

GWENT VALLEYS EVANGELISM SAFEGUARDING POLICY

Purpose of this document

- 1 This policy seeks to ensure that Gwent Valleys Evangelism undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support leaders and volunteers in their practices and clarifies the organisation's expectations.
- 2 Gwent Valleys Evangelism recognises the right of every individual to stay safe. Gwent Valleys Evangelism will respect all children, young people and adults and promote their well-being. Gwent Valleys Evangelism comes into contact with children and/or vulnerable adults while carrying out its outreach and evangelism activities.

Definitions

- 3 Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.
- 4 Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Bullying
 - Neglect
 - Financial (or material) abuse
 - Organisational abuse (where the needs of the organisation are seen as more important than the needs of the individual)
- 5 **Definition of a Child**
A child is a person under the age of 18 (as defined in the United Nations Convention on the Rights of a Child).
- 6 **Definition of Vulnerable Adults**
A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Roles and Responsibilities

- 7 The Designated Safeguarding Officer (DSO) is Janet Parsons. All queries and concerns relating to safeguarding should be raised with her. Should you need to report a safeguarding matter, this should be reported, using the Form appended, to the DSO in the first instance, unless it relates to her, in which case the concern should be raised with Elisabeth Murray or Simon Matheson.

All leaders and volunteers of Gwent Valleys Evangelism have a responsibility to follow the guidance laid out in this policy, and to pass on any welfare concerns to a leader. All leaders and volunteers are expected to promote good practice by being an excellent role model and to contribute to discussions about safeguarding. In addition, leaders have a responsibility to ensure that an appropriate Safeguarding Policy is in place and that it is reviewed at least every three years. Leaders also have a responsibility to ensure that any safeguarding concerns are acted on appropriately.

- 8 Leaders and volunteers of Gwent Valleys Evangelism should always work openly with children and take responsible precautions to ensure that they are not left alone with a child completely unobserved. Therefore volunteers will not witness to or have private discussions with any child unless an adult with caring responsibility for that child is also present. Physical contact with a child should be minimised (for example, handing a child a sticker on the end of a finger rather than sticking to the child's clothing). Photographs of children may only be posted on social media with the consent of an adult with caring responsibility for that child.
- 9 Leaders and volunteers of Gwent Valleys Evangelism should ensure safe practice when working with vulnerable adults and should ensure that they are not left alone with a vulnerable adult completely unobserved. When visiting the home of a vulnerable adult, for example to deliver a food parcel, or for any other reason, the leader or volunteer should carry out a prior risk assessment (considering the risk both to themselves and the vulnerable adult); should only visit with the prior consent of the vulnerable adult; and should not enter the home unless a colleague is also present.
- 10 Leaders and permanent volunteers of Gwent Valleys Evangelism will undergo DBS checks. Other volunteers working regularly with children or vulnerable adults will

also undergo DBS checks. Safer recruitment practices will be used when recruiting leaders, or volunteers who will be working with children or vulnerable adults. Safer recruitment practices include having in place a clear role description and person specification, requesting a written application, conducting an interview, and seeking written references.

Action to be taken in the event of a safeguarding concern

- 11 If you have concerns about possible abuse (including allegations):
 - In an emergency, call emergency services on 999.
 - If you wish to record a disclosure or a non-immediate safeguarding concern, use the Form provided below to record what happened, your concerns, your actions and provide this to the DSO. It is their responsibility to report the matter to the children's or adult care services and to keep the record in a safe and secure space.
 - If you have a concern which you are unsure whether to report, consult with the DSO. It is their role to determine whether to ask you to complete a Form.
- 12 If a child, young person or adult wishes to disclose they have been abused:
 - Listen. Keep listening. Do not question or investigate.
 - Do not promise confidentiality; tell them we need to share this.
 - Assure them they are not to blame.
 - Tell them what you are going to do and that they will be told what happens.
 - Make careful notes of what is said, record dates, times, events and when you are told.
 - Report it to a leader or directly to children's or adult care services.
 - Only tell those who need to know.
- 13 Things to remember:
 - Treat everyone with respect, setting a positive example for others.
 - Respect personal space and privacy.
 - Ensure any actions cannot be misrepresented by someone else.
 - Challenge unacceptable behaviour.
 - Do not put anyone, including yourself, in a vulnerable or compromising situation.
 - Do not have inappropriate physical or verbal contact with others.
 - You must not keep allegations or suspected abuse secret.

Safeguarding Reporting Form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons. In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer as soon as possible.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1. Your Details – Person Completing the Form

Name	
Telephone Number	
Email address	

2. Details of the person affected

Name	
Address	
Telephone Number	
Email address	

3. Details of the incident (please describe in details using facts)

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4. Other present or potential witnesses

Name	
Address	
Telephone Number	
Email address	

5. Any other information which may be relevant or helpful

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6. Declaration

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Name:

Signature:

Date: