

MOSAIC CHURCH SAFEGUARDING CHILDREN POLICY

Policy Statement

Mosaic Church recognises its legal and moral responsibilities to safeguard children. This policy applies to all Mosaic Church and Hope Centre Ltd staff, leaders, partners and volunteers.

All organisations, including charities, are expected to comply with the government inter-agency statutory guidance [Working together to safeguard children](#), 'unless exceptional circumstances arise'.

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined in 'Working Together to Safeguard Children 2018' as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all children to have the best outcomes

THE PURPOSE OF THE SAFEGUARDING POLICY

To safeguard all children who are connected with the Mosaic church community and its activities. The overall intention and purpose behind Mosaic's Safeguarding Children Policy is underpinned by the fundamental principles of the Children Act 1989: 'THE WELFARE OF CHILDREN IS PARAMOUNT.' (A child is someone aged below the age of 18)

Mosaic Church has 2 Designated Safeguarding Leads, one male, one female.

All staff, ministry leaders, partners and volunteers at Mosaic Church share an objective to help keep children safe by:

- Providing a safe environment for children to learn and grow in.
- Supporting children's development in ways which will foster a sense of positive self-esteem and independence.
- Identifying and responding to children in need of support and/or protection
- Ensuring that all children are given the opportunity to achieve their full potential
- Ensuring that children have the right to be safeguarded from harm and exploitation, whatever their:
 - Race, religion, first language or ethnicity
 - Gender or sexuality
 - Age
 - Health or disability
 - Political or immigration status

MOSAIC CHURCH'S COMMITMENT

We recognise that because of the day to day contact with children, Mosaic staff, ministry leaders, partners and volunteers are well placed to observe the outward signs of abuse. We will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.
- Ensure that we establish effective means of communication with children.
- Practice safe recruitment in checking the suitability of staff and volunteers who come into contact with children through the completion of a DBS check.
- Ensure that all staff, ministry leaders, partners and volunteers complete safeguarding training to a level appropriate to their responsibility and involvement.
- Raise awareness of child safeguarding issues and equip children with skills to keep themselves safe.
- Implement procedures for dealing with the identification and reporting of suspected abuse, including direct disclosure.

ROLE AND RESPONSIBILITIES OF MOSAIC CHURCH STAFF, MINISTRY LEADERS, PARTNERS AND VOLUNTEERS

We will follow the procedure set by the Coventry Local Safeguarding Children Board and take account of guidance issues by the Department for Education to ensure that:

- All staff, ministry leaders, partners and volunteers are aware that they have a responsibility to safeguard and promote the welfare of children.
- All staff, ministry leaders, partners and volunteers understand their responsibilities in being alert to the signs of abuse and have responsibility for reporting any concerns to a Safeguarding Champion or Safeguarding Lead.
- All staff, ministry leaders, partners and volunteers will be made aware that any disclosure of child abuse, where a child or children remain at risk must be reported to a Safeguarding Champion or a Designated Safeguarding Lead.
- The designated Safeguarding Leads will consult with the Senior Pastors of Mosaic Church and a decision will be made as to whether to make a referral to children's social care.
- In the event that it is not possible to discuss child safeguarding concerns with a Safeguarding Champion or Designated Safeguarding Lead, and there are concerns for the child's immediate safety, the necessary action should be taken to secure the child's immediate safety by contacting the police by dialling 999 and by making a referral directly to children's social care on Coventry. (Initial Contact Team on 02476788555 Mon to Fri office hours or 02476832222 out of hours)
- Any safeguarding concern or incident must be recorded on the SAFEGUARDING ALERT FORM as soon as practically possible by the person who has the concern or has dealt with the incident and the Safeguarding Alert form procedure followed.
- Parents/Carers have an understanding of the responsibility for safeguarding placed on Mosaic Church staff, ministry leaders, partners and volunteers. Written information is given to parents when their child first accesses any groups at Mosaic Church, and they have access to all policies.
- We develop and maintain effective links with relevant agencies and co-operate as required with their enquiries regarding child safeguarding matters.
- We keep all Safeguarding Alerts stored in a secure folder with access limited to the Designated Safeguarding Leads.

ROLE AND RESPONSIBILITIES OF THE CHURCH BOARD (TRUSTEES) FOR CHILD SAFEGUARDING

The Church Board is responsible for overseeing the implementation of this policy, and reviewing it as required.

