



Safeguarding Policy





Approval and Update

This Safeguarding Policy was approved by the Board of Trustees on 21st May 2025. It will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

Reviewed By	Date Reviewed	Date of Next Review
Mike Jones	6 th May 2025	1 st September 2025



Contents

Approval and Update.....	2
Section 1 Details of the organisation.....	4
Section 2: Governance and leadership	6
Our commitment	6
Governance	6
Organisation	7
Definitions	9
Section 3: Prevention	11
Understanding abuse and neglect	11
Safer recruitment	11
Safeguarding training	11
Practice Guidelines and Positions of Trust.....	12
Management of Staff – Code of Conduct.....	13
Section 4: Partnership working	14
Section 5: Responding to allegations of abuse	15
Detailed procedures can be found in 'Safeguarding Practices and Procedures'	15
Section 6: Wellbeing Support and Pastoral Care.....	18
Supporting those affected by abuse	18
Working with those who may pose a risk	18
Pastoral care and safeguarding	18
Adoption of the policy	20
APPENDIX 1 Safeguarding statement	21
APPENDIX 2 Detailed Safeguarding Organisational Framework	23
APPENDIX 3 Report Concerns poster	24
APPENDIX 4 Code of Conduct	25
APPENDIX 5 Support and Guidance Signposting	29
APPENDIX 6 Behaviour Risk Assessment for adult, young person or child.....	32
Clauses to consider in a contract with an offender	34



Section 1 Details of the organisation

Name of the Place of Worship:	King's Church Lewes
Address:	Unit 3 Brooks Road, Lewes, BN7 2BY
Telephone Number:	01273 486182
Church Email:	office@kingschurchlewes.org
Safeguarding Trustee:	Mike Jones
Safeguarding Elder:	Al Pickering
Safeguarding Lead:	Anna Scott
Deputy Safeguarding Lead:	Layla Dyer
Charity Number:	1081337
Company Number:	3986549
Insurance Company:	Ansvar

King's Church Lewes is a diverse community of around 200 people who come together to worship God, grow in their faith and have a positive impact on the town of Lewes and its neighbouring villages.

King's Church Lewes works with children, families and adults with care and support needs as part of its activities. These include, but are not limited to:

- Our Sunday morning meeting to encounter God through modern worship and relevant teaching.
- Our Sunday morning Kids and Youth work groups which are available for children to attend and learn about the Christian faith.
- Our weekday Youth activities such as mentoring and the Youth Club.
- Our weekday children related activities such as King's Tots in the premises..
- Our mid-week small groups at people's homes.
- Our Monday Morning Community Café.
- Our school holiday lunch box clubs.

We operate two premises (our primary building in Lewes and Jubilee Centre in Barcombe).



King's Church Lewes | *Safeguarding Policy*

The primary building is also used during the week to provide food bank services, and is also hired out for birthday parties, conferences, training days, community support services and events throughout the week.



Section 2: Governance and leadership

Our commitment

As Elders and Trustees (hereafter known as 'Leadership') 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 can 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 a Leadership 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. We have signed our adoption of this policy on page 18.

(Please see APPENDIX 1 for a copy of King's Church Lewes Safeguarding Statement.)

Governance

King's Church Lewes' board of trustees is appointed to have independent authority and legal responsibility. This includes having 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" (IICSA The Governance Institute, 2017).

The board of trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator. **Contact details for the Charity Commission for England and Wales Phone: 0300 066 9197 (Advisors are**



King's Church Lewes | *Safeguarding Policy*

available Monday to Friday, 9am to 5pm, except for Wednesday between 12:00pm and 1pm when they are closed for staff training.)

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:

