

At Emmanuel Church Northwood we place a high priority on safeguarding the physical, emotional, mental and spiritual well-being of the whole of our community, but especially all our children, young people and vulnerable adults. Therefore, whilst we adopt the safeguarding policy of the Diocese of London and the Church of England Parish Safeguarding Handbook, as the overarching documents to guide our practice, we have also designed a specific safeguarding strategy to ensure this important issue remains high profile in our church life. This and the policy are reviewed and ratified by the PCC in January each year. The last review was in January 2022.

Our ECN Safeguarding Strategy includes the following protocols:

- 1. The leadership of safeguarding policy and practice is distributed across a team of leaders, both clergy and laity;**
- 2. We ensure that as many members as possible of this team are trained to an appropriate standard as set out in the Church of England Parish Safeguarding Handbook and this training is updated at least every three years and enhanced by regular church based updates at least once a year;**
- 3. Our safeguarding at ECN team meets at least every three months to consider our safeguarding practice, training needs, risk assessments, review our websites and determine ways of keeping this important subject high profile in the minds of the congregation;**
- 4. Our practice is constantly reviewed and evolving, to ensure any new risks are identified and addressed promptly: for example, the heightened risks of risks of domestic or online abuse (and the associated risk of these being more easily hidden and not reported), as a result of lockdowns during the Covid 19 pandemic;**
- 5. Our policy is also reviewed, updated and ratified by the PCC annually;**
- 6. Safeguarding awareness training is delivered to the whole PCC at least annually and a brief safeguarding report is a standing item at each PCC meeting;**
- 7. All children and youth leaders, and those working or volunteering with vulnerable adults, are required to undergo a Disclosure and Barring Service check, and to attend in house safeguarding awareness training at least annually;**
- 8. Additionally, we require our staff team, all PCC members and pastoral visitors to undergo the same check.**

Promoting a Safer Diocese

A Safeguarding Policy for the Diocese of London

Foreword by the Bishop of London

Since taking up my appointment as the new Bishop of London I have visited many parishes and projects across the Diocese. I have been struck by the vibrant and diverse ways in which we are engaging with communities within the Diocese of London and beyond. Large numbers of children, young people and adults attend churches across the Diocese every day of the week – through clubs, drop-ins, services and a whole range of other activities. One of the great blessings is the diversity of those who are touched by these activities in our churches.

At the heart of our calling as a church is our call to share the good news of Christ with all people – with a particular concern for those in most need. ALL are welcome. Indeed, many people who may be vulnerable are attracted to our churches because they are seen as a safe space. That strength brings with it a great challenge to the Diocese and our worshipping communities:

- To work to ensure that our parishes, churches and other communities continue to be seen as safe spaces;
- To offer a welcome to those who have sinned and seek repentance whilst managing any risk appropriately;
- To ensure that those who make allegations of abuse are listened to and supported, and that we deal with such allegations promptly.

We all have a role to play in creating a safer diocese – thank you for all that you have done and continue to do. We need to create a culture of informed vigilance, taking our safeguarding responsibilities seriously. To this end we are working to ensure that everyone has up to date safeguarding knowledge appropriate to their role, so that we can carry out our responsibilities with thoughtfulness, commitment and care.

I commend to you this new Safeguarding Policy for the Diocese of London as our commitment to play our full part in the whole church approach to safeguarding adopted by the Church of England in the policy statement that was agreed by the House of Bishops in 2017.

