policy.
 - c. If required, a DBS check will have been completed or the update service consulted before the recruit partakes in the activity. Under no account should someone start work without these in place. The only exception will be if that individual has a DBS certificate with another organisation that has not yet expired and is not registered with the update service. That person may start if they can produce the certificate and begin a check with Headley Park Church.
 - d. Prospective candidates that require a DBS will receive appropriate safeguarding training. If they are under 18, age-appropriate training will be offered.
2. Before formally starting their volunteer position, the following should be reviewed and/or completed:
3. All workers are required to have a satisfactory and up-to-date DBS check.

4. All workers are required to have appropriate and up-to-date safeguarding training provided by either the DSL or ST. This is provided annually in person and recordings should be available.
5. No applicant will be allowed to work until the recruitment procedure is completed.
6. Adults who assist occasionally or on a one-off basis, who have not undergone the safer recruitment process, must be supervised by a named worker at all times

3.2 Practice Guidelines

3.2.1 Code of Conduct for working with Children and Young People

1. Those working with children and young people will:

- a. Ensure that they understand the policies, procedures, systems, guidelines, and risk assessments etc that are provided and that they are implemented. This will involve asking the ministry leader which documents apply to the situation and reading those documents before coming into contact with children or young people.
- b. Attend or engage with church-provided safeguarding training annually.
- c. Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge from parents. Workers are encouraged to have their ministry leader present in the event of challenge.
- d. Ensure that their conduct embraces their responsibility for the safety of the children in their care.
- e. Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about adults who may pose a risk to children.
- f. Refrain from any abuse of their power or authority as adults and leaders within the group.
- g. Only take responsibility for children if they are physically and mentally fit and able to do so.
- h. Treat them with respect and dignity.
- i. Treat them in an age-appropriate way that recognises their developmental stage and ability.
- j. Provide them with appropriate levels of choice.
- k. Treat them as individuals.
- l. Respect their views and wishes.
- m. Promote and ensure appropriate behaviour towards one-another.

- n. Ensure that appropriate professional boundaries are maintained.
- o. Refrain from physical play (e.g. Rough and tumble games that involve physical contact).
- p. Ensure that age-appropriate boundaries are clearly explained and consistently implemented in accordance with this policy.
- q. Ensure that any age-appropriate physical contact is child led.
- r. Ensure that physical intervention is only used as a last resort to ensure the safety of an individual child or the group.
- s. Refrain from any physical chastisement.
- t. Refrain from making any social media connections with them.
- u. Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- v. Act with fairness and treat children equitably, avoiding discrimination or favouritism.
- w. Seek to communicate clearly to enable children and young people to understand the workers' language, behaviours and attitudes as much as possible.

3.2.2 Code of Conduct for working with Vulnerable Adults

1. Those working with vulnerable adults including adults at risk of abuse will:
 - a. Ensure that they understand the policies, procedures, systems, guidelines, and risk assessments etc that are provided and that they are implemented. This will involve asking the ministry leader which documents apply to the situation and reading those documents before coming into contact with vulnerable adults.
 - b. Attend or engage with church-provided safeguarding training annually.
 - c. Work in a transparent and responsible manner that ensures that they are accountable to the church leaders.
 - d. Ensure that their conduct embraces their responsibility for the safety of those with whom they are working.
 - e. Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them.
 - f. Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual.
 - g. Only engage in activity for which they are physically and mentally fit. As far as possible, fitness is to be determined by the worker in dialogue with the vulnerable adult, any carers
 - h. Treat them with respect and dignity.

- i. Ensure that support is congregant led and that their views, wishes, and choices are respected.
- j. Treat them as individuals.
- k. Promote and seek to ensure appropriate behaviour towards one-another.
- l. Ensure that appropriate professional boundaries are maintained.
- m. If working in groups, seek to ensure that necessary behavioural and interpersonal boundaries are clearly explained and consistently implemented.
- n. Ensure that any physical contact is congregant led.
- o. Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
- p. Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- q. Act with fairness and treat each person equitably, avoiding discrimination or favouritism.
- r. Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.
- s. Support the participation of the vulnerable person (and their carers where appropriate) in the planning of support or other decisions that affect them.

3.2.3 Code of Conduct for those providing pastoral care

- 1. Those providing pastoral care will:
 - a. Ensure that the dignity and wishes of the individual are always respected.
 - b. When delivering challenging or difficult messages, will do so in a respectful, compassionate, and gentle way that is in line with the congregant's best interests (including their emotional and spiritual wellbeing).
 - c. Will seek to ensure that the individual's right to question or ignore any advice or suggestions is fully understood.
 - d. Attend or engage with church-provided safeguarding training annually. Where additional training is needed, will open conversation with the Eldership about finding ways to meet that need.
 - e. Work in a transparent and responsible manner that ensures that they are accountable to the church leaders.
 - f. Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them.
 - g. Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual.

- h. Only engage in activity for which they are physically and mentally fit.
- i. Ensure that appropriate professional boundaries are maintained.
- j. Ensure that any physical contact is congregant led.
- k. Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group.
- l. Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them.
- m. Act with fairness and treat each person equitably, avoiding discrimination or favouritism.
- n. Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding.