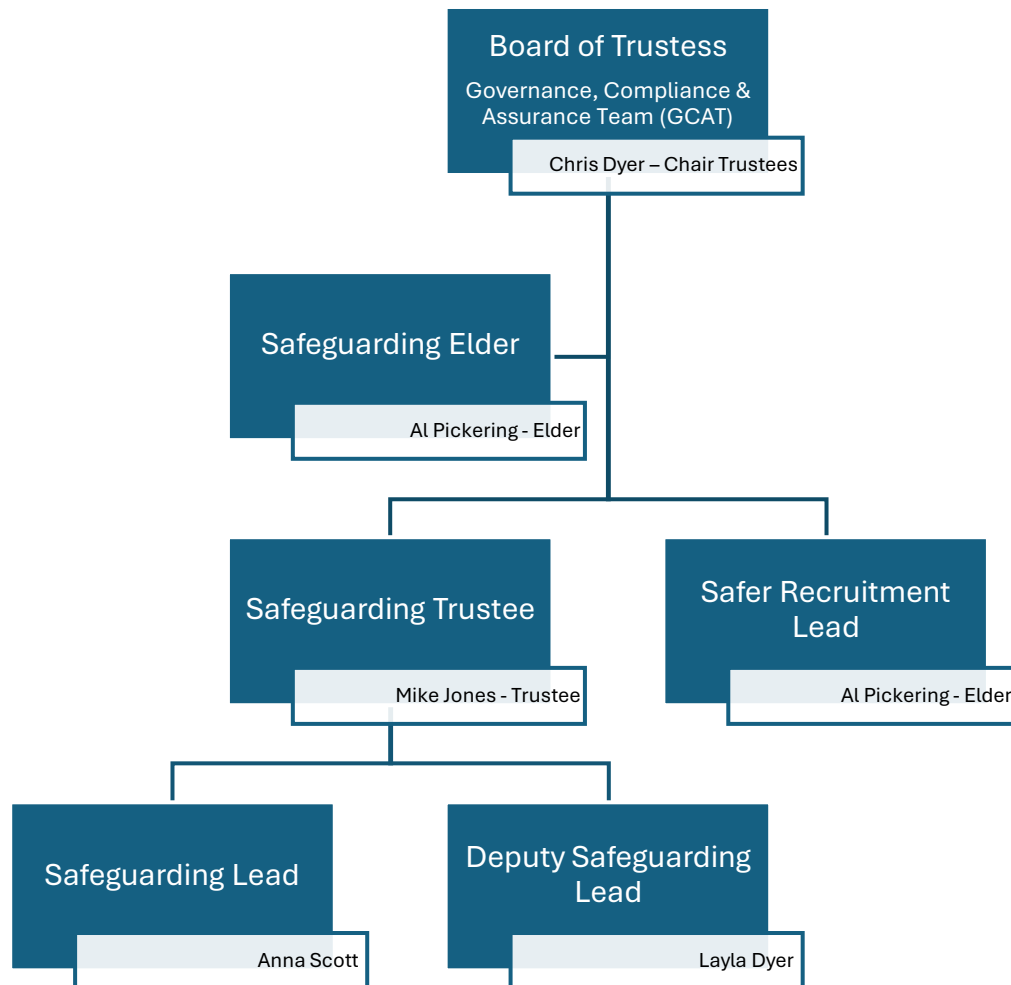
- those who lead do so by example and are committed to the safeguarding of all.
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures.
- there are clear codes of conduct.
- the values of the organisation are embedded in its day-to-day actions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

Organisation

Safeguarding in KCL should not be conducted in isolation of other Church activities. It is a key priority which runs through every element of our work at KCL and is the responsibility of everyone.

This structure identifies the responsibilities of key roles within the KCL safeguarding team and clearly identifies the responsibilities and accountability of the team members.

(Please see APPENDIX 2 for a Detailed Safeguarding Framework.)





Definitions

Safeguarding

King's Church Lewes uses definitions of the term 'safeguarding' from statutory guidance.

1. Safeguarding children is defined in Working Together to Safeguard Children (HM Government, 2018) as:
 - protecting children from maltreatment
 - preventing impairment of children's health or development
 - ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
 - taking action to enable all children to have the best outcomes
2. Safeguarding adults with care and support needs is defined in the Care and Support Statutory Guidance issued under the Care Act 2014 as:
 - protecting the rights of adults to live in safety, free from abuse and neglect.
 - people and organisations working together to prevent and stop both the risks and experience of abuse or neglect.
 - people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action.
 - recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being. Note: We recognise some adults may not be classed as having care or support needs but may present signs of abuse (e.g. domestic violence) or disclose abuse. The procedures outlined in this policy can be applied to anyone.

Children and Adults with care and support needs

King's Church Lewes uses definitions of "children" and "adults with care and support needs" from statutory guidance.

1. Children include any child or young person up to the age of 18.
2. An "adult with care and support needs" means a person aged 18 or over who:
 - is receiving the following services:
 - accommodation and nursing or personal care in a care home
 - personal care or nursing or support to live independently in their own home
 - any services provided by an independent hospital, clinic, medical agency or the NHS.



King's Church Lewes | *Safeguarding Policy*

- social care
- any services provided in an establishment catering for a person with learning difficulties.
- has the following conditions:
 - a learning or physical disability
 - a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
 - a reduction in physical or mental capacity.