The Rt Revd & Rt Hon Dame SARAH ELISABETH MULLALLY DBE , B.Sc, M.Sc, D.Sc (Hon)

1 Introduction

- 1.1 The care and protection of children, young people and vulnerable adults¹ who are involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all. This Safeguarding Policy is based on the Safeguarding Policy Statement of the Church of England that was agreed and published by the House of Bishops in 2017. It sets out the Safeguarding Policy of the Diocese of London and in particular a summary of the roles and responsibilities of all church bodies and office holders as we work together to protect children, young people and vulnerable adults who are involved in church activities.
- 1.2 This policy makes six overarching policy commitments:
- 1.2.1 To promote a safer environment and culture
 - 1.2.2 To enable and ensure safe recruitment practice and to support all those within the Church with any responsibility related to children, young people, and vulnerable adults
 - 1.2.3 To respond promptly to every safeguarding concern or allegation
 - 1.2.4 To offer pastoral care to victims/survivors of abuse and other affected persons
 - 1.2.5 To offer pastoral care to those who are the subject of concerns or allegations of abuse and other affected persons
 - 1.2.6 To respond to those who may pose a present risk to others.
- 1.3 Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have ‘due regard’ to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have ‘due regard’ to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. (‘Cogent’ for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.
- 1.4 This Policy is supported by more detailed Practice Guidance and reference documents developed by the national safeguarding team, which can be viewed and downloaded [on their website](#).
- 1.5 In addition, the Diocesan Safeguarding Team have developed a range of bespoke guidance which can be accessed [on the diocesan website](#).

¹ Although the term ‘vulnerable adults’ is used in this policy to be consistent with House of Bishops Policy and Practice Guidance; the term ‘adults at risk’ may be used interchangeably.



2 Safeguarding Policy Statement

- 2.1 We are committed to safeguarding as an integral part of the life and ministry of the Church. Safeguarding means the action the Church takes to promote a safer culture and ensure that those who work, volunteer and worship in or visit our churches are kept safe. As such, we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those who are at risk of being abused and respond well to those who have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.
- 2.2 The Diocese of London affirms the ‘Whole Church’ approach to safeguarding adopted by the Church of England. This approach encompasses a commitment to consistent policy and practice across all Church bodies within the Diocese. All Clergy and Church Officers, and indeed everyone associated with church activities across the Diocese and who may come into contact with children, young people and vulnerable adults, has a role to play.
- 2.3 The Diocese will take appropriate steps to maintain a safer environment for all and to practise fully and positively Christ's Ministry towards children, young people and vulnerable adults, responding sensitively and compassionately to their needs in order to help keep them safe from harm.

3 Foundations

- 3.1 In developing its Safeguarding Policy, the Church of England has been guided by the following foundations, which will also guide implementation of this policy within the Diocese:

3.1.1 The Gospel

The Church is called to share the good news of God's salvation through Jesus Christ and the call to repentance and faith through Jesus Christ. The life of our communities and institutions is integral to how we address this task. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

3.1.2 Human Rights and the Law

We recognise the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child. Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice to which we will adhere.



3.1.3 Core Principles

The following key principles underpin our approach to safeguarding practice:

- The welfare of the child, young person and vulnerable adult is paramount;
- Integrity, respect and listening to all;
- Transparency and openness;
- Accountability;
- Collaboration with key statutory authorities and other partners;
- Use of professional safeguarding advice and support both inside and outside the Church;
- A commitment to the prevention of abuse;
- The active management of risk;
- Promoting a culture of informed vigilance
- Ensuring that case reviews and audit activity lead to improved process and response.

3.1.4 Good Safeguarding Practice

We will promote and maintain a safer culture that protects and promotes the welfare of children, young people and vulnerable adults, and in order to do so we will ensure:

- A leadership commitment, at all levels, to the importance of safeguarding and promoting the welfare of children, young people and vulnerable adults;
- A safeguarding policy that is available to Church Officers ;
- A clear line of accountability within the Diocese of London for work on safeguarding;
- Clear reporting procedures to deal with safeguarding concerns and allegations;
- Clear roles for Church Officers;
- Practice and services informed by ongoing learning, review and by the views of children, young people, families, vulnerable adults and in particular, those who are survivors of abuse within a church setting;
- Safer recruitment procedures are in place;
- Clear arrangements for support and/or supervision;
- Safeguarding training is made available to all Church Officers working with or in contact with children, young people and/or vulnerable adults;
- Effective working with statutory and voluntary sector partners;
- Publicly advertised arrangements for children, young people and vulnerable adults to be able to speak to an independent person, as required;
- Complaints and whistleblowing procedures that are well publicised;
- Effective information sharing;
- Good record keeping.

3.1.5 Learning from the past

In recent years, statutory reports and independent reviews into abuse that have involved the Church of England and other faith organisations highlight past errors and significant lessons to be learnt to improve safeguarding. As a Diocese we continue to commit to a journey of truth, healing, learning and abuse prevention.

The Diocese is committed to learning from both our own past failings and those of the wider church, by ensuring that lessons learned are used to improve our response to future safeguarding concerns and how we equip and support all those with a role to play in ensuring a safer diocese. In particular we are committed to listening to the views of survivors of abuse so that we can ensure that their voice shapes our future practice.



4. Policy Commitments

Based on the foundations outlined above, the Diocese of London has adopted the following policy commitments of the Church of England:

4.1 Promoting a safer environment and culture

All Church Officers will respect all children, young people and vulnerable adults and promote their well-being. We will strive to create and maintain an environment that is safe for all. We want to promote well-being, prevent abuse, and create a nurturing and caring atmosphere within our churches for children, young people and vulnerable adults. We wish continuously to improve and will do that by providing training and support to our staff, clergy, officers and volunteers in line with the House of Bishops' practice guidance. We want to communicate better, ensuring that we put our learning into practice and that our governance and quality assurance processes support our aspiration to improve. We will support all Church Officers to adhere to safer working practices and will challenge the abuse of power. We will ensure that we have people who listen to and advocate on behalf of children, young people and vulnerable adults within the knowledge that they will be cared for.

4.2 Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

We will select and vet all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops' safeguarding policy and practice guidance. We will train and equip Church Officers to have the confidence and skills they need to care and support children, young people and vulnerable adults and to recognise and respond to abuse. This will be done by providing and coordinating consistent and accessible safeguarding training in accordance with House of Bishops safeguarding policy and practice guidance.

4.3 Responding promptly to every safeguarding concern or allegation

Anyone who reports a safeguarding concern, knowledge or allegation of current or non-current abuse to the notice of the Church, or an incident that amounts to an allegation of abuse, will be responded to respectfully and in a timely manner. This will be in line with statutory child and adult safeguarding procedures and the House of Bishops safeguarding policy and practice guidance. All safeguarding work will be recorded in line with the House of Bishops safeguarding practice guidance. All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the Diocesan Safeguarding Adviser or designated safeguarding adviser/officer in another church body to the appropriate statutory authorities. The status of the complainant or person against who the allegations are made is of no relevance to this.

Church Officers will cooperate with the statutory authorities, where they are involved. In responding to concerns or allegations of abuse relating to Church Officers, the Church will act in accordance with the requirements of criminal, civil and ecclesiastical law, and will respect the rights and safeguards afforded both to the victim/survivor and the subject of concerns or allegations.



4.4 Caring pastorally for victims/survivors of abuse and other affected persons

We will endeavour to offer care and support to all those who have been abused, regardless of the type of abuse, when or where it occurred.

The Diocese is committed to continuing to learn how to respond in a supportive and healing way to the needs of those who have suffered abuse. Those who have suffered abuse within the Church will receive a compassionate response, be listened to and be taken seriously. The Church will respond to any disclosure of abuse in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and ecclesiastical law. They will be offered appropriate pastoral care, counselling and support - according to the agreed need. An appropriate pastoral response to the family, parish, congregation or order will be considered, with due regard to the right of privacy of those directly involved, and to the administration of justice.

4.5 Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons

The Diocese and its Church Officers, in dealing with any safeguarding concerns or allegations of abuse, will respect the rights under criminal, civil and ecclesiastical law of all those named or against whom allegations are made. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the process progresses additional assessment, therapy and support services may be offered. The Diocese will take responsibility for ensuring that steps are taken to protect others when any Church Officer is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding agreement. Church Officers who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. We will be mindful of the need to provide support to members of families, parishes and congregations affected by the Church Officers in such situations.

