



# SAFEGUARDING POLICY

MAY 2025

Waypoint Church in Berwick-Upon-Tweed

Registered Charity Number: 1176707

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# Section 1

**Senior Leaders:** Jonathan Mackwell and Jenny Mackwell

**Email:** [info@waypointchurch.uk](mailto:info@waypointchurch.uk)

**Chair of Trustees:** Jonathan Mackwell

**Safeguarding Officer:** Jenny Mackwell (hereafter the "Safeguarding Co-ordinator")

**Tel No:**

**Email:** [safeguarding@waypointchurch.uk](mailto:safeguarding@waypointchurch.uk)

**Safeguarding Deputies:** Jonathan Mackwell, Jenny Logan (hereafter the "Safeguarding Deputy")

**Tel No:**

**Email:** [jonathan@waypointchurch.uk](mailto:jonathan@waypointchurch.uk) , [littlelights@waypointchurch.uk](mailto:littlelights@waypointchurch.uk)

**Insurance Company:** Congregational RC01400911/00

## Who are we?

Waypoint Church in Berwick-Upon-Tweed is made up of communities that meet across North Northumberland and the Scottish Borders. The charity's objectives are:

- (1) For the public benefit, the advancement of the Christian faith in Berwick-upon-Tweed and such other parts of the United Kingdom and the world.

Our communities (Life Groups & Life Courses) meet across the region in a range of locations, online and in homes.

The main building in which we meet regularly is:

- Spittal Community Centre, Main Street, Spittal, Berwick-Upon-Tweed, TD15 1QY

As part of our Sunday gatherings there are normally groups for children, such as a crèche for under 2s. The older children also meet in groups based on school years. There is a group for children aged 2-9 and a separate group for older children aged 10-13.

Our communities host different events throughout the week which meet in public venues and in homes across the area, as well as online. Where youth and children are present, we always ensure that there is the correct ratio of adults to children.

Our communities also host a range of different events throughout the year that reach a wide variety of people, often within local communities and often with children or adults with care and support needs.

## Section 2

### Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Board of Trustees. The Board of Trustees is appointed to have independent authority and legal responsibility for how an organisation or charity run and have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways. “The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

### Positions of Trust

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

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

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

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

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

## **Our Commitment**

As Waypoint Church we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults may be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As Waypoint Church we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

Waypoint Church undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the way we use premises meets the requirements of the Equality Act 2010 and all other relevant legislation, and that it is a welcoming and inclusive environment.
- support the Safeguarding Co-ordinator in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- not allow the document to be copied by another organisation (as requested by thirtyone:eight).

## **Section 3 Prevention**

### **Understanding Abuse and Neglect**

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known by, or in a trusted relationship with, the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse,

Article 19:

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

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

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

## **Safer Recruitment**

Waypoint Church will ensure all workers (workers refereeing to volunteer's and paid workers) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A Disclosure and Barring Service check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications, where relevant, have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## **Safeguarding Training**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **Management of Workers – Codes of Conduct**

As Waypoint Church we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. We require each worker to sign in agreement with the Code of Conduct.

## **Section 4**

### **Practice Guidelines**

As an organisation with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached or in the appendices.

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or elsewhere. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any partner organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

#### **a. General Guidelines**

As Waypoint Church, working with children, young people and adults with care and support needs, we want to operate and promote good working practice. This will enable workers to

run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

### **Adult to Child Ratio**

<b>Age</b>	<b>Adults: Children</b>
Less than 2	1:3
Age 2-3	1:4
Age 4-12	1:8
Age 13-18	1:10

These ratio's are applicable both in the physical and online.

If there are not enough adult workers to meet the above criteria, then you must report this concern immediately to the team leader. They must then find someone who can join the team and assist, or children will need to be taken back into the meeting. In the case of youth groups, or other stand-alone events you may need to telephone for help or contact parents or carers to come and collect young people if the ratios are insufficient to keep the group operating safely.

### **Toileting**

Where possible if a child needs their nappy changing, do not do this yourself but ask the parent to come and deal with it. Only children's workers with an enhanced DBS check should take children to the toilet.

Avoid one-to-one toilet situations that could be misinterpreted by taking more than one child at a time and where possible use the closest toilet to your room. If the child needs assistance, the level of personal care must be appropriate and related to the age or the developmental needs of the child. If in doubt, ask the parent or guardian to come and assist the child.