Additional Key Terms

Leadership: group term for Elders and Trustees

Trustees: Those with independent authority and legal responsibility

Employees: Employees of the Trust, regardless of paid or unpaid

Volunteers: Non-employed workers, specifically recruited and known to the Trust

Staff: group term for employees and volunteers

Senior Members of Staff: Identified decision-making Employees, Volunteers or Trustees

Office Administrator: Identified Employees or Volunteers with responsibility for premises management

Service Hirers: Those who have an agreement in place to use the Trust's premises for pre-approved uses

Service Users: Those participating in the Trust's or Service Hirers events or services

Visitors: anyone entering the trust's premises who is not a staff member



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 with care and support needs 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.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included in the document 'Safeguarding Practices and Procedures'.

Safer recruitment

The Leadership will ensure all staff 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.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and the relevant Disclosure and Barring Service (DBS - England and Wales) 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 and induction 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.

More information can be found in the 'King's Church Lewes Safer Recruitment Policy'.

Safeguarding training

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



King's Church Lewes | *Safeguarding Policy*

The Leadership will provide or facilitate all staff undertaking basic safeguarding training, which will be renewed every three years.

The Leadership will provide or facilitate specialist safeguarding training for the Eldership Team, which will be renewed every three years.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training, which will be renewed every two years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The Leadership will provide or facilitate specialist safeguarding training for the board of trustees, which will be renewed every three years.

The Leadership will provide or facilitate specialist safeguarding training for Youth and Children's Work Team Leaders, which will be renewed every three years.

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.

See Appendix 3 for 'Report Concerns Poster'.

Practice Guidelines and Positions of Trust

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

All adults working with children, young people and vulnerable adults are in a position of power or influence over them because of the work they do. This is known as being or working in a **position of trust**.

All those in a position of trust need to understand the power this gives them over those they care for and the responsibility they have because of this relationship.

It is vital that all staff 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.

Clear boundaries are in place to ensure that the safeguarding of vulnerable groups is not compromised and that there are clear expectations about appropriate behaviour of staff.

Staff should NOT use their position to:

- Gain access to information for their own or another's benefit.
- Intimidate, bully, humiliate, threaten, coerce or undermine.



King's Church Lewes | *Safeguarding Policy*

- Form or promote relationships that are or may become sexual.

We have specific good practice guidelines for every activity we are involved in. **Please see 'Safeguarding Practices and Procedures'.**

Management of Staff – Code of Conduct

As a Leadership we are committed to supporting all staff and ensuring they receive support and supervision. All staff have been issued with a code of conduct for supporting children, young people, and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

See Appendix 4 for The Code of Conduct



Section 4: Partnership working

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

We therefore have clear guidelines with regards to 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.

It is also our expectation that any organisation using our premises (Service Hirers), as part of the letting agreement will have their own policy that meets our safeguarding standards, and we will inspect these as needed. Safeguarding requirements are a condition of use and occupation of the premises; failure to comply with this would lead to termination of the agreement.

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 with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.



Section 5: Responding to allegations of abuse

Detailed procedures can be found in 'Safeguarding Practices and Procedures'

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

- The staff memberstaff member should make a report of the disclosures, allegation or concern of abuse as soon as possible to:

Name: Anna Scott (hereafter the "Safeguarding Lead")

Tel: 01273 486182

Email: anna@kingschurchlewes.org

The above is nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

Name: Layla Dyer (hereafter the "Deputy Safeguarding Lead")

Tel: 01273 486182

Email: layla.dyer@kingschurchlewes.org

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to:

Name: Mike Jones (hereafter the "Safeguarding Trustee")

Tel: 01273 486182

Email: mike.jones@kingschurchlewes.org

The team can also be contacted by emailing 'safeguarding@kingschurchlewes.org'

The staff member can also contact Thirtyone:eight to get further advice if required: Tel: 0303 003 1111. Option 2

The staff member should record the disclosure, allegation or concern onto the cause for concern form and share this with the Safeguarding Lead/Safeguarding Deputy or Safeguarding Trustee as soon as possible.



King's Church Lewes | *Safeguarding Policy*

The Cause for Concern form can be found in 'Safeguarding Practices and Procedures'.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

Children's Services:

- Phone: 01323 464222 Single Point of Advice (SPoA) Mon-Thurs 8.30am-5pm and Fri 8.30am- 4.30pm.
- Email: 0-19.SPOA@eastsussex.gov.uk
- Out of Hours Social Care Service - Children's services: 01273 335905/6

Adults' Services:

- Phone: 0345 60 80 191
8am to 8pm, 7 days a week (including bank holidays). Calls are charged at a local rate.
- Out of hours emergencies: phone 0345 60 80 191 and select option 2 to connect to our Emergency Duty Service.
- Out of Hours Social Care Service Adult services: 01323 636399

Police: 101 or 999 if person is at risk of harm

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales) to report a serious incident/raise a concern.
- Local Authority Designated Officer – LADO (England and Wales) if the allegation concerns an staff member working with someone under 18.