4.6 Responding to those who may pose a present risk to others

Our churches, based on the message of the gospel, open their doors to all. We will offer pastoral care and support to any member of the church community who may present a known risk. We will ensure that any risk is assessed and managed through a safeguarding agreement in accordance with House of Bishops policy and practice guidance. This will be done in collaboration with the relevant statutory agencies and in accordance with criminal, civil and ecclesiastical law.

5. Putting the policy into action

5.1 This Policy will underpin all safeguarding work within the Diocese and the drive to improve safeguarding practice and create a safer diocese. We will ensure that:

- All Church Officers have access to and understand this Policy;
- The Policy is promoted and publicised across the Diocese and its churches;
- The Church's safeguarding message is communicated as reflected in the policy;
- We have a "Promoting a Safer Diocese" action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly;
- We will support churches and church groups across the Diocese in implementing this policy at a local level.



- 5.2** All parts of the Diocese, including Parochial Church Councils, are required to adopt or take account of this Policy within their own safeguarding policy.
- 5.3** The Cathedral, which has its own safeguarding policy, will take account of the House of Bishops' Policy Statement and Practice Guidance and the Diocesan Policy. Agreed arrangements are in place to ensure the development of appropriate safeguarding arrangements in the Cathedral, including advice from the Diocesan Safeguarding Advisors where appropriate. A representative of the Diocesan Safeguarding Team attends the Cathedral Safeguarding Steering Group and a representative of the Cathedral Chapter will attend the Diocesan Safeguarding Steering Group.
- 5.4** A summary of all diocesan responsibilities is attached at appendix 1, along with an overview of our safeguarding arrangements at appendix 2. A summary of all parish roles and responsibilities is attached at appendix 3. A more detailed description of these can be found in the 2017 Practice Guidance 'Key Roles and Responsibilities of Church Office Holders and Bodies'. The Diocesan Safeguarding Team will provide specific support as required and can be contacted on 020 7932 1124.
- 5.5** A Parish Handbook has been developed by the National Safeguarding Team and has been adapted specifically to the needs of the Diocese. A copy of this is available on the safeguarding pages of the diocesan website. It incorporates the duties and responsibilities of the core roles and bodies within each parish and gives advice on safer recruitment and safe ways of working, as well as actions to take where safeguarding concerns are raised. Specific advice and support can be obtained from the Diocesan Safeguarding Advisors on 020 7932 1124.
- 5.6** In line with the House of Bishops' 'Safeguarding Training and Development Practice Guidance', all clergy, role holders and volunteers are required to undertake safeguarding training appropriate to their role every three years. The current training programme run by the Diocese is outlined on the safeguarding pages of the diocesan website. Specific advice and support can be obtained from the Diocesan Safeguarding Advisors on 020 7932 1124.

Final Context

The model for this policy was updated following the Diocesan Bishops Council of June 2018, and reviewed and ratified by the PCC of ECN each year following in 2019, 2020 and 2021.

APPENDIX 1

Reporting a Safeguarding Concern form

Please fill this form in and give it to the Safeguarding Officer.

Be as factual as possible.

Write down all the details that you remember.

SAFEGUARDING TEAM DETAILS	
Safeguarding Officer	Gill Denham
Email address	Safeguarding@ecn.org.uk

YOUR DETAILS	
Name:	
Date:	
Telephone number:	
Email address:	

WHO?	
Name of person you are concerned about:	
Do they know that you are raising this concern?	
Are they an adult or a child?	
Time and date of disclosure:	

WHAT?	
What happened that concerned you?	
WHERE?	
Where did this happen?	
WHEN?	
When did this concern happen?	

