Anglican-Lutheran Society
(Registered Charity: 1015153)

SAFEGUARDING POLICY

The purpose of this policy statement is:

- to protect children, young people and vulnerable adults engaging in the Society's activities
- to provide trustees and volunteers and members and their families, with the overarching principles that guide our approach to safeguarding.
- This policy applies to anyone acting on behalf of the Society including the board of trustees and volunteers

Legal framework:

This policy has been developed in accordance with the requirements and principles established by the relevant legislation and statutory guidance for charities in England.

Key sources include:

- The Charity Commission's guidance: https://www.gov.uk/guidance/safeguarding-for-charities-and-trustees.
- NSPCC summary of child protection legislation and guidance: nspcc.org.uk/childprotection

Some forms of abuse to be aware of:

- neglect
- physical
- sexual
- financial/material
- modern slavery
- emotional
- self-neglect,
- discriminatory
- organisational/institutional
- coercive control
- spiritual abuse
- grooming
- domestic abuse
- honour-based violence

Supporting documents:

This policy should be read alongside the Society's related documents, including policies, procedures, and codes of conduct listed in Appendices A and B.

We believe that:

- children, young people and vulnerable adults should never experience abuse of any kind
- the Society has a responsibility to promote their welfare, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children, young people and vulnerable adults is paramount in all the work we do and in all the activities we host
- everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation has an equal right to protection from harm or abuse
- some, children or adults, may be additionally vulnerable because of the impact of previous experiences, dependency, communication needs or other issues; and
- additional safeguards may be needed for people who are especially vulnerable such as those who come from Black, Asian and minoritised ethnic communities, those who are deaf and disabled, those identifying as LGBTQ+, and those with special educational needs and disabilities (SEND).

Our Commitments

We will seek to keep children, young people and vulnerable adults and all participants in the Society's activities safe by:

- valuing, listening to and respecting them
- appointing a **designated safeguarding lead** and **deputy safeguarding lead** (trustee) – see Appendix A
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct
- developing and implementing an effective **online and media safety policy**
- ensuring that trustees and volunteers are appropriately supervised, supported and trained
- recruiting and selecting volunteers safely, including necessary (e.g.DBS)
- recording and storing and using information professionally and securely, in line with UK GDPR, data protection legislation and our Privacy Policy
- sharing information about safeguarding and good practice with members and partner organisations
- ensuring that children, young people, vulnerable adults and their families know who to contact if they have concerns
- sharing safeguarding concerns appropriately with agencies who need to know, and involving those affected as appropriate
- using our procedures to manage any allegations or complaints against trustees and volunteers appropriately
- ensuring a safe physical and online environment by applying health and safety measures in line with current legislation; and
- promoting a culture where all people in the Society treat one another with respect and feel confident to raise concerns.

Responding to Disclosures:

All members, volunteers and trustees are given guidance on how to:

- **Recognise, Respond, Record and Refer** concerns appropriately
- listen carefully without promising confidentiality
- report any concern to the **Designated Safeguarding Lead** without delay; and
- understand that confidentiality and data protection are never barriers to sharing information when someone may be at risk of harm.

Self-Care:

The Society acknowledges that dealing with disclosures can be distressing. Support and signposting will be provided to trustees or volunteers affected by safeguarding incidents.

Contact details:

Designated Safeguarding Lead (DSL)

Name:

Phone/email:

Deputy Safeguarding Lead (Trustee)

Name(s):

Phone/email:

Contact details for the DSL and Designated Deputy (Trustee) will be published on the Society's website and event materials.

This policy will be reviewed annually or sooner if there are changes in legislation, guidance, or an incident requiring revision.

Date last reviewed: ……(date)

Signed: ……
(Designated Safeguarding Lead or Chair of Trustees)

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Appendix A

(1) Safeguarding Leads

Role Description:

The role of the Safeguarding Leads involves a range of responsibilities aimed at ensuring the safety and well-being of individuals, particularly children and vulnerable adults.