Chair of Trustees: Chris Dyer

Phone: 07411763674

Email: chris.dyer@kingschurchlewes.org

Safeguarding Trustee: Mike Jones

Tel: 07341495784

Email: mike.jones@kingschurchlewes.org

Local Authority Designated Officer (LADO):

- Phone: 01273 481544
- Email: ESSCP.Contact@eastsussex.gov.uk
- [Children's LADO referral form | East Sussex County Council](#)



King's Church Lewes | *Safeguarding Policy*

Charity Commission for England and Wales:

- Phone: 0300 066 9197 (Advisors are available Monday to Friday, 9am to 5pm, except for Wednesday between 12:00pm and 1pm when they are closed for staff training.)
- [Charity Commission contact forms](#)

Concerns 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 disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police, or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead 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 the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Lead/Deputy Safeguarding Lead 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.



Section 6: Wellbeing Support and Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering wellbeing support/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 organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: Al Pickering

Tel: 07791314782

Email: al@kingschurchlewes.org

See APPENDIX 5 for Support and Guidance Signposting.

Working with those who may pose a risk

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/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 a risk assessment and through consultation with appropriate external parties.

See APPENDIX 6 for Safeguarding Risk Assessment for an Individual, and behavioural contract templates

Pastoral care and safeguarding

Pastoral care is an important part of working with people, and can provide a listening, non-judgemental, and caring environment for people to work through any concerns or difficulties. Where pastoral care is offered by specific roles within King's Church Lewes (e.g. by the elders, connect group leaders, prayer ministry team, community café team), care must be offered whilst prioritising safeguarding. It is important that all pastoral carers know what abuse is, how to recognise the possible signs and indicators, and how to respond to concerns.



King's Church Lewes | *Safeguarding Policy*

A pastoral carer can face situations that conflict with their role, particularly in the area of confidentiality. Complete confidentiality must never be promised. If the information disclosed by someone receiving pastoral care indicates that there is a safeguarding concern or that they or another may be at risk of harm, confidentiality must be waived and the pastoral carer must take action, reporting the information appropriately using the correct procedures.

These can be found in the 'Safeguarding Practices and Procedures' document.

A pastoral carer may find there are 'blurred lines' of responsibility when providing pastoral support to certain church attendees who are also friends. There is a difference between caring for someone as a friend and pastoral care on behalf of the church. If a pastoral carer does provide pastoral care to a friend within their church role, both need to be clear on the different expectations and the need for the pastoral carer to share information with others if there is a serious concern.



Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:

Position: Designated Safeguarding Elder

Date:

Signed by:

Position: Chair of Trustees

Date:

Signed by:

Position: Designated Safeguarding Trustee

Date:



APPENDIX 1 Safeguarding statement

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Place of worship: King's Church Lewes

The following statement was agreed by the leadership on: _____

- This place of worship is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people 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 and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship all staff will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- 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.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship.
- Supporting all in the place of worship affected by abuse.

We recognise:



King's Church Lewes | *Safeguarding Policy*

- Children's Social Care 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 annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding Leads for this place of worship.

_____ Safeguarding Lead

_____ Deputy Safeguarding Lead

A copy of this place of worship's/organisation's Safeguarding Policy can be seen at www.kingschurchlewes.org/safeguarding

Signed by Elders

Signed _____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____

Signed by Chair of Trustees

Signed _____	Date _____
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APPENDIX 2 Detailed Safeguarding Organisational Framework

Safeguarding Governance, Compliance and Assurance Team - GCAT (Point of Contact: Chris Dyer - Chair of Trustees)

- Holds legal responsibility for how safeguarding is managed within KCL.
- Oversees the organisational priorities and culture, ensuring that safeguarding principles are embedded in the working practices of KCL.
- Ensures that KCL has procedures in place to manage safeguarding crises that may impact the integrity of KCL.

Designated Safeguarding Trustee – Mike Jones Accountable to the GCAT

- Advise the GCAT & Eldership on specific statutory duties required to ensure compliance with current safeguarding legislation.
- Oversee organisation risks on behalf of the GCAT.
- Ensure any serious incidents are reported to the Charity commission.
- Oversee the work of the safeguarding lead and deputy.
- Oversee policy and practice reviews.
- Oversee reporting concerns and ensuring there are clear lines of reporting in place.

Designated Safeguarding Elder – Al Pickering Accountable to the GCAT

- Ensure the needs of victims and survivors are met through safe pastoral support.
- Overall supervision of KCL staff on behalf of the Eldership Team
- Identify and assess organisation risks on behalf of the Eldership team.