3.2.4 Specific Practice Guidelines

1. For specific guidelines about specific kinds of activity please see the following appendices:
 - a. **Appendix 3 – Guidelines for working in a ‘formal’ children’s activity**
 - b. **Appendix 4 – Guidelines for working with young people in a mentoring capacity**
 - c. **Appendix 5 - Guidelines for working in a ministry team that includes children in it**
 - d. **Appendix 6 – Guidelines for Home Visits to Adults with Care and Support Needs**
 - e. **Appendix 7 - Guidelines for Hospital or Care Home Visits to Adults with Care and Support Needs**
2. For more advice or guidance on a particular area of church life, whether covered in this policy or not, the DSL or ST should be contacted in the first instance.

3.2.5 Other Organisations using Church Premises

1. Organisations that hire Headley Park Church’s premises need to provide evidence of an-up-to date safeguarding policy on request. It is reasonable for the church to make this request once in a calendar year. Alternatively, the hirer must give their written agreement to abide by the principles and practices of this policy where applicable. It is reasonable for the church to request reaffirmation of this compliance annually.

3.2.6 Partnership Working

1. We will ensure that we work appropriately with statutory and other services; sharing information in accordance with legal requirements. We will involve parents, children and young people and adults with support needs or in need of protection in the decisions that affect them as far as they are able to be involved.

4.0 HANDLING ALLEGATIONS AGAINST CHURCH WORKERS

4.1 Allegations against Staff

1. Allegations against staff will be passed to the:
Senior Pastor
(Simon Dowland - +44 7941 190257, simon@headleyparkchurch.org.uk)
2. If he is absent, or is implicated in these allegations, they will instead be passed to the:
Chair of Trustees
(Iwan Jones, +44 7544 685347, iwan.jones@headleyparkchurch.org.uk)
3. The **Designated Safeguarding Lead** is also to be notified (Alix Dyer, +44 7762 730762, safeguarding@headleyparkchurch.org.uk)

4.2 Allegations against Volunteers

1. Allegations against volunteers will be passed to the:
Safeguarding Trustee
(Tom Wilding, +44 7543 544176, tom@headleyparkchurch.org.uk)
2. If he is absent, they will instead be passed to the:
Senior Pastor
(Simon Dowland, +44 7941 190257, simon@headleyparkchurch.org.uk)

3. The **Designated Safeguarding Lead** is also to be notified (Alix Dyer, +44 7762 730762, safeguarding@headleyparkchurch.org.uk).

4.3 Response to Allegations

4. Upon receipt of an allegation, advice will be sought to ascertain whether a statutory threshold for reporting has been reached:
5. **If a statutory threshold has been reached**, the matter will be handed to the responsible statutory authority and the church will fully cooperate with the process of investigating the allegation.
 - a. If the person handling the allegation on behalf of the church is unsure whether the statutory threshold has been met, they will consult with either the statutory services or with Christian Safeguarding Services to establish this.
6. **If the statutory threshold has not been met**, a proportionate response will be developed and implemented. Where necessary (including for the avoidance of conflict of interest) advice and support will be sought from Christian Safeguarding Services, who will support in developing a plan to address the concerns raised.

4.4 Handling of Complaints, Grievances or Any Other Expression of Dissatisfaction

1. Should anyone wish to launch a complaint, then there is a form available on our church website.
2. Upon receipt of the form, the Church will act in accordance with its complaints policy. This policy is available upon request.

5.0 MANAGING EX-OFFENDERS, THOSE WHO ARE ON A BARRED LIST, OR OTHERS WHO POSE A RISK TO VULNERABLE PEOPLE

1. A formal risk assessment will be made which will include input from statutory services. Advice and support will be sought from Christian Safeguarding Services where required. This risk assessment will be made by either the DSL or ST in consultation with the Elders as appropriate.
2. A formal agreement will be drawn up that outlines the church's commitments to the individual and any control measures required.

3. The agreement will be formally reviewed and monitored by the Elders on a regular basis or after any significant event or update. Should the agreement be breached by either party, Christian Safeguarding Services will be consulted and further action taken according to their advice.

Appendix 1 – Glossary of Safeguarding Terms

Definitions	
Abuse	Abuse is a general term that is used to cover a wide range of harm caused to people. It always involves a violation of the person's rights. It can take various forms as described in the following appendix.
Adult at risk of abuse (sometimes referred to as adult in need of protection)	These are adults who have care and support needs, however, in addition, they are at risk of abuse, and because of their support need, are unable to protect themselves. Since these adults are less able to protect themselves, we have a legal duty to protect them.
Adult with care and support needs	An adult who requires help or support with basic and essential day-to-day tasks such as: ● Getting up, washing, or dressing ● Cooking meals ● Cleaning the house ● Shopping ● Managing their finances ● etc. Adults with care and support needs have the right to choose whether they want support or not.
Allegation (against a member of staff of volunteer)	An allegation is a claim that a person who has a role that provides access to a vulnerable person has used their position to exploit, abuse, or otherwise harm the person they should have been caring for.
Child	A person (including an unborn child) who has not yet reached the age of 18 years. If a person has turned 18 but remains in compulsory education, ordinarily, they would be treated as a child until 31 st August after their 18 th birthday. Once they have turned 18, they may personally request a review of this to be carried out by the DSL. However, this on the understanding that this review would impact their involvement in youth activities.
Child Protection	Child protection is defined as the protection of children who have suffered, or are at risk of suffering, "significant harm". It is our legal duty to report all Child Protection concerns to either Children's Social Care or the Police as per local procedures.

Designated Safeguarding Lead	Frequently abbreviated to DSL, this is the person appointed by the church to take responsibility for many aspects of safeguarding, including, receiving safeguarding concerns from staff or volunteers, and passing them on to the local authority where their threshold is met.
Early Help/ Child in Need	Early Help and Child in Need are the areas of safeguarding where a child who has additional needs is receiving targeted support to meet their needs. Support is consent based and so the parents (or the young person if deemed competent to make decisions for themselves) can choose whether to access the support.
Safeguarding	Safeguarding is a broad range of activities that range from the general duty of care that we have for everyone who comes into contact with the charity, through early intervention and targeted support to protection from significant harm. It relates to both children and adults.
Safeguarding Trustee	This a Trustee who partners with the Designated Safeguarding Lead to ensure that safeguarding measures at HPC are adequate. Functioning as the DSL's Deputy, they can be approached if any safeguarding concerns arise.
Spiritual Abuse	This term has become widely used, although remains ill-defined and is not a legally recognised category of abuse. We understand this to be a term referring to emotional, psychological or spiritual harm caused within the context of a religious community, often, but not always involving the misuse of power, authority, position or scripture to manipulate, control and abuse others. This policy does not refer specifically to the different categories of abuse since it covers all forms of abuse and harm.
Universal Safeguarding	This refers to the general duty of care that we must provide for everyone who comes into contact with the church.
Vulnerable Adults	This term is only used as a generic term. It is no longer used as a technical descriptor for a specific group of people. See definitions of adult at risk of abuse and adult with care and support needs.

Appendix 2 – Categories of Abuse

1. When considering the safeguarding of children, abuse is categorised under four headings:
 - a. Physical
 - b. Sexual
 - c. Emotional
 - d. Neglect is characterised by the failure to provide the basic necessities for life where we have a responsibility to do so.
2. When considering the safeguarding of adults, abuse is categorised under ten headings:
 - a. Physical
 - b. Sexual
 - c. Psychological (or emotional)

- d. Neglect
- e. Domestic
- f. Institutional
- g. Financial or material
- h. Modern slavery
- i. Self-neglect
- j. Discriminatory

Appendix 3 – Guidelines for working in a ‘formal’ children’s activity

1. As trustees are not always present when children’s activities run, they may choose to appoint a ‘designated leader.’ This person must be suitably competent and will have overall responsibility for health and safety during the activity. **The whole team must understand the responsibility of the designated leader.** The designated leader may delegate responsibility to other competent leaders to oversee aspects or divisions of the work, but s/he will still have overall responsibility for the event.
2. Specifically, it is the responsibility of the designated leader of the activity to make sure that:
 - a. **This policy is available to hand** in either digital or paper form if needed
 - b. **All activities are appropriately risk-assessed**, with those assessments available to all volunteers involved ahead of time. Parents and carers have a right to see these ahead of the activity. During the activity, these risk assessments must be accessible in either digital or paper forms.
 - c. **Parental Consent Forms have been completed.** These must be completed for any regular activity, but also for any special ‘off-site’ activities that go beyond the regular activities or hours of the group. Special activities would include residential activities (such as camps, weekends away), swimming and special days out.
 - d. As far as possible, parents or carers will complete permission forms for an activity on Church Suite. When necessary, the online form may be printed for and signed by the parent or carer on the understanding that the information will be transferred onto digital record, with the paper copy destroyed.
 - e. All forms must be completed by the parents/carers of each child/young person involved in each activity. Without completion of this form, they will not be allowed to attend the activity.
 - f. The form should describe:
 - the fact that completion and submission of the form is considered to be an agreement
 - the type of activities that the child/young person might be involved in

- the disciplinary measures that will be taken if a child/young person behaves poorly.
- g. The form should ask for:
 - Medical information for each child.
 - Contact information for each child.
 - Any other information the organisers deem appropriate.
 - Permission to use the disciplinary measures outlined below as necessary
- h. Prior to publishing, the form should be checked by an administrative staff member or, in their absence, a member of pastoral staff.
- i. **Registers are taken** every time the activity happens and are accessible in the event of emergency. This can be done either digitally (on Church Suite) or on paper. If there is not a reliable internet connection in the vicinity of the activity, then the register, along with necessary medical and contact information must be printed before the activity starts.
- j. **A Logbook for each activity is maintained.** This will be provided by the person with oversight of children's and youth work and should be available for all leaders and helpers to use and should be used to note any 'significant incidents' that occur during the activity. This would include any accidents, any aggressive, unusual or suspicious behaviour and the details of any discipline that might need to be exercised. There is no need to report if nothing happens. *Please Note:*
 - Logbooks are paper documents to be kept alongside any registration documents in a locked room on church site.
 - Logbooks will be open for any parent/carer should they wish to see them.
 - As such confidential information such as the details of a disclosure or any strong suspicions of abuse should not be included. These should be written down separately and filed with the DSL¹. An appropriate reference to this should be noted in the logbook. (ie 'additional notes on file')
- k. **Appropriate leader-to-children ratios are maintained.** NSPCC guidelines state that:
 - 0 - 2 years - one adult to three children
 - 2- 3 years - one adult to four children
 - 4- 8 years - one adult to six children
 - 9 - 12 years - one adult to eight children
 - 13 - 18 years - one adult to ten children

Please note that:

¹ In accordance with the advice given in the Nolan report these will be kept for an indefinite period of time (100 years is recommended). This is because it is possible for allegations of abuse to be made years after the alleged event.