### **As workers you should also ensure that you do not:**

- Allow unauthorised people in the room (or cordoned area) – this includes members of the church that are not part of the activity that is happening.
- Be alone with a young person as that could be misconstrued or put the individual at risk of an accusation. This applies to normal working situations. (Where one-to-one mentoring has been agreed by parents or guardians, see section J.)
- Partners, such as girlfriends, boyfriends, fiancés, husbands, or wives do not count as an extra worker due to the conflict of interest in the case that an accusation arises.)
- Use inappropriate touch and never shout at or hit/hurt a child. Some young people may not want physical contact. Volunteers should let young people take the lead in matters of affectionate physical contact, ensuring that the level and frequency of contact is not open to being misinterpreted by an outsider looking in.
- Make sexually suggestive comments to a young person or remarks about their ethnic, religious or sexual identity, even in "fun".
- Invite a child or young person to your home alone; you should invite a group or ensure that a second worker is in the house. Make sure the parents know where the child/young person is. (Partners, such as girlfriends, boyfriends, fiancés, husbands, or wives do not count as an extra worker due to the conflict of interest in the case that an accusation arises.)

## **b. Keeping Records**

Ensure that a register of children or young people attending a club/activity is always taken, along with a note of the helpers attending. If needed it could also be helpful to record the arrival and departure times.

Where possible get parents/guardians to fill out information forms about their children; the data can then be logged on ChurchSuite. (If a child wanders in without the knowledge of their parents, establish as much information as possible, find out when their parent/guardian expects them home, if possible, gain consent for their attendance via a telephone call and ensure they leave with a form to fill in at home.)

## **c. Behaviour Policy**

Although each of our groups have their own specific policies and rules more relevant for their context, we uphold the same core policy for all the groups that look after young people and children across Waypoint Church.

We want to create a culture where every child can feel safe, valued and appreciated.

Our focus is on rewarding positive behaviour; therefore praise, encouragement and positivity are important. When a child tests the boundaries, we want them to know that they have a choice with their behaviour. Each community therefore will use warnings and there will be an age-appropriate consequence if the child fails to follow the rules.

### **Core policies**

All workers and volunteers should:

- Provide a positive example of behaviour by treating children, parents and one another with friendliness, care, understanding and acceptance.
- Use a firm but fair voice to keep children safe.
- Never smack or hit a child or young person.
- Not shout or raise their voice in a threatening way or humiliate a child as a way of punishment.
- Be consistent with your actions and enforcement of rules amongst children or young adults to avoid accusations of favouritism.
- Work in partnership with parents and carers. Ensure that information is shared about negative and positive behaviour.

## **d. Anti-Bullying Policy**

The Anti-Bullying Alliance defines bullying as: *“The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space.”*

### **Prevention**

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Writing a set of group rules at the beginning of the new academic year with a clear message that we have zero-tolerance for bullying.



- Encouraging the young people to sign a behaviour contract, with a clear indication of what the consequence will be if it's broken.
- Having discussions about bullying and why it matters.

### **Procedures**

- Report the bullying incident to team leaders - ensure that details are carefully checked before action is taken.
- In all cases of bullying, the incidents should be recorded by the worker.
- An apology should be given by the child or young person who has bullied another, wherever possible. (If necessary, those involved should be helped to be reconciled.)
- After the incident has been investigated and dealt with, the situation should be monitored by the team, volunteers or workers to ensure repeated bullying does not take place.
- After the incident has been investigated the parents/carers of both the victim and the perpetrator of the bullying should be informed of the incident and of the action taken.
- All incidents must be recorded in the logbook.

### **e. Social Media Policy**

Social media and social networking have become essential to young people's lives and therefore we recognise that there can be benefits in using it to communicate. This policy aims to give guidance to youth and children's workers who may need to communicate to those under the age of 18. (Social media can be defined as Internet communication over sites such as Facebook, Instagram, WhatsApp, Twitter, TikTok, YouTube, Snapchat and others.)

Waypoint Church recognises that there are some safeguarding issues and other risks involved in social media such as cyberbullying, online grooming, emotional abuse and online abuse. We recognise that we have a responsibility to help keep all children and young people within our care safe online and protected from potential harm.