Safer Recruitment – Al Pickering Accountable to the GCAT

- Leading the safer recruitment of staff.

Safeguarding Lead – Anna Scott Accountable to the Safeguarding Trustee

- Initial point of contact for safeguarding concerns.
- Preparation of the safeguarding policy and procedures.
- Ensuring that safeguarding procedures are maintained.
- Maintaining safeguarding records.
- Keeping contact details and processes for contacting statutory bodies up to date.
- Coordinating safeguarding training
- Processing DBS checks
- Completing policy and practice reviews.
- Reviewing reporting concerns and ensuring there are clear lines of reporting in place.

Deputy Safeguarding Lead – Layla Dyer Accountable to the Safeguarding Trustee

- Cover the Safeguarding Lead in the event of holidays or sickness.
- Help share the workload with the Safeguarding Lead.
- Act as an alternative point of contact should an accusation be made against the Safeguarding Lead or someone close to them.



APPENDIX 3 Report Concerns poster

Safeguarding Matters - Speak Up!

We want everyone in our church to feel safe and welcomed. If you're worried about your safety or someone else's, don't stay silent —come and talk to us.

Are you worried, do you feel unsafe or have you seen or heard something about a child or adult that causes you concern?

→ Say something! →

Tell King's Church Lewes Safeguarding Team

You can talk to:

Anna Scott
Designated Safeguarding Lead

Layla Dyer
Deputy Safeguarding Lead

Mike Jones
Safeguarding Trustee

Tel: 01273 486182 Email: safeguarding@kingschurchlewes.org

Useful Helplines

Police non-emergency: 101	NAPAC: 0808 801 0331
Childline: 0800 1111	Samaritans: 116 123
NSPCC: 0808 800 5000	National Domestic Abuse: 0808 2000 247
Stop it now!: 0808 1000 900	Action on Elder Abuse: 0800 0699 784

King's Church Lewes

We are committed to creating safer places by following statutory guidelines on good working practice.
A copy of our safeguarding policy is available upon request.
For independent advice call the Thirtyone:eight Safeguarding Helpline 0303 003 1111

February 2025

Policy created using the Thirtyone:eight Safeguarding Template

24



APPENDIX 4 Code of Conduct

King's Church Lewes Code of Conduct

Please note that the term 'service users' in this policy includes children, young people, and adults with care and support needs.

This behaviour code outlines the conduct that King's Church Lewes expects from all our staff. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect all service users from abuse.

King's Church Lewes is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff

In your role at King's Church Lewes you are acting in a position of trust and authority and have a duty of care towards the service users that we work with. You are likely to be seen as a role model by these people and are expected to act appropriately.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of staff

You are responsible for:

- Prioritising the welfare of service users.
- Providing a safe environment for service users including:
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- Following our principles, policies and procedures including:
 - policies and procedures for safeguarding and child protection
 - whistleblowing
 - online safety
 - staying within the law at all times
- Modelling good behaviour for service users to follow.
- Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to Anna Scott – KCL Safeguarding Lead.
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures. This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting service users



King's Church Lewes | *Safeguarding Policy*

You should:

- Listen to and respect all service users.
- Value and take service users' contributions seriously, actively involving them in planning activities wherever possible.
- Respect service users' right to personal privacy as far as possible.
- If you need to break confidentiality in order to follow safeguarding and child protection procedures, it is important to explain this to the service user at the earliest opportunity.

Diversity and inclusion

You should:

- Treat service users fairly and without prejudice or discrimination.
- Understand that service users are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to our church.
- Challenge discrimination and prejudice.
- Encourage service users to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid showing favouritism.
- Be patient with others.
- Exercise caution when you are discussing sensitive issues with service users. Ensure your contact with service users is appropriate and relevant to the nature of the activity you are involved in.
- Ensure that whenever possible, there is more than one adult present during activities with service users.
- If a situation arises where you are alone with a service user, ensure that you are within sight or can be heard by other adults.
- If a service user specifically asks for or needs some individual time with you, ensure other employees or volunteers know where you and the service user are.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Inappropriate behaviour

When working with service users, you must not:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.
- Smoke, consume alcohol or use illegal substances.
- Develop inappropriate relationships with a service user.
- Make inappropriate promises to a service user.
- Engage in behaviour that is in any way abusive including having any form of sexual contact with a service user.
- Let a service user who is not a member of the church have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.



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- Patronise or belittle a service user.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of a service user.