- There should be at least two adults (ideally) from separate households in the room
- All under 18s are considered children. This includes any under-18 helpers
- The ratios recommended for the youngest child in the room apply as if the whole group were that age
- If the activity could be described as 'high risk' or dangerous then the ratio of adults to children will be increased.

- I. **Any toilet trips are conducted appropriately.** As a general rule, leaders should not take children of school age into the toilet, however it may be necessary for leaders to escort children to the outside of the toilet. Wherever possible it is best for a group of children to go together rather than a leader takes individual children. No under-18 helpers will escort children on toilet trips.
- It is recognised that very young children may need supervision and, in this instance, only recruited workers (as described above) or the child's parent will accompany them to the toilet. In such cases there should be two adults left with the remainder of the children.

m. Appropriate disciplinary action is taken in the event of poor behaviour.

The following guidelines summarise our discipline policy:

- I. We see effective discipline as a positive thing that brings security, produces character, prepares for life, is evidence of love and is something that God takes seriously (Hebrews 12:5-12 and Proverbs 22:6).
- II. We will work in partnership with parents and carers as far as possible, recognising the primary responsibility of parents and carers to administering discipline
- III. We will seek to apply assertive as opposed to aggressive discipline.
- IV. The leaders of each activity will make clear what the ground-rules and sanctions are so that children are aware of their boundaries and the consequences of crossing them. We will seek to be consistent in applying these. The following 3 ground-rules summarize our expectations:
 - a. *Respect for Each Other:* we will not tolerate bullying, racism, physical violence or intimidation. We expect both leaders and children/young people to treat each other with dignity.
 - b. *Respect for Property:* we will not tolerate graffiti, theft or vandalism of any kind.
 - c. *Respect for God:* as all our leaders are committed Christians, we discourage swearing and blasphemy and expect

children/young people not to be disruptive during teaching activities.

- V. Leaders will seek to be positive and encouraging, not comparing, but building up.
- VI. We believe that good relationships with children/young people are at the heart of good discipline. It is therefore our aim to build healthy relationships and be good role models, always setting a good example.
- VII. We will seek to be consistent in what we say and fair in how we apply sanctions.
- VIII. Examples of the sorts of sanctions that we might use would include:
 - a. A warning given by a leader
 - b. Separation from friends
 - c. In addition, the designated leader may choose to implement
 - d. Withdrawal of privileges (e.g. tuck-shop/sweets/certain club activities/banned from special trips)
 - e. 'Time out' sitting with leader (e.g. writing letter of apology/why what they did was wrong)
 - f. Exclusion for a week or longer
- IX. Under no circumstances will a child/young person be smacked or hit, nor will they be made a scapegoat or intentionally humiliated or ridiculed.
- X. In most cases children/young people will be warned before sanctions are applied. This may not be the case if behaviour is very serious and/or threatens the safety of other children/young people.
- XI. Physical contact: These are our guidelines regarding physical contact with children/young people:
 - a. Touch should be related to the child's need not the worker's.
 - b. Touch should be age-appropriate and initiated by the child rather than the worker.
 - c. The worker should avoid any physical activity which is or could be construed as sexually stimulating to the adult or child.
 - d. Children are entitled to determine the degree of physical contact with others except in exceptional circumstances such as if medical attention is required.
 - e. If a worker needs to intervene to stop aggressive or violent behaviour, appropriate minimum restraint may be used to

prevent harm to others or to the child/young person involved.

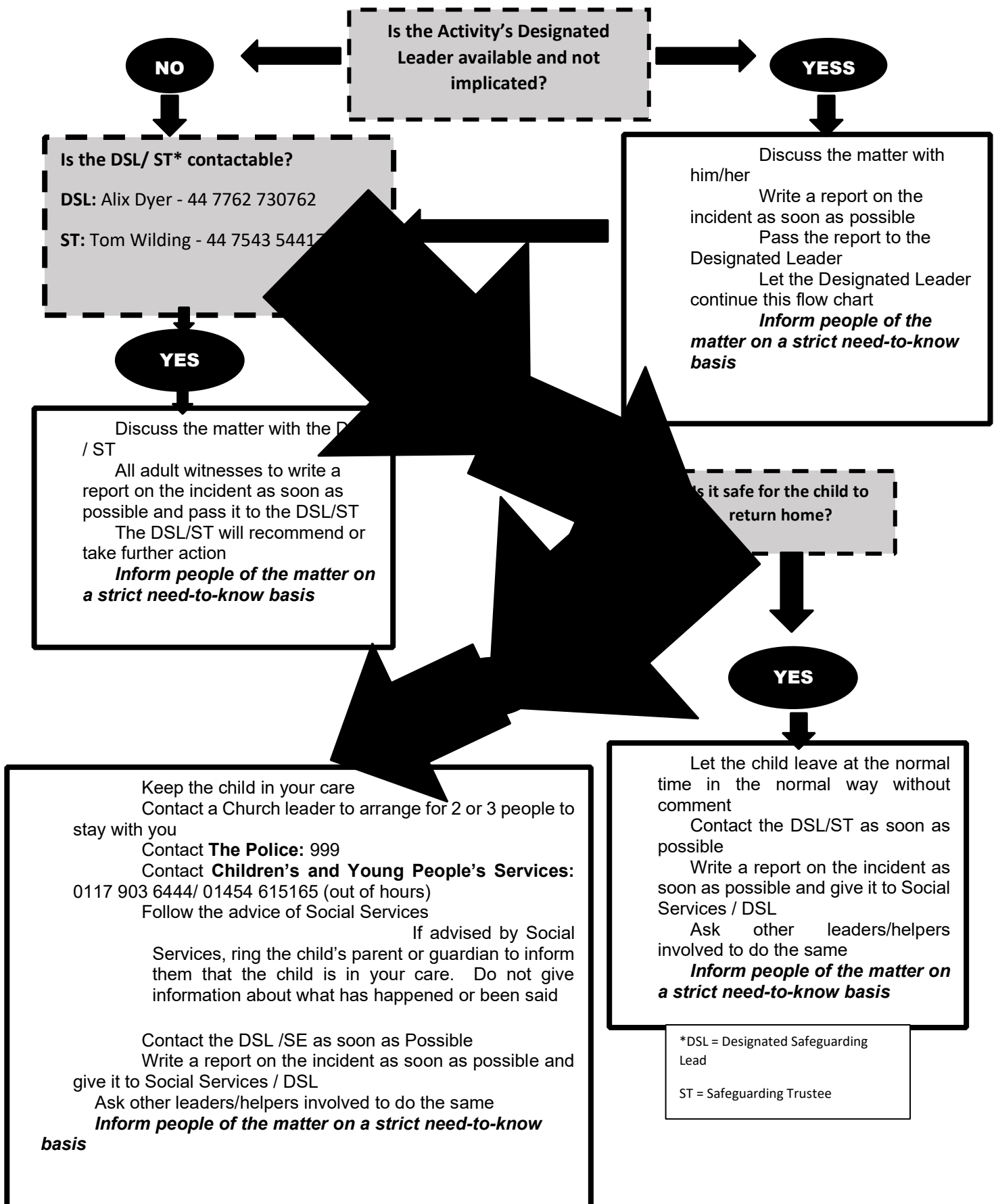
- f. Workers should take responsibility for monitoring one another in the matter of physical contact and challenge if necessary.
 - XII. Leaders will not hold grudges against children/young people but will seek to be fair and even-handed. Where a child/young person has been punished for disruptive behaviour, they will not be repeatedly reminded of their misdemeanours.
 - XIII. As a last resort we may ban children/young people from activities for a period, or in extreme cases, indefinitely if their behaviour warrants this. In most cases this will follow repeated warnings and the chance to change. Such a decision will be made by the designated leader of the activity who will personally contact parents/carers to inform them of such a decision.
 - XIV. We will seek to recognize and reward excellent behaviour as much as we can.
 - XV. If a child is commended for exemplary behaviour, or disciplined for unacceptable behaviour, leaders will seek to inform parents as soon as possible, usually as the child/young person is being dropped off or picked up.
- n. Appropriate transportation is used when needed.**
- i. It is the responsibility of the activity leader to ensure (ahead of time) that any drivers used are properly licensed and insured and that any vehicles used are in roadworthy condition.
 - ii. All persons to wear a seat belt unless holding a medical exemption certificate.
 - iii. All children aged between 3 and 12 years must use the correct child seat/booster cushion until they reach 135 cm.
 - iv. It is best practice to always have two non-related adults in the car when transporting children. If there is a reason that makes this impracticable then permission should be sought from parents of the children concerned, and information given regarding the journey and the timings.
 - v. When the drop off is not arranged by parents and workers are required to drive children home, they should endeavour to arrange the 'drops' so that two children are dropped last. Where this is not possible wisdom should be used as to the most suitable child to be dropped off last. While it is accepted that sometimes a children/youth worker may use the opportunity of being alone in a car to talk with a child/young person, workers should avoid this happening regularly with the same child/young person.

- vi. When dropping off care should be taken to ensure that the child/young person has safely entered their house. A child/young person should never be left on their own.
- o. **Ensure that any special activities are conducted appropriately.** Special activities may be 'off-site' activities and/or activities that go beyond the regular activities or hours of the group. This would include residential activities (such as camps, weekends away), swimming and special days out. In addition to the above measures, there must be:
 - i. A regular register/head count of all children/young people at appropriate times to check that all are present.
 - ii. Appropriately trained First Aiders and a First Aid kit is taken on the trip and is always available. All members of the party should know the identities of the first-aiders.
 - iii. Clear and understandable instructions and boundaries communicated to the children/young people at appropriate times to ensure that risks are kept to a minimum.
 - iv. Clear and understandable communication about toilet or bathroom usage. Wherever possible, leaders will use different toilet and bathroom facilities to children and young people. If this is not possible, leaders must not use toilets or bathrooms at the same time as children/young people.
 - v. Steps taken to ensure that all leaders understand appropriate procedures in the case of an emergency.
- p. **Ensure that suitable sleeping arrangements are made on residential activities.** Boys and girls will always be accommodated in separate rooms/tents. Leaders will not share accommodation with children/young people.
- q. **Ensure that, where applicable, risk assessments for kitchen use and food standards are maintained**
- r. **Ensure that any photography and video of children meets the following criteria:**
 - i. Written parental permission has been sought and received.
 - ii. Names, addresses, emails and telephone numbers of children will never be used alongside photographs so that individual children can be identified and located.
- s. **Ensure that internet safety is, as far as possible, maintained.** Children should not have unsupervised access to the internet on church-owned devices. Wi-Fi

systems installed on the church premises will be protected by a passkey, or similar security. This security code will only be known by adults and will not be shared with children.