#### **Policy Guidelines for Volunteers and workers**

- Staff and youth and children's workers are asked to set a good example in the way in which they communicate, including via social media.
- Where possible use equipment and technology provided by the church to communicate with children and parents. (Emails and texts can be sent out via ChurchSuite linked to the @waypointchurch.uk email accounts.)
- All social media interaction between workers/volunteers and children under the age of 18 shall be limited to monitored/administrated groups.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming. (Grooming is when someone builds a relationship of trust and emotional connection with a child or young person so they can manipulate, exploit and abuse them.)

- All interaction between workers/volunteers and children under 18 on social media or email should be recorded for safeguarding purposes.
- Any safeguarding concerns arising from social media shall be referred onto the Safeguarding Co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for both Facebook and WhatsApp.

#### **Unacceptable Use of Online Networking:**

- Do not use offensive language or take part in bullying or harassment.
- Do not send compromising photos of yourself or others that are accessible to young people.
- Do not post photos of young people or children at organised events.
- Do not send one to one private messages with young people (including instant chat)
- Do not use Zoom, Skype or other web camera or visual communications for one to one communications via the Internet when communicating with children under the age of 18. (Conference calls and group uses of Zoom, Skype or web cameras for projects with clear aims and objectives are considered appropriate.)
- Do not share any personal information; including phone numbers with youth (through social media or otherwise)• Do not request or respond to any personal information from a child other than that which might be appropriate as part of your role.

#### **Acceptable Communication:**

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- All electronic communication sent to children or youth should also be sent to a parent or carer at the same time.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with youth to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Only contact children or youth for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Any workers using devices owned by Waypoint Church should only use them to communicate specific information (e.g. times and dates of events). It should not be used as a relationship building tool.
- Communication history should be kept and dated. (This can differ between workers but must be agreed by the line manager)

## **f. Online Safety**

**When using devices owned by Waypoint Church:**

**Workers and Children should not:**

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

## **g. Photography and Videography**

**Children and Young Adults**

- All parents will be encouraged to complete the photography consent part of our children's information form. Pictures or video will not be taken of anyone under 18 without parent/guardian or carer's consent.
- Children's full names will not be used on the website in association with their photographs.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

**Photographing Adults**

- Waypoint Church reserves the right to take photographs or video recordings at Sunday gatherings or any other church-related activities in which individuals are not prominently featured and no identifying information is presented.
- Where possible, when images are being taken there will be written information on a slide projected at the front. The photographer will also be wearing an official lanyard to clearly identify them.
- Anyone who does not want to appear on video/photographs can make themselves known to the photographer and they will clearly communicate this to the media team or just delete the image/video.
- Where an adult is photographed or filmed in a small group or on their own, each person will be asked for either written or verbal consent before any use of the photographs or video is made.
- Consent forms are available if needed.

## **h. Zoom/Online Gatherings**

Where meeting in person is not possible, Zoom is a great way of building relationships and creating a sense of community. However, with all online activity it is important to consider the risks.

To keep children and youth safe you can:

- Ensure that Zoom meetings are always held with more than one adult who has a current DBS certificate.
- Where break-out rooms happen, no child (or youth) should be left alone with an adult.
- Zoom meetings scheduled for young people should be by invite only, protected by passwords for extra security.
- Parents or guardians should be made aware of the meetings and given the option to supervise their child (this is more relevant for children under the age of 11).
- Youth should be advised to wear clothing that is appropriate (if they wouldn't wear it outside the home, they shouldn't appear in it on Zoom).
- Private/ one-to-one chat is not appropriate – ensure that this is disabled.

## **i. Cyberbullying**

Cyberbullying – or bullying via digital technologies like mobile phones and computers – is a threat to children. It can be harder to spot and more difficult to stop than 'traditional' bullying but understanding the dangers can help keep children safe.

Cyberbullying is different to other forms of bullying because:

- It can occur anytime, anywhere – the victim can even receive bullying messages or materials at home.
- The audience to the bullying can be large and reached very quickly and easily if messages are passed around or things are posted online.
- It can be unintentional – people may not think about the consequences of sending messages or images.

Characteristics of Cyber Bullying:

- It can be Anonymous – cyber abusers can utilise the Internet using pseudonyms.
- Loss of inhibition – the anonymity of the Internet can encourage cyber bullies to commit acts which they might otherwise not do in person.