MAKING A REFERRAL TO COVENTRY CHILDREN'S SOCIAL CARE

When making a referral the Designated Safeguarding Lead will follow the process outlined at:

<https://www.coventry.gov.uk/safeguardingchildren>

PREVENT - Referrals for Children and Young People

The Prevent Duty requires that if there are concerns that an individual may be vulnerable to radicalisation around violent extremism then these concerns need to be shared so that appropriate support is provided in order to safeguard those individuals. A partnership referral form has been prepared to make sure that it is easier to outline and submit the referrals. To make a Prevent referral for a child or young person [a referral form](#) needs to be sent to both of the following email addresses: CTU_GATEWAY@west-midlands.pnn.police.uk and ras@coventry.gcsx.gov.uk

Parental Consultation

Safeguarding concerns will be discussed with a parent/carer and agreement sought where a decision has been made to make a referral to Children's Social Care unless this may, either by delay or the behaviour response it may prompt, place the child at risk of significant harm.

A decision by the Designated Safeguarding Lead not to seek parental permission must be recorded on the Safeguarding Alert form and the reasoning detailed.

Where a parent has agreed to a referral being made to Children's Social Care this must be recorded on the Safeguarding Alert form and stated in the referral.

ALLEGATIONS AGAINST STAFF, MINISTRY LEADERS, PARTNERS OR VOLUNTEERS

Any allegation of abuse made against staff, ministry leaders, partners or volunteers will be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. This may involve the immediate suspension of a person from the role they were carrying out. This decision will be taken by the Senior Leadership (Senior Pastors and Chair of Trustees). Once a Designated Safeguarding Lead (DSL) becomes aware of an allegation a Safeguarding Alert form must be completed detailing the allegation. The Senior Leadership of Mosaic Church will be informed and, following discussion with the DSL's and the Senior Leadership a decision made as to the next steps. These could include an immediate referral to Children's Social Care, contacting the police or deciding to complete an internal investigation. The DSL's will take responsibility for completing an internal investigation. Once the investigation has been completed the DSL's and Senior Pastors will make a decision about further action. Throughout the process the safety of the child will be paramount. If the allegation concerns the behaviour of a DSL, the Senior Leadership must be immediately informed. If the allegation is about the behaviour of a Senior Leader, the Chair of the Church Board must be immediately informed.

RECRUITMENT OF PAID STAFF

Mosaic Church is committed to preventing unsuitable individuals from working with children. The Church will implement safe recruitment procedures in line with the Coventry Local Safeguarding procedures Manual. <https://www.proceduresonline.com/covandwarksscb/>

Mosaic Church will ensure that:

- There is a clear statement that Mosaic Church is committed to promoting the welfare of all children in all recruitment materials, induction training and job descriptions.
- All posts will require applicants to provide a covering letter and list employment history as part of their CV with exact dates and explain all gaps.
- All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of children. All person specification will include reference to suitability to work with children.
- Referees will be contacted for all conditional offers, including internal applicants, and will be sent the job description and person specification. If the applicant is not working with children, but has done so in the past, an additional reference will be obtained from the employer by whom the applicant was most recently employed to work with children.
- Referees will be provided with a standard reference pro-forma that asks for general comments on the candidate's performance history and conduct.
- Referees will also be asked about strengths and weaknesses. For example: "Would you employ this person again, if not why not?"
- No open references will be accepted and references will be obtained directly from referees.
- Mosaic Church will carry out DBS checks or enhanced checks on all employees relevant to their role.
- Proof of identity will be obtained from acceptable documents as determined by the Disclosure Barring Service(DBS).
- A single central register of DBS checks and renewal dates is maintained by the Church.

RECRUITMENT OF VOLUNTEERS

Mosaic Church uses volunteers in a number of roles and all of these volunteers have a DBS check completed by the Church and complete Safeguarding training.

RESPONDING TO SAFEGUARDING CONCERNS

Abuse may be uncovered in a number of different ways, including:

- Someone making a disclosure
- Abusive practices being observed
- People becoming concerned about an individual who may be displaying signs that abuse has occurred.

It is important to remember that individual responses to abuse may differ and people can exhibit different signs that abuse is occurring.

Responding to Disclosure

- Do listen carefully to what is being said
- Do take the statements seriously
- Consider their immediate safety
- Do write down as soon as you can exactly what was said.
- Report to the appointed church safeguarding lead as soon as possible. Do not share the information with anyone else unless this is to ensure the immediate safety of the person who has disclosed.

- Reassure the person
- Maintain confidentiality.
- Do take care of yourself and work out how you are feeling

When Responding to a Disclosure:

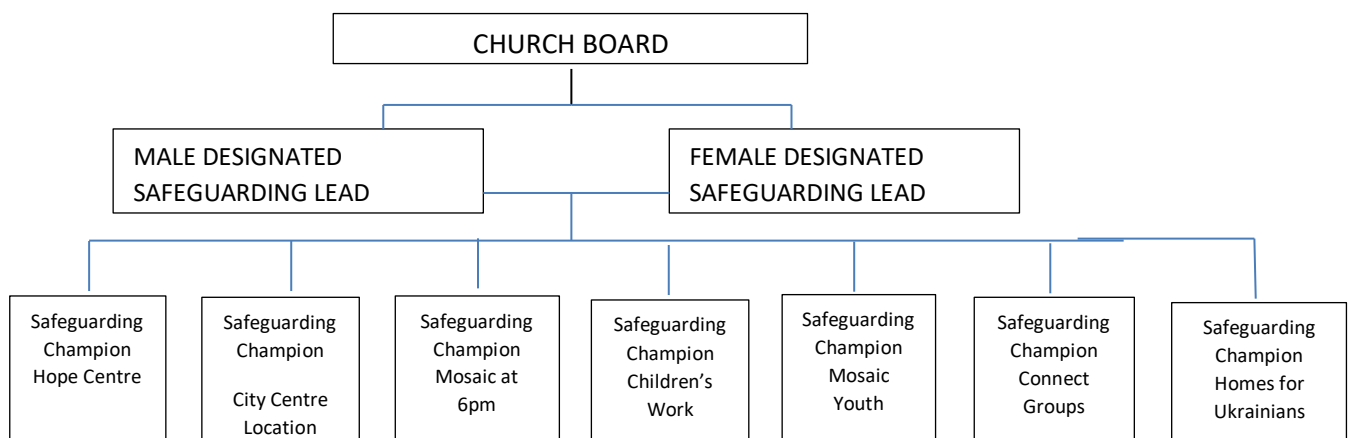
- Do not panic
- Do not rush off to find someone else to listen
- Do not promise to keep things secret
- Do not say everything will be fine
- Do not make judgements of any kind
- Do not ask lots of detailed questions
- Do not press for answers
- Do not make assumptions about how the person feels about their experience

RECORDING SAFEGUARDING CONCERNS

Mosaic Church has created a SAFEGUARDING ALERT FORM to be completed as soon as practicably possible by the Safeguarding Champion following a safeguarding concern or incident. This form is password protected and once completed is emailed to the Designated Safeguarding Leads. The Designated Safeguarding Leads will discuss with the Safeguarding Champion a plan of action and will inform the Senior Pastors and Chair of Trustees. The Designated Safeguarding Leads will update the SAFEGUARDING ALERT FORM with the actions taken and the outcome. If a referral is made to Coventry Children’s Services a copy of this will be filed securely with the Safeguarding Alert.

Not all safeguarding concerns result in a referral to Social Care. A SAFEGUARDING ALERT FORM should be completed where there are ‘nagging doubts’ or ‘hearsay’ which give cause for concern about a child. Much of this information may not appear to be very significant on its own, but it could contribute to a “jigsaw picture” of abuse that should not be ignored.

ORGANISATION FLOW CHART – SAFEGUARDING



REPORTING TO CHURCH BOARD

The Designated Safeguarding Leads will report to the Church Board on a quarterly basis (Jan to Mar, April to June, July to Sept, Oct to Dec).

Report will contain:

- Number of Safeguarding Alerts completed in quarter.
- Detail of any outstanding actions.
- Number of referrals to Coventry Children's Social Care.

Agreed by Mosaic Church Board of Trustees

SIGNED: G Kibble

Date: 8th February 2020

Review Date: 3 Years After Trustee Approval Date

**MOSAIC CHURCH
CHILDREN AND ADULT SAFEGUARDING ALERT FORM**

Date of concern:

Time of concern:

Location of concern:

Name of person/s at risk:	DOB:
	Address:

- 1. Reason for completion:**
- 2. What you are worried about:**
- 3. Actions completed:**
- 4. Professionals/others contacted:**
- 5. Outstanding actions:**

Provide a factual account of what happened or what was said. Include the actual words spoken by the child or adult where possible. Detail any other people involved e.g. as witnesses.

Email Safeguarding Alert to wesllongden@yahoo.co.uk and viv.kibble@sky.com
Ensure document is password protected. Contact Wes or Viv for password.

Name:	Date:
Signature:	