- t. **Report any allegations or safeguarding concerns to the DSL or Safeguarding Trustee as soon as possible** (see diagram overleaf)
- u. **Submit to compliance spot checks** from either the DSL, SE, Senior Pastor or Chair of Trustees
- v. **Notify either the DSL or Safeguarding Trustee as soon as possible if any of these responsibilities cannot be met.**

IF YOU SEE OR HEAR SOMETHING CONCERNING...



Appendix 4 – Guidelines for working with young people in a mentoring capacity

1. Principles of Safe Mentoring

- a. Mentoring is a valuable way to support young people in their personal, emotional, and spiritual development. However, it must always be conducted within a safeguarding framework to ensure the **safety, well-being, and dignity** of the young person and the mentor.

2. Prior to Beginning a Mentoring Relationship

a. Approval and Accountability

- i. All mentoring relationships must be approved by the **church eldership** and recorded by the **DSL**. Records must be kept up to date on church suite
- ii. Mentors must have:
 - 1) A **current enhanced DBS check** (with a check of the children's barred list).
 - 2) Completed **safeguarding training**

b. Parental/Guardian Consent

- i. Written consent must be obtained from the young person's parent or carer.
- ii. Include details about:
 - 1) The nature of the mentoring relationship.
 - 2) Who is involved.
 - 3) The likely circumstances in which they will meet (locations and times)

3. Structuring the Mentoring Relationship

a. Clear Boundaries

- i. Establish and agree on:
 - 1) Frequency and duration of meetings.
 - 2) Preferred modes of communication (in-person, phone, video, etc.).
 - 3) Appropriate topics and boundaries of conversation.
- ii. Agree and document a **mentoring agreement**, signed by:
 - 1) The mentor.
 - 2) The young person.

3) Their parent/guardian.

4) A supervising Elder

b. Location and Timing of Meetings

- i. Meet in **public or visible spaces** such as a church office, café, or designated church meeting room with visibility from outside (e.g., glass panels).
- ii. **Avoid meeting alone in private homes or isolated spaces.**
- iii. Never use a car journey as a mentoring setting unless it has been approved and another adult is present or parental consent has been given.
- iv. Avoid meeting late at night.
- v. A parent or carer must be notified of a meeting ahead of it happening.

4. Communication and Digital Safety

a. Online Communication and Social Media

- i. As a general principle, all church-sanctioned communication should go through a parent or carer. The mentor should not have the young person's phone number.
- ii. Avoid private messaging unless it has been agreed upon by the parent or carer and can be monitored. This means that apps with encrypted messaging (like WhatsApp) are inappropriate for use in communication. As inboxes cannot be monitored, emailing is also inappropriate.
- iii. Mentors must not "friend" or "follow" young people from personal social media accounts.
- iv. Were possible, use official church accounts for necessary communication.
- v. The DSL or ST must be consulted if the mentor is uncertain about use of a platform or if they are considering using a new platform for communications.

5. During Mentoring Sessions

a. Build Trust, Not Dependency

- i. Empower the young person to make their own decisions.
- ii. Avoid creating a relationship where the young person relies solely on you for support.

b. Maintain Professionalism

- i. Avoid physical contact unless it's appropriate, initiated by the young person (e.g. handshake or side hug), and acceptable within safeguarding guidance.
- ii. Refrain from oversharing personal or emotional issues. The mentoring relationship is not the forum for mutual support or accountability. Sharing may be done in age-

appropriate way that does not seek to burden the young person. On no account must they be asked to keep a secret. The focus of conversation should remain on supporting the young person in the challenges they face.

c. Avoid Secrecy

- i. Do not promise confidentiality in safeguarding matters.
- ii. If a young person discloses harm or abuse, **you must report it** to the DSL or Safeguarding Trustee

6. Supervision and Review

- a. All mentors shall report to an Elder with oversight of Children's and Youth Work.
- b. The Elder with oversight of Children's and Youth Work will meet regularly with mentors to:
 - i. Review the progress of the mentoring relationship.
 - ii. Flag any concerns.
 - iii. Ensure appropriate boundaries are being maintained.
- c. Mentors shall Keep brief, factual records of each session in a notebook:
 - i. Date and time.
 - ii. Location.
 - iii. General topic of conversation.
 - iv. Any concerns or follow-up actions.
 - v. Remember that parents or the supervising Elder must be able to see this information on request
- d. At any time, the DSL or ST may request to see evidence that these guidelines are being followed. It is important that this request is honoured. If the mentor deems this inappropriate in the situation, they must give a reason and speak to the Senior Pastor as soon as possible. If the Senior Pastor disagrees with the mentor, then the information must be shown.

7. Ending the Mentoring Relationship

- a. Set expectations from the start about how long the mentoring will last.
- b. Review the relationship periodically and involve the young person and their parent/carer in decisions about ending it.
- c. Offer a final meeting to reflect, affirm the young person, and bring the relationship to a healthy close.