Key responsibilities include:

- Receiving safeguarding concerns and ensuring they are acted upon, clearly recorded, and referred on where necessary
- Offering expert advice and support to volunteers and the board of trustees regarding safeguarding policy, procedures, and best practice
- Case managing safeguarding concerns on behalf of the Society
- Ensuring, in emergencies where there is imminent risk of serious harm or threat to life, that emergency services are contacted immediately
- Ensuring that safeguarding concerns are properly documented
- Ensuring that necessary training is completed, recorded and kept up-to-date

The Safeguarding Leads play a crucial role in the prevention of abuse and their actions are vital in protecting vulnerable individuals.

(2) Dealing with Disclosures

It is important that anyone becoming aware of any kind of abuse

- Keeps accurate and detailed notes on any concerns that are reported. These should record the facts as reported without comment as learned in training, and should include

  - ❖ the person's details (name, age, address)
  - ❖ what was said or what happened that gave you cause for concern (if someone made a verbal disclosure, their exact words should be written down)
  - ❖ any information given about the alleged abuser

- shares the information as quickly as possible with the Safeguarding Lead who then refer the concern to the appropriate authorities.

When an incident is reported to the Safeguarding Lead the following processes are followed:

If it is an incident involving a child

Having gathered the information the Safeguarding Lead will

either

- **Dial 999** if it is serious and immediate harm has been or could be caused or a criminal act has occurred

or

- **If in the UK, contact the local Multi-Agency Safeguarding Hub (MASH)**

  - ❖ This is a co-located team of professionals, usually covering a county or unitary authority, from different agencies like police, health, and social care, designed to assess the risk to children and provide early support. The Safeguarding Lead will find the contact details for the MASH in the area in which the incident took place.
  - ❖ When a concern about a child is reported to the MASH, the team will assess the risk to the child and determine the best course of action to protect them.
  - ❖ To make informed decisions, the team will gather and share information with partner agencies, children and their families. The most appropriate intervention will be agreed upon based on the child or young person's identified needs. If information is received about a child already in the social care system, it will be directed to their allocated social worker.

If it is an incident involving an adult

Having gathered the information the Safeguarding Officer will

- **Dial 999** if it is serious and immediate harm has been or could be caused or a criminal act has occurred.

or

- **If in the UK, contact the Adult Care Services for the local Unitary Authority or Borough.**

  - ❖ The Safeguarding Lead will find the contact details for the local council's Adult Social Care department online or on the local council's website.
  - ❖ If a criminal act is believed to have occurred the police may also be contacted through the council's reporting process.
  - ❖ If available the council's online referral form will be used.
  - ❖ If the Safeguarding Lead is unsure s/he can report concerns to other trusted professionals such as a social worker, doctor, or healthcare professional, who can help with reporting it.
  - ❖ **It is possible to report concerns anonymously**. The council will still investigate.

It would be responsible to share information about any concerns with the relevant Anglican or Lutheran Body or other Church Safeguarding Body.

Appendix B.

Photography and Sharing Images Guidance

The Society will follow best practice to ensure the safety and welfare of everyone engaged in its activities:

- Consent: will always be obtained before sharing images. For young people under 16, parental consent is required. In cases where children are separated from their parents, consent from someone with parental responsibility will be sought. For 16- to 17-year-olds, the decision will be based on the activity and the young person's circumstances.

- Data Protection: the Society is aware of the data protection implications and ensures that images are stored securely to prevent unauthorised access or misuse.

- Social Media: the Society, through its Social Media Officer and his team, will seek to ensure that images are not shared alongside identifiable information that could lead to grooming or other forms of abuse.

- Online Platforms: the Society understands about the ownership and licensing of images once posted on online platforms and is aware that images may be licensed for use by third parties, which could affect a person's public image.

- Best Practices: the Society, through its Social Media Officer and his/her team, endeavours to follow best practices in managing image and video content on online platforms, such as replacing identifiable student images with generic visuals and placing them behind a secure, password-protected area.

By adhering to these guidelines, the Society can effectively capture and share images of people while minimising the risk of misuse and ensuring the safety and welfare of everyone involved.