



Hebron Pentecostal Church

Safeguarding Policy

Hebron Pentecostal Church
Howard Street
Rochdale
OL12 6LB

Charity Number:1052576

Original Policy Adopted	2017	Approved by the Trustees of Hebron Pentecostal Church.
Policy Review	15 March 2025	Approved by the Trustees of Hebron Pentecostal Church.

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SECTION 1 Organisation details

Name of Place of Worship / Organisation:	Hebron Pentecostal Church Incorporating Hebron Social Concern
Address:	Howard Street, Rochdale. OL12 6LB
Tel No:	01706-630197
Email address:	info@hebronrochdale.co.uk
Charity Number:	1052576
Denomination/Membership	Assemblies of God (GB)
Insurance Company	Kingdom Bank

Mission Statement

Hebron Pentecostal Church provides care to the community surrounding the Church, with a particular focus on people living in the Falinge Estate which is on the doorstep of the Church. Our mission statement is to share generous love to build a happy, healthy and hopeful community. We aim to love our community, share hope, and help them to enjoy life.

The Leadership Team recognises the importance of its ministry to children, young people and adults and its responsibility to protect and safeguard the welfare of children, young people and adults that are entrusted to the church's care.

As part of its mission, the church is committed to:

- Valuing, listening and respecting children, young people and those that are vulnerable as well as promoting their welfare and protection.
- Safer recruitment providing induction pack, training and initial supervision for all workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse.
- Maintaining good links with the statutory childcare authorities and other organisations.

Leadership Commitment to Safeguarding

As the Leadership¹, we recognise the need to provide a safe and caring environment for children, young people and adults with additional care and support needs. We acknowledge that children, young people and adults can be vulnerable to 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 a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and appendices are based on the ten ‘**Safe and Secure**’ safeguarding standards published by Thirty One: Eight (formerly the Churches’ Child Protection Advisory Service (CCPAS)) and have been prepared in line with the AOG National Leadership Team’s commitment to Safeguarding. Each section title contains reference to the relevant standard within ‘Safe & Secure’ for further information.

The Leadership 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 paid and voluntary workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action, they may need to take in order to protect children and adults with additional care and support needs.
- undertakes an annual review of the policy and its implementation
- ensure that a copy of the policy is available upon request for quality assurance purposes
- file a copy of any amendments subsequently published in the same manner.
- not to allow the document to be copied by other organisations.

¹ Throughout this policy document, ‘Leadership’ refers to anybody of individuals with overall responsibility for the organisation.

SECTION 2 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 or in a trusted relationship with the child or adult

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.

Also, for adults the UN Universal Declaration of Human Rights with reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

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.

Definitions of abuse and signs of abuse are available in Appendix 2

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. The forms relating to this area are in Appendix 3 at the end of this document.

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 check have 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 paid and voluntary workers including trustees will receive induction training and undertake appropriate safeguarding training at least every three years according to 'good practice' guidelines, and training should cover signs and symptoms of abuse and how to respond as a minimum. This may be provided either by the Safeguarding Coordinator (if confident and competent to do so) or by Thirty-One Eight via the 'Foundation Training, or another recognised body, organisation or qualified individual.

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 a Leadership 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.

SECTION 3 Practice Guidelines

As an organisation / place of worship working 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. The Code of Conduct can be seen in Appendix 4.

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 regarding our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight 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.

Local Church Events

Safeguarding the vulnerable is no less important at one-off events as it is in regular local, regional or national activity. In many ways there is greater need to ensure that the planning of such events includes awareness of safeguarding and adherence to our safeguarding policy. The maltreatment of children, young people and the vulnerable is contrary to Biblical values and practices and therefore cannot be tolerated. This safeguarding policy therefore applies to all our events and any employees or volunteers who participate in local, regional or national activity.

Single Approach

It is recognised that events occur in many formats, and that there are responsibilities for both the host/venue, and the lead/planning organisation. There are no differences in standards and principles within the UK, regardless of the nature of the event.