Appendix 5 - Guidelines for working in a ministry team that includes children in it

1. At Headley Park Church, we wish to nurture Christian discipleship in all ages. For some young people that might mean getting involved in a ministry team. Such ministry teams might be:
 - AV teams
 - Food preparation teams
 - Music Teams
 - Welcome/Stewarding Teams
 - Younger children's group ministry teams
2. We recognise that children remain children even if they are serving the wider church. As such it is incumbent on all the adult members of the team, but especially the team leader, to ensure that:
 - a. **This policy is readily accessible during any team meetings**
 - b. **All activities are appropriately risk-assessed.** Parents and carers have a right to see these ahead of the meeting. During the meeting, these risk assessments must be accessible.
 - c. **Written parental consent for taking part in this team has been attained.**
 - d. **Attendance at team meetings or rehearsals is logged in a Logbook for the ministry team.** This logbook will be supplied by the Elder with oversight of the Children's and Youth Ministry.
 - e. **Appropriate ratios of approved adults to children are maintained.** Ideally, there will be at least two approved adults in the room. These are individuals who have been formally recruited as outlined in this policy and should not be from the same household. Where this is not possible, parents must be clearly notified. Young people are ALWAYS counted as children until they turn 18. They must not be given any responsibilities that are only appropriately fulfilled by adults. This includes the supervision of other children. If there are three or more young people in a team meeting, then this meeting is classed as a formal children's activity (in its own right) under this policy.
 - f. **If the young person is 16 years old or older, and the role involves work with children or vulnerable adults, then they have been recruited safely.** This means that they should have a DBS check and age-appropriate safeguarding training from the church. Please talk to the DSL or ST about provision of training.
 - g. **Provision is made for the young person/people to use toilets separately from adults.**
 - h. **Appropriate behavioural expectations are laid out clearly to relevant parents or carers and the young people in advance.** Consequences for poor behaviour must also be articulated. This will never include physical punishment or shaming of the child but may involve temporary or indefinite exclusion from the team.
 - i. **No inappropriate spiritual responsibility or pressure is placed on the young person.** This means that whilst young people should be encouraged to explore and develop giftings, they should not be tasked with doing anything they are uncomfortable attempting.
 - j. **Physical contact is within the following guidelines:**
 - 1) Touch should be related to the child's need not the adult's need.

- 2) Touch should be age-appropriate and initiated by the child rather than the adult.
 - 3) Adult should avoid any physical activity which is or could be construed as sexually stimulating to the adult or child.
 - 4) Children are entitled to determine the degree of physical contact with others except in exceptional circumstances such as if medical attention is required.
 - 5) If an adult needs to intervene to stop aggressive or violent behaviour, appropriate minimum restraint may be used to prevent harm to others or to the child/young person involved.
 - 6) Adults should take responsibility for monitoring one another in the matter of physical contact and challenge if necessary.
- k. **Ensure that, where applicable, the guidelines for transport, residential trips, food, photography and internet safety** (as set out in Appendix 3 of this policy) are followed.
 - l. **Ensure that all communication with or involving young people is accountable.** Sending direct messages to children should be avoided. Good practice is to have all written communication with the child mediated through their parent or carer. This might mean including parents on any team group chats rather than their child and asking those parents to forward on important information.
 - m. **Report any allegations or safeguarding concerns to the DSL or Safeguarding Trustee as soon as possible.**
 - n. **Submit to spot checks from the DSL or Safeguarding Trustee**
 - o. **Notify either the DSL or Safeguarding Trustee as soon as possible if any of these responsibilities cannot be met.**

Appendix 6 – Guidelines for Home Visits to Adults with Care and Support Needs

1. Preparation Before the Visit

- a. **Ensure Training and Clearance**
 - i. All staff and volunteers must have up-to-date safeguarding training
 - ii. When visiting under the auspices of (or on the behalf of) Headley Park Church, enhanced DBS checks should be in place before making any unsupervised home visits. If the visit is purely social, then this is not a requirement.
- b. **Obtain Consent**
 - i. Confirm that the individual being visited has agreed to the visit. If the visit is suggested by someone else (e.g., a family member or pastor), verify that the adult consents to it.

c. Know the Purpose

- i. Be clear about the reason for the visit (pastoral care, prayer, support, welfare check, etc.), and communicate this to the adult beforehand. If the visit is purely social, then this must be communicated.

d. Ensure Accountability and Compliance

- i. The following is not applicable if the visit is purely social.
- ii. Always inform the DSL, SE, line manager, or a trusted person where you are going, who you are seeing, and the expected time of return.
- iii. Please refer to HPC Lone Working Risk Assessment for further guidance.
- iv. Keep a record in a logbook or digital calendar for accountability.

2. During the Visit

a. Maintain Professional Boundaries

- i. Avoid entering bedrooms unless there is a clear and agreed reason (e.g., the adult is bedbound) and you have obtained permission.
- ii. Keep a respectful physical distance and avoid unnecessary physical contact.

b. Be Accompanied When Appropriate

- i. Where possible, carry out visits in pairs, especially if the adult is not well known to you or if there are previous safeguarding concerns.

c. Respect Privacy and Dignity

- i. Do not intrude on personal matters unless invited or necessary for safeguarding.
- ii. Ask permission before moving items, sitting down, or offering practical help (e.g., making tea or helping with personal tasks).

d. Offer Appropriate Pastoral Care

- i. Offer prayer and scripture reading but only do so if welcomed. Allow the person to lead the pace or decline.

e. Be Alert to Signs of Abuse or Neglect

- i. Take note of any concerns such as unexplained injuries, poor living conditions, fearfulness, or controlling behaviour from another person.
- ii. If you are concerned, **do not investigate** — report it to the DSL or Safeguarding Trustee.

3. Communication and Confidentiality

a. Use Clear and Respectful Language

- i. Speak calmly and avoid jargon. Do not make promises you can't keep, such as guaranteeing confidentiality in safeguarding matters.
- b. **Respect Confidentiality, But Know When to Share**
 - i. Confidentiality is important, but if an adult discloses abuse or you suspect they are at risk, you must report this to your Safeguarding Officer.

4. After the Visit

- a. **Document the Visit**
 - i. If the visit is not purely social, record the visit in a log book or digital record as soon as possible, noting:
 - 1) Date, time, and duration
 - 2) Who was present
 - 3) Summary of the conversation
 - 4) Any concerns or agreed follow-up actions
- b. **Report Concerns Promptly**
 - i. If any safeguarding concern arises, report it **immediately** to the DSL or Safeguarding Trustee

5. Additional Considerations

- a. **Gifts and Money**
 - i. Do not accept gifts or money from the adult without prior agreement from the Church Trustees
 - ii. Never offer financial advice or become involved in their financial matters.
- b. **Use of Sacraments**
 - i. Always ask the individual's permission
 - ii. If a person wishes to be baptised and has not yet received baptism, please notify an Elder to enable further conversation and/or arrangements to be made.
 - iii. If a church member in good standing is unable to attend church and receive communion but wants to, please speak to an Elder. There are circumstances in which that person might receive communion.
- c. **Digital Communication**
 - i. If follow-up involves phone or online communication, maintain the same safeguarding standards as in person (e.g., do not call late at night, keep conversations appropriate).

Appendix 7 - Guidelines for Hospital or Care Home Visits to Adults with Care and Support Needs.

1. Before the Visit

- a. **Ensure Safeguarding Requirements Are Met**
 - i. All staff and volunteers conducting visits on behalf of Headley Park Church should:
 - 1) Have completed relevant safeguarding training
 - 2) Hold a valid Enhanced DBS check.
 - 3) Be approved by the church's Eldership for hospital visiting.
- b. **Obtain Consent**
 - i. Always confirm that the individual wants a visit. Respect their wishes if they decline or wish to limit visits.
 - ii. If the visit is suggested by a family member or another church member, ensure the adult has given their consent or is happy to receive the visit.
- c. **Coordinate with Hospital or Care Home Protocols**
 - i. Some hospitals have chaplaincy teams or patient liaison services. If required, inform them of your visit and follow their guidelines.
 - ii. Comply with hospital policies around infection control, visitor limits, and privacy.
- d. **Ensure Accountability and Compliance with Church Policies**
 - iii. The following is not applicable if the visit is purely social.
 - iv. Always inform the DSL, SE, line manager, or a trusted person where you are going, who you are seeing, and the expected time of return.
 - v. Please refer to HPC Lone Working Risk Assessment for further guidance.
 - vi. Keep a record in a logbook or digital calendar for accountability.

2. During the Visit

- a. **Maintain Respectful and Professional Boundaries**
 - i. Knock and wait before entering the room or ward area.
 - ii. Ask if it's a convenient time for the visit. Be prepared to cut the visit short if the person is tired, distressed, or undergoing treatment.
 - iii. Do not sit on the bed or use personal touches unless invited and appropriate.
- b. **Be Mindful of Dignity and Privacy**
 - i. Avoid discussing sensitive matters if others are present (e.g., staff, other patients, family members).
 - ii. Respect their physical and emotional state—patients may be vulnerable, medicated, or confused.
- c. **Keep Visits Brief and Focused**
 - i. Hospital visits should generally be short (e.g., 10–20 minutes) unless the individual specifically requests more time and is able to engage comfortably.
- d. **Avoid Making Promises**
 - i. Do not promise healing, confidentiality in safeguarding matters, or outcomes you can't control.

- ii. Offer prayer and scripture reading but only do so if welcomed. Allow the person to lead the pace or decline.
- e. **Be Alert to Safeguarding Concerns**
 - i. Look for signs of distress, fear, neglect, or coercion.
 - ii. If something concerns you, do not confront the situation directly in the hospital or care home— record the concern and report it appropriately, using helplines provided by the hospital or care home. Alternatively, report to the church’s DSL or Safeguarding Trustee.

3. After the Visit

- a. **Record the Visit**
 - i. As soon as possible, log:
 - 1) The date and time.
 - 2) The individual visited.
 - 3) A brief summary of the visit.
 - 4) Any concerns or actions taken.
 - ii. Follow your church’s data protection policy for recording and storing this information.
- b. **Report Any Concerns**
 - i. Any safeguarding concerns must be reported promptly to the church DSL or Safeguarding Trustee.
 - ii. If the concern is urgent and relates to immediate risk, notify hospital staff and follow the church safeguarding escalation process.

4. Additional Guidelines

- e. **Gifts and Donations**
 - i. Do not accept gifts, money, or personal items.
 - ii. Do not offer financial or legal advice.
- f. **Use of Sacraments**
 - iv. Always ask the patient’s permission first and confirm it is appropriate in the medical setting.
 - v. If a person wishes to be baptised and has not yet received baptism, please notify an Elder to enable further conversation or arrangements to be made.
 - vi. If a church member in good standing is unable to attend church and receive communion but wants to, please speak to an Elder. There are circumstances in which that person might receive communion.
- g. **Visiting Those with Limited Capacity**
 - i. If the adult lacks capacity to consent to a visit (due to illness, injury, or medication), consult hospital staff and only proceed with their approval and within legal guidelines (e.g., the Mental Capacity Act 2005).