Date of completion:

Signature of person completing the form:

APPENDIX 2

New Procedures for Children's Groups

From January 2023:

1. Children's Leaders, please arrive by 10am to set up your area and PRAY for the children in your group.
2. Please ensure you wear the correct COLOUR for your group for the morning (either T-Shirt provided, your own top or a coloured lanyard) so you can be easily identified by children and parents.

TWINKLE (0-3yrs) – purple

SPARKLERS (3yrs-Reception) – red

SHINE (Y1-3) - Grey

BLAZE (Y4-6) – Black

3. Each child will be registered in the Westgate upon arrival. Then will be checked in by a helper when they arrive and will be checked out upon being collection. All of this is done via ChurchSuite.
4. Blaze children are allowed to check themselves in and out if we have parental permission. Please check children's notes on ChurchSuite. Extatic youth can check themselves in and out.
5. Please ensure that your DBS adult to child ratios is correct for your group. You can do this in ChurchSuite. The assigned leader for the Sunday; usually Sam Bailey and/or Lucy Thampi unless otherwise agreed; can see the groups and ratios numbers on ChurchSuite.

These are the ratios we are adhering to

Staff-child ratios

OFSTED prescribes minimum staff-child ratios for those groups which are required to register with it. For those groups not subject to registration these ratios are advisory and should be seen as minimum standards.

- 0–2 years 1 person for every 3 children
 - 2–3 years 1 person for every 4 children
 - 3–8 years 1 person for every 8 children
 - over 8 years 1 person for the first 8 children and then 1 extra person for every extra 12 children
- (From "Protecting All God's Children: The Policy for Safeguarding Children in the Church of England", 4th Edition, 2010. Still current Jan 2022)*

As a rough guide, this is what the ratios mean for each of our groups:

TWINKLE (2 DBS leaders) – can have up to 6 unaccompanied babies (0-3yrs)

SPARKLERS (2 DBS leaders) – can have up to 16 children

SHINE (2 DBS leaders) – can have up to 16 children

BLAZE (2 DBS leaders) – can have up to 20 children

6. This is the new schedule for Sunday morning sessions, which is very flexible to fit what God is leading you to do.

Time	TWINKLE	SPARKLERS	SHINE	BLAZE
10:00am	Prayer			
10:10am	Set up and Guidance for session			
10:30am	Church – when possible children’s leaders to worship with children at the front of church			
10:40am	Parents drop off and children get checked in on ChurchSuite at Betty’s Room	Parents drop off and get children checked in on ChurchSuite at Lounge	Parents drop off and get children checked in on ChurchSuite at Hall side Door	Children get dropped off at Arch Room, either by parents or themselves, and checked in on ChurchSuite
10:40am	Children settle in FREE PLAY	Children settle in FREE PLAY	Icebreaker activity – Game, Team Challenges, craft activity, etc	
10:55am			Wondering 1 – Intro to Topic	
11:10am		Prayer and Story	Prayer and/or Song	
11:20am		Craft	Bible Reading and Discussion	
11:35am	Tidy up and Story and Songs	Song	Wondering 2 – Response to Bible Reading and Discussion	
11:45am	Parents pick up children and they are checked out on ChurchSuite			Children get picked up either by their parents or themselves and checked out on ChurchSuite

APPENDIX 3

ECN Kids Behaviour Policy

Key Values

Below are the three key values we want to instil in the kids that partake in all of the ministry we do at ECN Kids:

- Kindness – learning to share with each other and care for each other
- Respect – showing listening and focus to others and participating when asked
- Wonder – being ready to try new things, ask questions and be curious about God

How to reinforce the values

All leaders do behavioural management the same way. This makes it easier for the kids to feel safe and know what to expect when they access new groups and events. Please use the following to reinforce the values above:

- Praise in public and reprimand in private
 - When a kid is following the three values praise them for it
 - If a kid isn't following the three values don't tell the kid off in front of the other kids, have a word later if possible
 - You can praise using rewards. E.g. stickers, points, biscuits, sweets, etc.
 - Chat to Sam about what is the reward for each group or the event
- We have to work together and help one another to instil the three values
 - Allow the leader of the group or event to oversee the behaviour management, helpers are to follow the example of the leader
- If a kid is continually struggling report it to Sam and allow him to work on an individual behavioural management plan when needed and ask Sam to have a conversation with the parent(s) of the kid

What if the above isn't enough?

If the positive praise isn't enough and a kid misbehaves then we follow the below procedure:

1. Friendly reminder:
 - a. Continue praising other kids who are following the three values
 - b. Give out rewards
2. Calming Corner:
 - a. Have a corner with cushions, books, colouring sheets that instil the three values
3. Warning:
 - a. 1:1 conversation to avoid it being entertaining, distracting, or humiliating
 - b. Practical: get down to their level, chat to them, make sure your voice is calm but direct, don't insist on eye contact
 - c. Feedback in this order
 - i. **1st Warning:** I've noticed that. . .
 - ii. **2nd Warning:** In X group we encourage you to show Kindness, Respect, and Wonder
 - iii. **3rd and Final Warning:** This is your final warning. *Use the following:*
 1. You need to show me you can be Kind, show Respect, and be in Wonder
 2. Do you understand if you don't change we will have to have you leave the group? But we really want you here because we have X happening later which will be really fun.
 - d. If things still don't change then contact parents to come and collect the kid
 - i. FOR SUNDAYS FOLLOW THE BELOW ORDER:
 1. Take kid back into the service
 - a. DO NOT USE PHYSICAL FORCE
 2. If the kid won't come with you; Use ChurchSuite Connect Admin section to find parents phone number

3. If parent does not come to the group; Send a helper into the service to find parent
- ii. FOR OTHER EVENTS
 1. Have kid sit to the side and have a time out, and chat to parents at the end of the session
 2. If the kid refuses to sit to the side; Use ChurchSuite Connect Admin Section to find parents phone number to arrange a pick-up

APPENDIX 4

Safer Recruitment Process

The five steps:

1. Volunteer attends ECN for at least 6 months
2. Group leader interviews volunteer, gives them a volunteer agreement and job description to read and sign. Signed agreement given to Operations Manager to be kept in the safeguarding cabinet. Copy given to volunteer.
3. Group leader gives name of the volunteer to DBS Evidence Checker to contact regarding a DBS check and referees.
4. Admin support sends out reference requests (two per person). Safeguarding Officer checks and signs off the references which are then stored in the safeguarding cabinet or securely online in OneDrive. Evidence Checker updates the DBS spreadsheet and ensures we have a DBS check and references for the volunteer before they start.
5. Volunteer completes online Diocese of London safeguarding training.

Once all of this has happened the volunteer can begin.



Children's Champion
Nina Oskarsdottir

Nina.oskarsdottir@ecn.org.uk

☎ 07541 397460



Safeguarding Officer
Gill Denham

safeguarding@ecn.org.uk

☎ In an emergency call 999,
otherwise please email



Associate Vicar
Dave Scott

Dave.scott@ecn.org.uk

☎ 07766 793959

Emergency – Police, Ambulance, Fire Brigade	999
Police - Non-Emergency & Child Safety Unit	101
Hillingdon Council Safeguarding Services	01895 556633
Out of hours (ask for Safeguarding Services)	01895 250111
Hillingdon LADO (Local Authority Designated Officer)	01895 250975
CHILDLINE	0800 1111
NSPCC	0808 800 5000
Thirtyone:eight (formerly Churches' Child Protection Advisory Service) 24-hour helpline for London Diocese	0303 003 1111
Family Lives - parent support line	0808 800 2222
Action on Elder Abuse	0808 808 8141
Domestic Violence Helpline (for females)	0808 2000 247
Mankind (for males)	01823 334244
Stop It Now! (Lucy Faithfull Foundation, sexual abuse helpline)	0808 1000 900
Age UK	0800 1696565
NHS 111	111
London Diocese Safeguarding Adviser	0207 932 1224