People in Positions of Trust (PiPoT)

Employees or volunteers working with the community at King's Church Lewes are subject to upholding our code of conduct that includes the additional element of PiPoT. The Care Act (2014) defines People in Positions of Trust (PiPoT) as 'people who work in paid or unpaid capacity, including celebrities and people undertaking charitable duties with adults with care and support needs'. Position of Trust is a legal term that refers to certain roles.

People can be considered to be in a 'position of trust':

- Where they are likely to have contact with adults at risk of abuse and harm (Care Act 2014) as part of their employment or voluntary work.
- Where the role carries an expectation of trust.
- Where the person in trust can exercise authority, power or control over an adult(s) at risk (as perceived by the adult at risk).

Positions of trust may include, but are not limited to any employees or volunteers working on behalf of Social care, Health services, Police and criminal justice, Government officials, Financial advisers, Housing, Education, Voluntary Community Service Enterprise (VCSE) organisations, and Sporting organisations and their governing bodies

PiPoT and Safeguarding

As a PiPoT you may hold significant power, influence, close contact, authority or responsibility over your service users especially children, young people, and adults with care and support needs. You have the potential to have an impact on an individual's life, well-being or development.

Though PiPoTs have the potential to make a positive impact, they can also have the potential to cause harm whether intentionally or unintentionally due to the trust placed in them.

The concept of PiPoT is important in relation to the power dynamic involved in interactions. A conflict of interest can also arise from this situation.

It is essential to monitor and closely regulate these roles to ensure that those in positions of trust do not abuse their power.

Examples of situations that may cause concern include an staff member:

- giving a service user extra special attention or preferential treatment or acting as their confidante.
- frequently spending time on their own with a service user, particularly if this is in private or isolated areas.
- spending time outside their working or volunteering hours alone with a service user.
- transporting a service user to or from meetings or activities on their own.
- making friends with a service users' family or carers and/or visiting them at home.
- giving gifts, money, toys, cards or letters to a service user.
- using texts, telephone calls, emails or social networking sites to communicate with a service user.
- being overly affectionate with a service user.
- flirting with or making suggestive remarks or sexual comments around a service user.



King's Church Lewes | *Safeguarding Policy*

Please note that prior / existing friendships with service users will not be subject to these conditions. Please speak to the Safeguarding Lead about any concerns you may have.

Upholding this code of behaviour

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of employees where the line manager will consult the Safeguarding Lead as appropriate).

Depending on the seriousness of the situation, you may be asked to leave King's Church Lewes, or suspended pending an investigation. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS.

If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Lead. If necessary, you should follow our whistleblowing procedure and safeguarding procedure.

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:



APPENDIX 5 Support and Guidance Signposting

Christian Support

- Premier Lifeline (a confidential telephone helpline offering a listening ear, emotional and spiritual support from a Christian perspective, prayer and signposting)
Tel. 0300 111 0101 9am to 5pm Monday to Friday (excluding public holidays)
- Hope in Depression (6 week Zoom course designed to support and inform adults living with mild to moderate depression and anxiety and those who care for them)
<https://www.kerith.church/groups-and-courses/hope-in-depression>
- Mercy UK (16 week, free of charge, trauma-informed discipleship program)
<https://www.mercyuk.org/freedom-journey>
- TasteLife (Support for those struggling with eating disorders and their families)
<https://www.tastelifeuk.org/>
- Restored (support resources for those impacted by Domestic Abuse)
<https://www.restored-uk.org/survivors/>
- Care for the Family (Marriage, Parenting and Bereavement Support)
<https://www.careforthefamily.org.uk/>
- Parenting for Faith (equipping parents and carers to raise God-connected children and teens)
<https://www.brf.org.uk/what-we-do/parenting-for-faith/>
- CAP money (money and debt advice and support)
<https://capuk.org/>
- Betel UK (rehab residential centres for those affected with drug addiction and/or homelessness)
<https://betel.uk/i-need-support>
- Southover Counselling in Lewes (also offer the Bereavement Journey course)
<https://www.southovercounselling.org.uk/>
- The Haven support service in Burgess Hill for unplanned pregnancies, complicated pregnancies, pregnancy loss and post abortion <https://havencentre.org.uk/index.html>

Local Support

East Sussex One Space (care and support services in one place) <https://1space.eastsussex.gov.uk/>

Addiction

Helplines & Support

Alcoholics Anonymous <https://www.alcoholics-anonymous.org.uk/>

BetKnowMore <https://www.betknowmoreuk.org/>

GamCare <https://www.gamcare.org.uk/>

Alcohol Change <https://alcoholchange.org.uk/>

Gamblers Anonymous <https://www.gamblersanonymous.org.uk/>

With You <https://www.wearewithyou.org.uk/>

Other resources

NHS <https://www.nhs.uk/live-well/healthy-body/drug-addiction-getting-help/>



King's Church Lewes | Safeguarding Policy

Drink Aware <https://www.drinkaware.co.uk/>
 GamAnon <http://gamanon.org.uk/>
 Mind <https://www.mind.org.uk/information-support/guides-to-support-and-services/addiction-and-dependency/>
 Talk to Frank <https://www.talktofrank.com/>
 Alcohol Change <https://alcoholchange.org.uk/>
 Nacro (criminal records) <https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/addiction-services/drug-support-services/>
 HumanKind <https://humankindcharity.org.uk/drug-and-alcohol-recovery/>
 TurningPoint <https://www.turning-point.co.uk/services/drug-and-alcohol-support/friends-and-family.html>
 DrugFAM <https://www.drugfam.co.uk/>
 Betel <https://www.betel.uk/>
 The Bead Project <https://www.beadproject.org.uk/>

Bereavement

Helplines and Support

Cruse Bereavement <https://www.cruse.org.uk/>
 Child Death Helpline <http://childdeathhelpline.org.uk/>
 Child Bereavement UK <https://www.childbereavementuk.org/>
 SAMM <https://www.samm.org.uk/> (Support after Murder or Manslaughter)
 Papyrus (After suicide) <https://www.papyrus-uk.org/>
 UK SOBS (After suicide) <https://uksobs.org/>

Other resources

The Bereavement Register <https://www.thebereavementregister.org.uk/>
 Tell Us Once <https://www.gov.uk/after-a-death/organisations-you-need-to-contact-and-tell-us-once>
 Brake Charity <http://www.brake.org.uk/>
 Road Peace <https://www.roadpeace.org/>
 Support After Suicide <https://supportaftersuicide.org.uk/>
 Child Death Helpline <https://www.childdeathhelpline.org.uk/> Sands (Baby deaths) <https://www.sands.org.uk/>
 Grief Chat <https://griefchat.co.uk/>
 The Miscarriage Association <https://www.miscarriageassociation.org.uk/>
 Bereaved Parent Support <https://www.careforthefamily.org.uk/family-life/bereavement-support/bereaved-parent-support>
 Support with funeral costs <https://www.gov.uk/funeral-payments>
 Government Tell Us Once <https://www.gov.uk/after-a-death/organisations-you-need-to-contact-and-tell-us-once>

Bullying, Harassment and Discrimination

Helplines

National Bullying Helpline <https://www.nationalbullyinghelpline.co.uk/>
 National Stalking Helpline <https://www.suzylamplugh.org/pages/category/national-stalking-helpline>
 Rights of Women Helpline 020 7490 0152 (sexual harassment)

Resources

ACAS <https://www.acas.org.uk/discrimination-bullying-and-harassment>
 Changing Faces <https://www.changingfaces.org.uk/>
 Family Lives <https://www.familylives.org.uk/>
 Anti-Bullying Alliance <https://anti-bullyingalliance.org.uk/>
 SARI (Stand Against Racism & Inequality) <https://saricharity.org.uk/>
 CIPD Bullying at work <https://www.cipd.org.uk/knowledge/factsheets/harassment-factsheet/>

Specific Support

Resources

Support Line <https://www.supportline.org.uk>
 Women's Aid <https://www.womensaid.org.uk>



King's Church Lewes | *Safeguarding Policy*

Victim Support <https://www.victimsupport.org.uk>
 Refuge <https://www.refuge.org.uk>
 Elder Abuse [https://www.ageuk.org.uk/information-advice/health- wellbeing/relationships-family/protection-from-abuse/](https://www.ageuk.org.uk/information-advice/health-wellbeing/relationships-family/protection-from-abuse/)
 Rape Crisis <https://rapecrisis.org.uk/>
 National Stalking Helpline <https://www.suzyplamplugh.org/Pages/Category/national-stalking-helpline>

Family Support

Relate <https://www.relate.org.uk>
 Carers UK <https://www.carersuk.org>
 Young Minds <https://www.youngminds.org.uk/>
 Family Lives <https://www.familylives.org.uk/>

Financial Support

Benefits Calculator <https://www.gov.uk/benefits-calculators>
 Money Advice Service <https://www.moneyadviceservice.org.uk>
 StepChange <https://www.stepchange.org>
 National Debt Line <https://www.nationaldebtline.org/>
 Debt Advice Foundation <http://www.debtadvicefoundation.org/>
 Christians Against Poverty <https://capuk.org/>
 Business Debt <https://www.businessdebtline.org/>
 Mental Health & Money <https://www.mentalhealthandmoneyadvice.org/en/>
 Money Saving Expert <https://www.moneysavingexpert.com/>
 Turn2Us <https://www.turn2us.org.uk/>
 Action Fraud <https://www.actionfraud.police.uk/>
 Phone-paid Services Authority <https://psauthority.org.uk/>
 Policy in Practice <https://policyinpractice.co.uk/software/> (benefits calculator)
 The Money Charity <https://themoneycharity.org.uk/>
 Citizens Advice <https://www.citizensadvice.org.uk/debt-and-money/>
 Family Fund <https://www.familyfund.org.uk/>

Paying Bills

Support with Energy bills <https://www.ofgem.gov.uk/information-consumers/energy-advice-households/getting-help-if-you-cant-afford-your-energy-bills>
 Support with water bills <https://www.citizensadvice.org.uk/consumer/water/water-supply/problems-with-paying-your-water-bill/help-with-paying-your-water-bills/>
 Support with council tax bill <https://www.citizensadvice.org.uk/housing/council-tax/check-if-you-can-pay-less-council-tax/>

Housing Support

Shelter <https://england.shelter.org.uk/>
 Crisis <https://www.crisis.org.uk/>
 Centrepont <https://centrepont.org.uk/>
 Housing Justice <https://housingjustice.org.uk/>
 Float Support Service (East Sussex) [East Sussex Floating Support Service | BHT Sussex](#)



APPENDIX 6 Behaviour Risk Assessment for adult, young person or child

Church / Organisation			
Subject of Risk Assessment (if child, include age)		Location	
Date of Risk Assessment		Date for Review	
Responsible Leader		Review Frequency	
Professionals/others involved (if applicable)			
Reason for risk assessment (including a view on the individual's awareness and acknowledgement of the concerns)			

What are the concerns?			
Given this, what are the possible risks? Who is at risk?			
Can the risk be managed? What measures can be adopted to safeguard in this situation?			
Action by whom?			
Action by when?			
Date completed			



Guidance notes

1. This document will primarily be overseen (and possibly even completed) by the safeguarding lead. It may be filled-in, in conjunction with a staff member or leader who knows the situation or individual (adult/child) well.
2. It is important to remember that a tool like this will be useful for dealing with:
 - a. risks that are known and substantiated or
 - b. those that are unsubstantiated but still warranting some form of safeguarding arrangements or
 - c. on receipt of a blemished disclosure during the recruitment process (read InFocus on Dealing with Blemished Disclosures for how to do this well)
3. Therefore, communication is key when seeking to put an assessment in place. Encourage your staff to raise/share concerns appropriately so you can make an informed decision about the nature and detail of the risk assessment.
4. Information about risks an individual may pose may be received from anyone of these following services: Social Services or Police or Probation or Health services. Seek to contact them to clarify information and where possible seek to gather their view on your risk assessment. Other organisations such as schools, churches or voluntary organisations may be able to indicate the presence of a safeguarding concern in relation to a child or adult though not the details of the relevant concerns.
5. Possible measures (as stated in Point 3) could range from a stringent contract/covenant of care to informal supervision/monitoring arrangements. Depending on the nature of the risk and the potential groups that may be vulnerable through coming into contact with the individual, consider realistic ways of managing and also supporting the individual concerned.
6. If the risk assessment indicates that King's Church Lewes is unable to manage the risk the individual poses (either due to the scale of work with vulnerable groups or lack of resources to offer accountability arrangements and/or pastoral support), the individual must be advised that your church may not be the appropriate place for them to attend. You can support them to seek to explore an alternative church and encourage them to share the concerns with the relevant safeguarding lead and/or minister.



Clauses to consider in a contract with an offender

Here are some examples of the sort of clauses you may need to consider when drawing up a contract or agreement with an offender. This is not an exhaustive list and you should always take into account the particular circumstances of the individual and the organisation involved.

Boundaries

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults
- I will attend meetings and activities as directed by the leadership
- I will sit where directed at activities (e.g. meetings, social gatherings) and will not place myself near children, young people and vulnerable adults
 - I will not enter certain parts of the organisation's premises designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress
- I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home
- I accept that "x" and "y" will sit with me during activities (e.g. meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or adults at risk for whom they care.
- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the church.
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period

Pastoral care

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

- Support you in finding suitable employment opportunity which will not bring you into contact with children or vulnerable adults.
- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.



King's Church Lewes | *Safeguarding Policy*

- Work closely as a place of worship with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
- Attempt to meet any practical needs you may have, including assisting with options for accommodation.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of known sex offenders need pastoral care, and 'space' to share without judgement.