### **Protecting Children from Cyberbullying**

As with other types of bullying it's important for you to listen to children and react with sympathy. You should let children know that bullying is always wrong, and that seeking help is the right thing to do.

It's important for them to learn to respect and look after their friends online and to think before they post or text. To help keep children safe you can:

- encourage them to talk to you or another adult about anything that's upsetting them.
- watch out for them seeming upset after using the Internet or their mobile phone.

- try to understand the ways in which they are using their digital technologies.
- ask them to think about how their actions affect other users.
- suggest that they only use moderated chat rooms.
- encourage them to show you any abusive or offensive emails or messages they've received and keep a record of them.
- help them report any abuse to their Internet service provider, the website manager/moderator, the mobile phone company or the Police.
- tell them never to respond to any abusive messages or calls – this is frequently what the abuser wants.
- discuss keeping their passwords safe and avoiding giving their name, email address or mobile phone number to people outside of their circle of friends and family.
- change email address or telephone number if the abuse continues.
- turn on in-built Internet safety features and install computer software to ensure that you only receive emails from people you have chosen and to block unwanted images.
- tell them about places where they can go for help and support like ChildLine, CEOP's ThinkuKnow and Childnet International, Bullying UK.

## **j. Meeting One to One with Young People**

Effective mentoring and excellent pastoral care are made easier by being able to relate on a one-to-one basis with a young person. Young people are often more open to sharing without their peers around as they feel safer in the context of speaking to someone they trust to handle what they say maturely.

There are, however, significant risks inherent with one-to-one work that can leave both a young person and the worker vulnerable to abuse and allegations of abuse.

### **Policy Guidelines for Volunteers and Workers**

- Define the role of the youth worker and the young person so that they are aware of the boundaries that exist in the relationship.
- Make a plan of meetings, write in the central logbook and make sure consent is gained from parents or carers. Ensure that colleagues or senior leaders are aware of the meeting.
- Although one-off or emergency meetings might be asked for by the young person, where possible stick to meetings that are organised ahead of time.
- Choose an appropriate venue that is public or in near proximity to others who are aware the meeting is taking place. (A café is ideal, or if privacy is needed a windowed room within the church building may be acceptable.)
- Ensure regular reviews and timescales to determine whether or not the meetings still need to happen.
- The worker should keep a private written record of the one-to-one meeting. A few short bullet points of the main themes of the conversations are enough.
- Ensure that you are not meeting one young person more regularly than another, unless it's a short term pre-agreed agreement consented to by parents or carers. This could

be viewed as favouritism or that you are showing too close an interest in a young person.

- Confidentiality can only ever be limited and should never be promised if the young person shares information that shows that they or someone else may be at risk of harm.

### **k. Trips and Residentials**

- Consent is required from a parent or carer for a child/young person to go on any trip.
- A relevant form must be completed including details of the child's medical needs and with an emergency contact.
- A risk assessment must be carried out and passed to the Safeguarding Co-ordinator.
- A trip leader will be appointed as well as an emergency contact who is not going on the trip.
- Workers should be the same gender as the children/young people attending the trip.
- Where the trip is a residential there must always be separate sleeping arrangements for workers and young people.

### **l. First Aid**

When medical assistance is required by a child, young adult or an adult with care and support needs, it is important to follow this good practice:

- Only those with a current and recognised First Aid qualification should respond to injuries.
- Where the injury is serious, contact a medical professional immediately by calling 999.
- In all cases ensure that the child/young adults' parent/guardian or carer is contacted as soon as possible. (Unless it's in their best interest not to – for example if there is an accusation against the parent or carer; in this circumstance contact the Police immediately.)
- Keep a written record of any injury as well as a description of what treatment was given – using the official forms.
- Ensure that medical information is up to date and be aware of any pre-existing conditions or medications being taken.

### **m. Whistleblowing**

Whistleblowing is the raising of a concern about an incident that is a danger to others, including members of the public. A whistleblower is the person raising the concern by reporting it. This could be because of inappropriate behaviour, poor practice or unlawful conduct.

In the first instance the person who has seen the incident should raise the concern with the Safeguarding Co-ordinator, carefully writing all information down. All concerns raised should be confidential and if there is a child at risk then Social Services should be informed immediately. (See section 5 for further details.)