There are responsibilities for the host/venue, and equally there are responsibilities for the lead organisation, however it is the event organiser that has primary responsibility for ensuring safeguarding at their event. We shall ensure that, whether we are a host venue, or event organiser at another venue, the following will be checked:

Venues should:

- Have a safeguarding policy
- Undertake DBS Checks on all employees and volunteers that require checks
- Use safer recruitment procedures
- Make any organisation that wishes to hold an event on their premises aware of their safeguarding policies and procedures.
- Establish what insurance the event organisers have in place (e.g. public liability insurance)
- Consider asking to see copies or details of the event organisers' policies and procedures.

Event organisers should:

- Ask to see proof of host/venue Safeguarding Policy and procedures and retain a copy if required
- Ensure that safeguarding policy and procedures are followed at their event, by
 - Appointing a Safeguarding Co-ordinator
 - Employing staff or volunteers that have been DBS checked (where required)
 - Planning activities and events that are appropriately supervised (ratios, trained staff etc)
 - Checking that locations are safe and secure

Responding & Reporting Mechanisms

All events and activities should have a designated Safeguarding Coordinator responsible for overseeing the activity and ensuring that all staff and volunteers/visitors are fully apprised of the safeguarding activity and requirements. All incidents, allegations or concerns identified during events must be reported to the Safeguarding Coordinator for the organising church if a part of locally driven outreach activity, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse.

If an allegation is made against an employee or volunteer, that person must be removed from their duties or prevented from having any further contact with children and young people or adults with additional care and support needs immediately whilst necessary action is taken.

Online / Digital Environment

Online safety for children and young people

'Zip it, Block it, Flag it'

Zip it - keep your personal information private and think about what you say and do online. Make sure children and young people know to always keep private information safe and watch what they say on the internet.

Block it - block people who send you nasty messages and don't open unknown links and attachments. Get children and young people to block people who send offensive messages and tell

them not to open unknown links and attachments. They should delete any suspicious emails or attachments as they may contain something offensive or have a virus that can cause damage to the computer.

Flag it - flag up with someone you trust if anything upsets you or if someone asks to meet you offline. Children and young people should be encouraged to go to a trusted adult if they are worried or unhappy about anything they see online. They should also do this if a friend they have made online has asked to meet them in the offline world.

Online safety for adults at risk

Unscrupulous people target adults as well as children on the internet and through social media. Adults can be groomed as well as children. As well as falling victim to general financial fraud e.g. through phishing scams, adults have also been known to succumb to 'catfishing' which can often lead to financial fraud based on gaining a romantic attachment between the fraudster and the victim. A catfish is someone who pretends to be someone they're not using Facebook or other social media to create false identities, particularly to pursue deceptive online romances

Online safety for churches

Websites

When developing a website an organisation should consider the following:

- Parental/carer's permission must be obtained before using any picture of a child or young person, and from any adults at risk or their carer.
- As a preference use a group photograph's instead of individual photographs without identifying tags.
- Personal email or postal addresses, telephone numbers must not be divulged.
- Make web content accessible to people with disabilities.
- Filtering software should be installed on all computers used at the church / organisation. On church / organisations websites ensure that details are prominently displayed as to where to find help online including having the CEOP button on the web site. (Child Exploitation and Online protection.)

Expectations of workers

- Workers should not add children to their personal social networking page if they are involved with your children's/youth work activity and are under the age of 18.
- Workers should consider setting up a social media group on behalf of the church/organisation and invite children to be members with the permission of the Church Council. (If they are over the required minimum age limit i.e.13 for Facebook, 16 for WhatsApp)
- Where concerned that there may be an e-safety incident ensure that this is reported to your designated safeguarding officer in your church / organisation. They can then determine if

the matter should be reported to the statutory authorities or other appropriate agencies e.g. CEOP.

- Only contact children for reasons related to the work of the church / organisation and maintain a log of all electronic contact.
- Have a clear cut off time for communicating with children and young people e.g. no contact past 9 pm

Agreement with children and young people

If children and young people are using the church or organisations computer systems, or are communicating with workers, as well as seeking permission from parents / carers specifying the exact nature of such communication, you should also have an agreement with the child as to your expectations of the communication:

When using a computer or electronic device to access the Internet at church / organisation, children should not:

- Search for or enter pornographic, racist or hate motivated websites
- Download, forward-on any music, images, movies from the internet where permission has not been granted by the copyright holders.
- Disclose any personal information e.g. addresses, telephone numbers, bank details.
- Send or display offensive messages or images
- Use obscene language
- Violate copyright laws
- Harass, insult, bully or attach others

Such agreements should include parental agreement, and any sanctions for violation of the agreement.

Additional information

In addition to the above, in relation to adults and children, there needs to be an understanding of other forms of harm such as Female Genital Mutilation, Domestic Abuse, Forced marriage and trafficking of adults and children. All these are included in various pieces of legislation and all those concerned with safeguarding need to be aware of the issues. Regular training and updates will help to keep those who work with children, young people and vulnerable adults to be aware of current issues.

SECTION 4 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 and see the flow chart in Appendix.

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

Name of Safeguarding Co-Ordinator:	Mrs Sarah Al-Warfali
Contact Details:	07954588335

This person is nominated by the Leadership 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:

Name of Deputy Safeguarding Co-Ordinator:	Mr Pascoal Fernandez
Contact Details:	07860 782772

- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight (formerly CCPAS,) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: **0303 003 1111**.
A 24 hour helpline is available for advice, but where the situation is an emergency, the police should be contacted.

- Where the concern is about an adult, the Safeguarding Co-ordinator should contact the appropriate agency, or they may first ring the thirtyone:eight helplines for advice. .

Adult Social Care	
Tel:	0300 303 8886
Out of hours Tel:	0300 303 8875
Email Address:	Adult.care@rochdale.gov.uk
Police Protection Team Tel:	0161 872 5050

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services.

The local Children's Social Services office telephone number (office hours)	ehash@rochdale.gov.uk (Early Help and Safeguarding Hub) 0300 303 0440 Phone: Monday-Friday 8.30am-4.45pm
The out of hours emergency number is	0300 303 8875

- Where required, the Safeguarding Co-ordinator should then immediately inform senior personnel within the organisation as follows:

Name:	Pastor David Corke
Position:	Senior Church Leader
Contact Details:	07853 260597

Name:	Mr David Hodkinson
Position:	Elder
Contact Details:	07532 316881

- Suspensions must not be discussed with anyone other than those nominated 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 should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy 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.

- **The Leadership must consider any duty regarding informing the church's insurers and the charity commission (if a registered charity) of offences committed by staff and volunteers.**
- If the person against whom an allegation is being made is in a position of trust, the Local Authority Designated Officer (LADO) needs to be contacted within 24 hours. It may also be necessary to inform the DBS if the person is engaged in 'regulated activity'.
- 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 the Leadership expect 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 has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. This would also apply if the Safeguarding Co-ordinator/Deputy were not available. We believe by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Deputy 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. **It is not necessarily the role of the Safeguarding Coordinator to investigate allegations and concerns.**

Procedures for when there is a concern about the welfare of the 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 will:**

- Seek medical help if needed urgently via phoning 999.
- 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. If the issue is urgent, the Police Protection Unit and/or the Out of Hours Children's Services must be contacted without delay.

The local Children's Social Services office telephone number (office hours)	ehash@rochdale.gov.uk (Early Help and Safeguarding Hub) 0300 303 0440 Phone: Monday-Friday 8.30am-4.45pm
The out of hours emergency number is	0300 303 8875

- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- 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 if unsure whether 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 Co-ordinator/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 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.

Adult Social Care	
Tel:	0300 303 8886
Out of hours Tel:	0300 303 8875
Email Address:	Adult.care@rochdale.gov.uk
Police Protection Team Tel:	0161 872 5050

- 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, 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.

Procedure for when there is concern about abuse by those who work with children

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 or Deputy**, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to:

- liaise with Children's Social Services regarding the suspension of the worker, also making a referral to a Local Authority Designated Officer (LADO)
- (Working Together to Safeguard Children 2015 no longer refers to them as LADOs only designated officers. However, the function remains the same which is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.)
- contact the Operations Manager at AOG National Office if the allegations concern a status minister or other Senior Minister responsible for the church in question (regardless of status).
- the LADO (or Designated Officer (Mrs Sarah Al-Warfali) will be contacted within 24 hours as follows:

Please note that LSCB will be known as Safeguarding Partners from the end of 2020.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with additional care and support needs. Where we are liaising with a Designated Officer, we will discuss with them about the need to refer to the DBS. If a Designated Officer is not involved, we will contact the DBS if the situation is that the nature of concern leads us to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

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 DBS 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 Services to decide not the church.

SECTION 5 Pastoral Care

Supporting those affected by abuse

The Leadership 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, the Leadership 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.

APPROVALS

Print Name:


Pastor David Corke

Position:

Senior Leader-Chair of Trustees

(On behalf of the Leadership):

Date:

15/03/2025


Signed by:

Print Name:

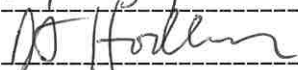
Mr D Hodgkinson

Position:

Elder of Hebron Pentecostal Church

(On behalf of the Leadership):

Date:

15/03/2025


Signed by:

Print Name:

Mr John K Taylor

Position

Hebron Church Trustee

Date:

15/03/2025


Signed by:


Print Name:

Mrs Sarah Al-Warfali

Position:

Lead Safeguarding Coordinator

Date:

15/3/25


Signed:


Print Name:

Mr Pascoal Fernandez

Position:

Deputy Safeguarding Coordinator

Date:

27/04/2025


Signed by:

This policy will be regularly reviewed annually, and amendments made as necessary.

Appendix 1

Policy Statement on Safeguarding Statement

The Leadership of Hebron Church Rochdale recognises the importance of its ministry /work with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on 15th March 2025

This place of worship/organisation is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We recognise that the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- We will also carry out and refresh individual DBS checks every two years.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Safeguarding Coordinator

Mrs Sarah – All-Warfali


Designated Co-ordinator

Mr Pascoal Fernadez

A copy of the full policy and procedures is available from our Hebron Church Administrator - Mrs Julie Mellor.

Signed on behalf of Hebron Church Trustees

Signed



Position: Chair of Trustees – Pastor of Hebron Church

Date: 15th March 2025

Appendix 2 Definitions of abuse and Signs of abuse

Defining child abuse or abuse against an adult with care and support needs is a difficult and complex issue. A person may abuse by inflicting harm, or by 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 or in a trusted relationship with the child or vulnerable adult.

Children

To safeguard those in our place of worship and organisation 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 which says that children and young people have the basic human right to dignity. This means they have the right to be protected from violence, just like everybody else.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse : Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse : Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse : Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate caregivers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child sexual exploitation: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

Extremism: Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Adults

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who.

- has need for care and support (whether or not the local authority is meeting any of those needs) and.
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence - including psychological, physical, sexual, financial, emotional abuse; so, called 'honour' based violence.

Sexual abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery - encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse - including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect - this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple and affect one person or more.

DEFINITIONS OF SPIRITUAL ABUSE

In recent years the concept of Spiritual Abuse has become one that has gained greater understanding amongst those in the faith community. Spiritual abuse has many similarities to the other categories of abuse and indeed may include the identification of those categories as abuse is often multi-faceted.

Although not recognised as a category of abuse in its own right by the statutory authorities, Spiritual abuse will often co-exist with those accepted forms of abuse (described above). A number of definitions have been given to this type of abuse in an attempt to adequately describe what often amounts to an abuse of trust and power to the detriment of others. Johnson and VanVonderen ('The Subtle Power of Spiritual Abuse', Bethany House Publishers, 1991) have described it as follows:

"Spiritual abuse is the mistreatment of a person who is in need of help, support or greater spiritual empowerment, with the result of weakening, undermining or decreasing that person's spiritual empowerment"

This view is shared with a similar definition offered by Ken Blue (Healing Spiritual Abuse,' IVP, 1993) as follows:

"Spiritual abuse happens when a leader with spiritual authority uses that authority to coerce, control or exploit a follower, thus causing spiritual wounds."

thirtyone:eight have defined Spiritual Abuse as follows:

Spiritual abuse is linked with other forms of abuse, and could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Appendix 3 – Forms for Safer Recruitment

Recruiting Safely

We recognise the importance of Disclosure and Barring Service checks for all workers. Those who have a responsibility in this area need to understand that a disclosure check is only part (albeit an essential one) of a safer recruitment process. Such a process is crucial in preventing unsuitable or dangerous individuals gaining access to children and young people.

Our safer recruiting procedure includes:

- job description (or role profile for volunteers)
- skills and qualities needed (person specification)
- completion of an application form, and interview,
- taking up references.
- disclosure check as well as the applicant's agreement to abide by the organisation's safeguarding policy.

No-one has an automatic right to work with children and young people. Operating a safer recruitment policy sends a powerful message to parents, children, visitors, as well as those intent on harm, that safeguarding children and young people are taken seriously within the organisation.

The job/role

A clear and up to date job description or role profile (duties, role and responsibilities), a person specification (experience, knowledge and /or qualifications required), as well as details of the support and training that will be provided, should be given to every applicant. This is because the role of a crèche worker is going to be different from a youth worker or that of a trustee.

Application form

A standard application form should always be used because it ensures everybody provides the same information and it is more difficult to hide relevant details. It also assists with the shortlisting (if undertaken) and the recruitment decision.

References

This is an essential part of our safer recruitment process and is an important part of gathering information about the applicant, which can provide useful insights into their experience, attitudes, motivation, and character. It is best practice to take up references for all our shortlisted candidates - before the interview - so that the information supplied can be addressed and, if necessary, form part of the recruitment decision.

Where a reference is sought from an employer, it should be completed by a manager or personnel officer rather than a colleague and followed with a telephone call to confirm the referee's identity and content of the reference supplied. A telephone conversation with the referee can also clarify any discrepancies or queries and provide an opportunity to thank them for their time. At least two references should be obtained in most cases.

Appendix 4 – Code of Conduct

Hebron Pentecostal Church Behaviour code for adults working with children

Purpose

This behaviour code outlines the conduct Hebron Pentecostal Church expects from all our staff and volunteers. This includes agency staff, interns, students on work placement and anyone who is undertaking specific duties for the organisation, whether paid or unpaid.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

Sarah Al-Warfali Designated Safeguard Lead and Julie Mellor Deputy Safeguard Lead will delegate to department heads to make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

When working with or for children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- This includes ensuring equipment is used safely and for its intended purpose.
- This includes having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following our principles, policies and procedures
- This includes policies and procedures for child protection/safeguarding, whistleblowing and online safety.
- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Sarah Al-Warfali, designated safeguard lead or Mr Pascoal Fernandez Deputy Safeguard Lead.
- Reporting all allegations/suspicions of abuse following our reporting procedures
- This includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should:

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others.
- Challenge discrimination and prejudice encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid favouritism
- Be patient with others
- Use special caution when you are discussing sensitive issues with children or young people
- Ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- Ensure that whenever possible, there is more than one adult present during activities with children and young people
- If this isn't possible, ensure that you are within sight or hearing of other adults.
- If a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible.
- This is unless you are working under specific circumstances where it has been agreed that the provision of personal care is part of your role, and you have been trained to do this safely.

Respect

You should:

- Listen to and respect children at all times
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy as far as possible.
- In some cases, it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children and young people
- Make inappropriate promises to children and young people
- Engage in behaviour that is in any way abusive
- This includes having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to stop working with Children and Young people. We may also make a referral to statutory agencies such as the police and/or the local authority child protection services. All staff and volunteers will be subjected to the relevant DBS checks and references from previous employers or placements.

If you become aware of any breaches of this code, you must report them to Sarah Al-Warfali (Designated Safeguard Lead). If necessary, you should follow the whistle-blowing procedure and child protection/safeguarding procedure.

Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



Your safeguarding team:

Children's safeguarding lead(s):
(for anyone under 18 years)

Mrs Sarah Al-Warfali

Contact details

07954 588335

Adult's safeguarding lead(s):
(for anyone 18 years or over)

Mrs Sarah Al-Warfali

Contact Details

07954 588335

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

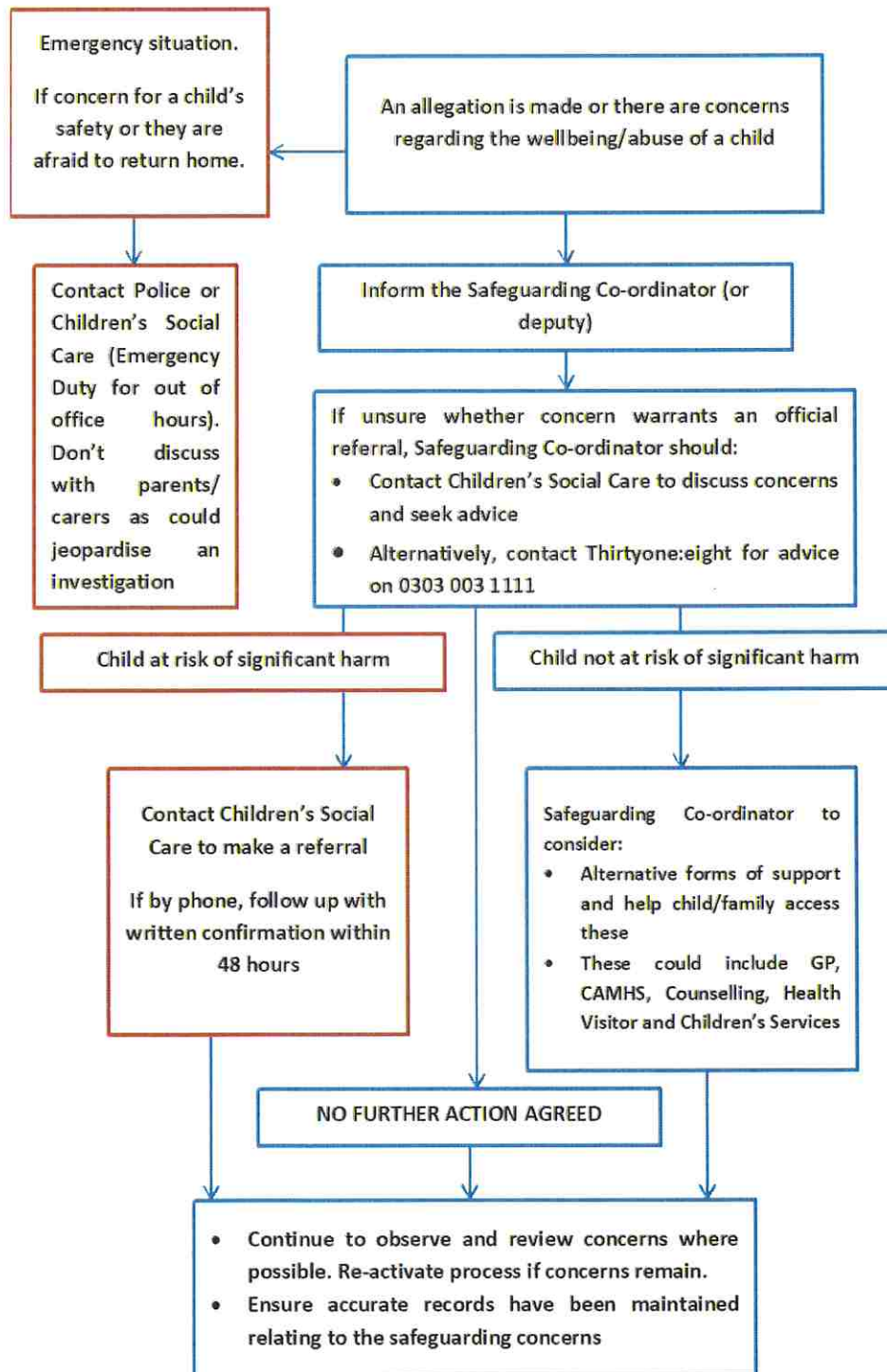
With safeguarding support from:



Thirtyone: eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

Flowchart for Action Children and Young People

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.

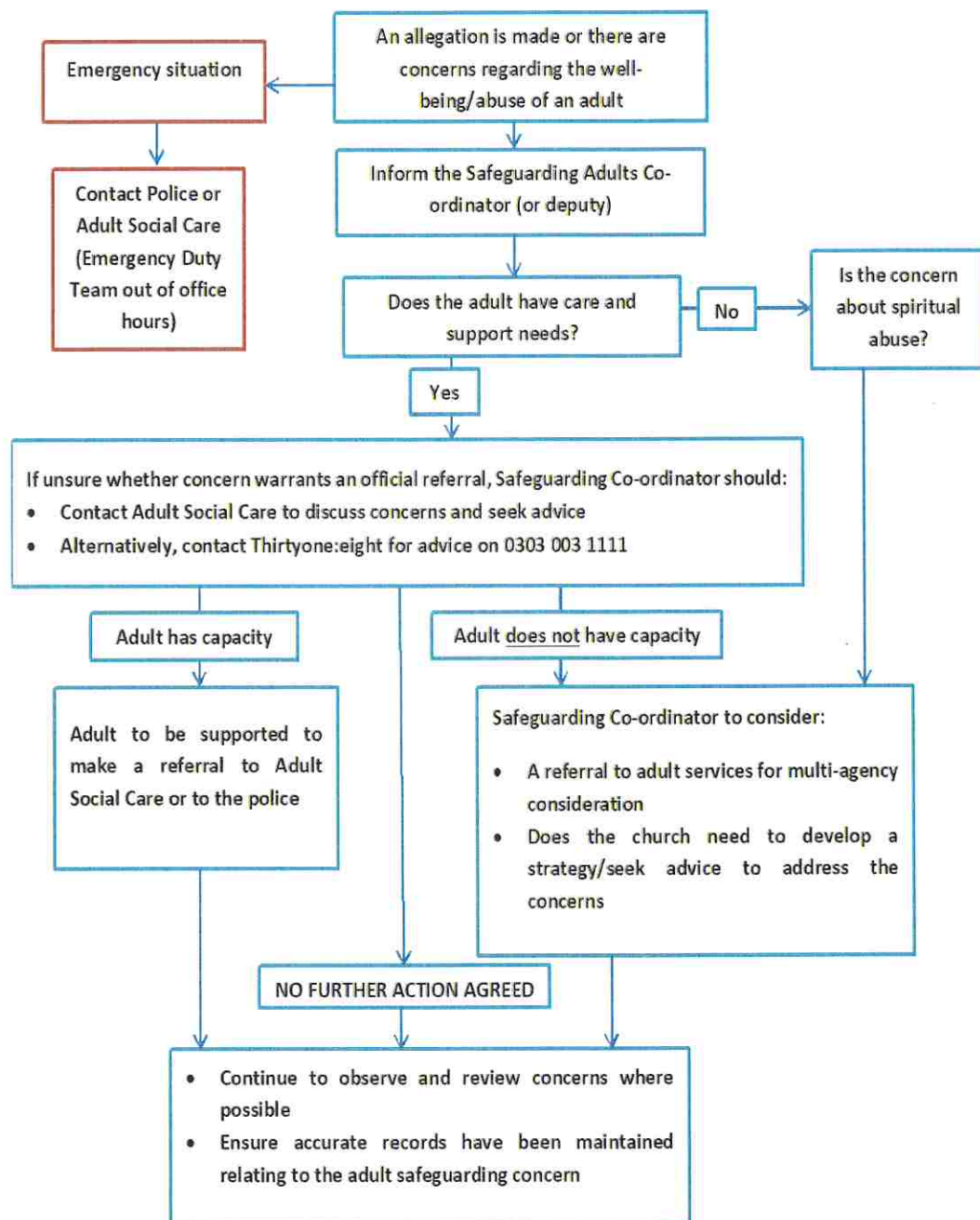


Working Together to Safeguard Children defines significant harm as:

"... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development."

Flowchart for Action Adults at risk

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



"The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.