If the person feels unable to raise the concern with the Safeguarding Co-ordinator they could either contact the Deputy Safeguarding Co-ordinator or the Senior Leader – Jonathan Mackwell. If the concern is related to the Safeguarding Co-ordinator, Safeguarding Deputy or Senior Leader then the concern can be referred to Social Services.

Whistleblowers are protected by the Public Interest Disclosure Act and the Enterprise and Regulatory Reform Act.

## Section 5

### Responding to Allegations of Abuse

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

#### Documenting a concern

The worker should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

**Name:** Jenny Mackwell (hereafter the "Safeguarding Co-ordinator")

**Tel:**

**Email:** [safeguarding@waypointchurch.uk](mailto:safeguarding@waypointchurch.uk)

The above is nominated by the Leadership and Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the Safeguarding Deputy:

**Name:** Jonathan Mackwell and Jenny Logan.

**Tel:** 07943320402

**Email:** [jonathan@waypointchurch.uk](mailto:jonathan@waypointchurch.uk) , [littlelights@waypointchurch.uk](mailto:littlelights@waypointchurch.uk) ,

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then you may seek advice from:

**thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.

**Tel:** 0303 003 1111. Option 2

Alternatively contact Social Services or the Police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact Social Services in the area the child or adult lives.

**Name of local authority:** Northumberland County Council

**Children's Social Services**

**Tel:** 01670 536 400

**Online Form:** [Click here](#)

**Email Address:** [SafeguardingChildren@northumberland.gov.uk](mailto:SafeguardingChildren@northumberland.gov.uk)

**Adult Social Services**

**Tel:** 01670 536 400

**Online Form:** [Click here](#)

**Email Address:** [safeguardingreferrals@northumberland.gov.uk](mailto:safeguardingreferrals@northumberland.gov.uk)

**Northumberland LADO ([INFO Document with Flows](#))**

**Name:** Louise Prudhoe

**Tel:** 07500 606174 (Monday to Thursday 08:30-17:00, Friday 08:30-16:30) or 01670 536400  
(Out of hours)

**Email:** [LADO@northumberland.gov.uk](mailto:LADO@northumberland.gov.uk)

**Website:** [Online Referral Form](#)

**Name of local authority:** Scottish Borders Council

**Children's Social Services**

**Tel:** 01896 662787

**Out of hours Tel:** 01896 752111

**Adult Social Services**

**Tel:** 0300 100 1800

**Out of hours Tel:** 01896 752111

**Police Protection Team Tel:** 999 or 101 (non-emergency)

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:
  - The trustee responsible for safeguarding who may then need to liaise with the insurance company or the Charity Commission to report a serious incident.
  - The Designated Officer, formerly called a Local Authority Designated Officer (LADO), if the allegation concerns a worker working with someone under 18.
- Suspicions must not be discussed with anyone other than those stated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.



- The Leadership and Trustees of Waypoint Church will support the Safeguarding Co-ordinator/ Deputy Safeguarding Co-ordinator in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although Waypoint Church hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/ Deputy Safeguarding Co-ordinator has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator and/or Deputy Safeguarding Co-ordinator as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that Waypoint Church demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

#### **Detailed Procedures Where There is a Concern about a Child:**

##### **Allegations of Physical Injury, Neglect or Emotional Abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy Safeguarding Co-ordinator will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

##### **Allegations of Sexual Abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the Children's Social Services Department duty social worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

## **Detailed Procedures where there is a concern that an adult is in need of protection:**

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

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator will:

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

## **Allegations of Abuse Against a Person who Works with Children/Young People**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regard to the suspension of the worker.
- Make a referral to a Designated Officer, formerly called a Local Authority Designated Officer (LADO), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the Designated Officer if they are involved.

## **Allegations of Abuse Against a Person who Works with Adults with Care and Support Needs**

The Safeguarding Co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker.
- Make a referral to the Disclosure and Barring Service following the advice of Adult Social Services.

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Services to decide, not Waypoint Church.

## Section 6

### Pastoral Care

#### **Supporting those affected by abuse**

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

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

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; Waypoint Church will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

#### **Adoption of the policy**

This policy was agreed by the Trustees and Senior Leadership team and will be reviewed annually on:

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is also lodged with: