

His Kingdom Church

Safeguarding Policy

Last updated: July 2025

Contents

Section 1: Details of the Church	1
Section 2: Governance and leadership	2
Our commitment	2
Governance	2
Section 3: Prevention.....	3
Understanding abuse and neglect	3
Positions of Trust	3
Safer recruitment.....	4
Safeguarding training.....	4
Practice Guidelines	4
Management of Workers – Codes of Conduct.....	4
Section 4:	5
Partnership working.....	5
Section 5: Responding to allegations of abuse	6
Detailed procedures where there is a concern about a child:	7
Allegations of physical injury, neglect or emotional abuse.....	7
Allegations of sexual abuse.....	8
Detailed procedures where there is a concern that an adult needs protection:.....	8
Allegations of abuse against a person who works with children/young people.....	8
Allegations of abuse against a person who works with adults with care and support needs.....	8
Allegations of non-recent sexual abuse from an adult:	9
Section 6: Wellbeing Support and Pastoral Care	10
Supporting those affected by abuse	10
Working with those who may pose a risk	10
Adoption of the policy	11
Appendix 1: Safeguarding statement.....	12
Appendix 2: Definitions and Signs of Abuse	14
What is abuse?	14
What is neglect?	14
Types and categories of child abuse	14
Signs of abuse and neglect	14
Appendix 3: Code of Conduct.....	15
Appendix 4: Forms.....	17
His Kingdom Church Consent Form for Kingdom Kids	1
His Kingdom Church Consent Form for Usual Youth Services, Events, and Activities	2
His Kingdom Church Consent Form for Activities / Outings	4
Appendix 5: Related Policies and Guidance.....	9

Section 1: Details of the Church

Name of Church: His Kingdom Church

Address: 130 Kesteven Way, Kingswood, Hull HU7 3NR

Tel No: 07403 271751

General Email address: info@hiskingdom.co.uk

Senior Leader Name: Andrew Murray

Senior Leader Contact Telephone / Email:

07547588124 / andrew@generationbuilders.org

Safeguarding Lead Name: Beatrice Smith

Safeguarding Coordinator Contact Telephone / Email:

07969609676 / beatricesmith94@hotmail.co.uk

Deputy Safeguarding Lead Name: James Seager

Deputy Safeguarding Coordinator Contact Telephone / Email:

07446898149 / james.seager3@googlemail.com

Charity Number: 1207087

Insurance Company: Ansvar

The following is a brief description of our church and the type of work / activities we undertake with children and adults who have care and support needs:

His Kingdom Church meets for weekly for Sunday worship services in hired venue(s), such as community or function rooms. These cater for all ages, with children and young people attending with their parents or carers, and include sung worship, prayer, preaching and social interaction. Additional mid-week services and meetings are also organised in hired venue(s), to which other churches are invited, as well as ad-hoc weekend events and conferences. The church also runs small groups and Bible studies for adults that take place in people's homes. Adults with support needs are welcome to attend the church's services, meetings and activities, and any needs they have in respect to attending are discussed with them.

Pastoral care is made available to members of the church and, where it is felt appropriate, to the wider community (including adults with support needs). This may involve providing Christian-focused spiritual guidance and support for people facing challenging life-situations or needing to make significant decisions. It may also involve signposting people to other Christian and secular support services.

Youth small groups meet in the home(s) of youth leaders. These include Bible study, prayer, and worship. Additional youth activities are arranged on an ad-hoc basis, which may include trips and activities in other venues. A weekly Christian-focussed children's club is run in hired venue(s), with additional activities being organised occasionally in other venues.

Section 2: Governance and leadership

Our commitment

As a 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 build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (Our Ten standards | Thirtyone:eight).

Governance

His Kingdom Church’s 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 governance board/board of trustees will have overarching responsibility for safeguarding within the organisation, including referring to the relevant charity regulator.

[Add in specific information on the charity regulators from the guidance notes based on the context that your organisation operates in]

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

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 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.

For the purposes of this policy, a child will be referred to as someone under 18 years old,

An adult at risk of harm will be defined in this policy as the following: any person aged 18 years or older who

- has care and support needs
- Is experiencing, or is at risk of, abuse or neglect
- Is unable to protect themselves because of their care and support needs

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 particular reference to Article 5:

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

This policy is in line with the following legislation:

- The Children Act (1989 & 2004)
- Working Together to Safeguard Children (2023)
- The Care Act (2014)
- Safeguarding Vulnerable Groups Act (2006)
- Mental Capacity Act (2005)

Definitions, signs, and indicators of abuse are included in appendix 2, with additional guidance being available on the ThirtyOne:Eight website. Details on how to respond to a disclosure of abuse, are included here in section 4.

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers 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.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

Safer recruitment

The Board of Trustees will ensure all workers 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 a disclosure and barring check (DBS) 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 is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the church'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 workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will provide or facilitate all staff/volunteers undertaking basic safeguarding training 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 governance board/board of trustees 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.

Practice Guidelines

As a Church 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.

We provide specific good practice guidelines and other policies relating to activities that we are involved in. These are listed in appendix 5.

For some activities you will need specific forms, e.g., consent forms, risk assessments etc. The relevant forms can be found in appendix 4.

Management of Workers – Codes of Conduct

As a Board of Trustees 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, and will be given clear expectations about what is expected of them both within their job role and out. The code can be found in appendix 3. They will also receive further training as necessary.

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 and have a partnership agreement for safeguarding (please see appendix #). It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our 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 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

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

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

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

Name: Beatrice Smith (hereafter the "Safeguarding Lead")

Tel: 07969609676

Email: beatricesmith94@hotmail.co.uk

The above is nominated by the Board of Trustees 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: James Seager (hereafter the "Deputy Safeguarding Lead")

Tel: 07359836822

Email: james.seager3@googlemail.com

If the concerns implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then in the first instance the worker or volunteer should contact Thirtyone:eight to get further advice if required: Tel: 0303 003 1111. Option 2

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:

Name of local authority: Hull City Council

Children's Social Services

Tel: 01482 448 879 option four

Out of hours Tel: 01482 300 304

Website Address: <https://www.hull.gov.uk/children-and-families>

Adult Social Services

Tel: 01482 616 092

Out of hours Tel: 01482 300 304

Website Address: <https://www.hull.gov.uk/support-adults>

Police Protection Team Tel: 101 (ask for Humberside Police)

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern

- Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Local Authority Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- 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 Board of Trustees 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.
 - 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 Board of Trustees hope that members of the church will not need to 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 direct. We hope by making this statement that the Board of Trustees demonstrate 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.

Detailed procedures where there is a concern about a 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:

- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care (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 disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care.
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of 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 Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care (England, Wales, Scotland), Gateway Services (Northern Ireland).

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 Care and police on 101.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult needs protection:

Concerns 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 Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

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.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, will:

- Make a referral to the Local Authority Designated Officer (LADO), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS (England and Wales), for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer.
- Share information about the concern with the police.

Allegations of abuse against a person who works with adults with care and support needs

The safeguarding Lead will:

- Liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.

- Make a referral to the relevant Disclosure and Barring Service DBS (England and Wales), following the advice of Adult Social Services.
- Share information about the concern with the police.

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care 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 Social Care to decide not the organisation.

Allegations of non-recent sexual abuse from an adult:

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police (England and Wales), Police Scotland or Police Service Northern Ireland (PSNI). If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer -LADO(England and Wales), Children's Social Care (Scotland) or the Gateway Team (Northern Ireland) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care (England, Wales, Scotland) or Adult Social Work Services (Northern Ireland) to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Section 6: Wellbeing Support and 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 church.

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

Name: Andrew Murray

Email: info@hiskingdom.co.uk

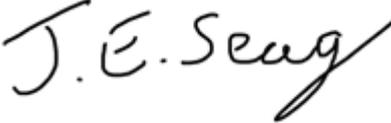
Working with those who may pose a risk

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.

Adoption of the policy

This policy was agreed by the Board of Trustees and will be reviewed annually.

Signed by:  Position: Chair
Andrew Murray

Signed by:  Position: Trustee
James Seager

Date: July 2025

Appendix 1: Safeguarding statement

Policy Statement on Safeguarding to be displayed on the His Kingdom Church's website

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of church: His Kingdom Church

The following statement was agreed by the Board of Trustees on 24th July 2025

- This church 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 church.
- 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 statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that, as a church, all workers 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 2018, 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. *(Please amend this list for appropriate legislation in N. Ireland and Scotland)*
- 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 church.
- Supporting all in the church affected by abuse.

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 annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this church.

Beatrice Smith, Safeguarding Lead

Contact Email: beatricesmith94@hotmail.co.uk Phone: 07969609676

James Seager, Deputy Safeguarding Lead

Contact email: james.seager3@gmail.com Phone: 07446 898149

A copy of this church's policy can be obtained by contacting His Kingdom Church (info@hiskingdom.co.uk) or the Safeguarding Co-Ordinator, and is available on the His Kingdom Church Website.

Appendix 2: Definitions and Signs of Abuse

Spotting signs of child abuse or neglect in children and young people is distressing for everyone involved. If you feel that something isn't right and are concerned about a child or young person in your care, recognising the signs will help you respond well. Upsetting as it is, you'll know that you've done the right thing. If you have an uneasy feeling that won't go away when you see or hear things from a child or young person, don't ignore it.

What is abuse?

Abuse is an act which causes harm or injury to another person.

- Over time or a one-off traumatic event.
- In person or online.

What is neglect?

Neglect is the persistent failure to meet a person's basic needs.

- A lack of the love, care and attention needed to thrive in life.

Types and categories of child abuse

- **Physical abuse.** This can take the form of hitting, punching, burning, shaking and other forms of physical harm.
- **Emotional abuse.** This includes belittling behaviour, insults, name-calling, degrading and humiliating behaviour, and withholding love and affection. A child will be made to feel that they're worthless, inadequate or unloved. Intimidation, coercion and harassment can also be involved.
- **Sexual abuse.** Where a child or young person is forced or enticed into sexual activity, whether the child is aware of what's happening or not. This may involve physical contact, looking at sexual content online, having their photo taken or being filmed to produce indecent images, or being groomed for these activities – online or in person.
- **Neglect.** This is the ongoing failure to meet basic physical or psychological needs, which is likely to result in harm to a child or young person's health or development. It includes not providing adequate food, clothing or shelter, or failing to protect a child from harm.

Signs of abuse and neglect

The signs of child abuse aren't always obvious. The signs will vary depending on the type of abuse happening, and there are many. Common signs to look out for include:

- A pattern of unexplained bruises or marks. However, a child who has lots of bruises on their lower legs isn't necessarily being harmed – they could just be out having childhood fun. Accidents happen. Accidental injuries are more likely to happen on areas like knees and elbows, but consistent marks together with unusual behaviour or other physical signs can give you a fuller picture of what could be happening to that child.
- Using sexualised language you wouldn't expect a child of their age to know.
- Poor hygiene or always asking for food.
- Changes in behaviour and personality, especially if these are unexplained – for example becoming uncharacteristically aggressive, quiet or upset.
- Being withdrawn, having few or no friends.
- Being anxious or worried about things.
- Difficult relationship with parents/carers

You might also see unusual behaviour in an adult caregiver that makes you concerned for the safety of a child.

Appendix 3: Code of Conduct

His Kingdom Church behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for His Kingdom Church. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour relating to activities involving children or vulnerable adults

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches the church's social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave His Kingdom Church. 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 coordinator or line manager (in the case of a paid staff member).

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 4: Forms

This appendix contains examples of consent forms to gain parental permission for children and youth to take part in the various activities of His Kingdom Church. They are for illustrative purposes and may be adapted by various church groups to meet their specific needs, so long as they capture all the permissions required for the activity / group that the child / youth will be involved in. For example: attendance, receiving first aid in emergency, photographs, online communication with group leaders, etc.

His Kingdom Church Consent Form for Kingdom Kids

Child's Name: _____

Date of Birth: _____

Parent / Carer's Name: _____

Child's Home Address: _____

Parent / Carer's Phone: _____

Parent / Carer's Email: _____

Attendance

Kingdom Kids is the weekly Children's group organised by His Kingdom Church and is conducted in accordance with our Safeguarding Policy, which is available on request. This includes all leaders being assessed for their suitability to work with young people, which involved DBS checks being made. Also, if your child becomes ill or has an accident during the service or activity, first-aid will be given by our staff and, if necessary, emergency medical/dental treatment may be given as deemed appropriate by a medical practitioner. We will do our best to contact you as soon as possible in such cases.

Do you give your permission for your child to attend Kingdom Kids? YES / NO

Communication

In order to keep the families of children attending Kingdom Kids informed of news and events, the Church would like to communicate with them. This may be in the form of phone calls, emails, text messages, and other forms of social messaging. Do you give permission for the Church to contact you about services, events, and activities relating to your child? YES / NO

Do you give permission for us to send you the Church's regular e-news with general information about the Church's services, events and activities? YES / NO

Photos / Video

Photographs and video are taken at Church services, events, and activities (including Kingdom Kids). These might be used in printed materials, posted online on the Church's official website(s) and social media stream(s), or live streamed in order to celebrate what has happened and for promotional purposes. To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child are taken and used. Therefore, please answer questions below:

- May we take images of your child during activities of the group or at the event? YES/NO
- May we use your child's image in our printed promotional publications? YES/NO
- May we use your child's image on our website and social media streams? YES/NO

Signed: _____

Name: _____

Date: _____

You may withdraw any of the permissions given on this form at any time. To do so, please email info@hiskingdom.co.uk.

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).

His Kingdom Church Consent Form for Usual Youth Services, Events, and Activities

Child's Name: _____

Date of Birth: _____

Parent / Carer's Name: _____

Child's Home Address: _____

Parent / Carer's Phone: _____

Parent / Carer's Email: _____

Attendance

The Church's / Youth Group's usual services, events, and activities to which young people (i.e., school years 7 to 13) can attend unaccompanied are:

- Youth Bible Study
- Youth Social Events
- Sunday Church Services
- Friday Miracle Nights

These are held in the venues and at the time detailed in official church communication, such as on the Church's website, announced during Sunday Church Services, or via email. On occasion, these may be held online (e.g. over Zoom). The permissions given on this form relate to these services, events, and activities only. Further permission may be needed for additional activities that your child may wish to attend.

All services, events, and activities to which young people attend are conducted in accordance with our Safeguarding Policy, which is available on request. This includes all leaders being assessed for their suitability to work with young people, which involved DBS checks being made. Also, if your child becomes ill or has an accident during the service or activity, first-aid will be given by our staff and, if necessary, emergency medical/dental treatment may be given as deemed appropriate by a medical practitioner. We will do our best to contact you as soon as possible in such cases.

Do you give your permission for your child to attend these usual Church / Youth Group services and activities, either in-person or online? YES / NO

Communication

In order to keep members of the youth group informed of news and events, the Church would like to communicate directly with them. This may be in the form of phone calls, emails, text messages, and other forms of social messaging. The Church also offers young people the opportunity to connect with its social media streams, including those specifically for the youth group. Furthermore, on occasions, young people may wish to communicate with youth leaders around pastoral related matters, which may be done in-person, over voice or video calls, or online. All this communication will be conducted in line with our Online Safety Policy, which is available on request. To ensure that parents are aware that such communication, including online contact, may take place please answer the questions below:

I consent to the Church and its youth leaders being in contact with my child in the following ways:

- Telephone YES / NO
- Text messages (SMS) / Social Messaging YES / NO

If yes to either the above, please provide the child's phone number: _____

- Email YES / NO

If yes, please provide the child's email address: _____

- Social Media Streams YES / NO
- Video Calling YES / NO

To ensure that parents / carers are kept up to date with news concerning the Church and Youth service, events, and activities, we would like to keep in touch with you. This will usually be by email but may occasionally be by telephone or text message.

Do you give permission for the Church to contact you about services, events, and activities relating to your child?
YES / NO

Do you give permission for us to send you the Church's regular e-news with general information about the Church's services, events and activities? YES / NO

Photos / Video

Photographs and video are taken at Church services, events, and activities (including those specifically for youth). These might be used in printed materials, posted online on the Church's official website(s) and social media stream(s), or live streamed in order to celebrate what has happened and for promotional purposes. To comply with the Data Protection Act 1998, permission must be granted by the parent/carer before any images of your child/children are taken and used. Therefore, please answer questions below:

- May we take images of your child during activities of the group or at the event? YES/NO
- May we use your child's image in our printed promotional publications? YES/NO
- May we use your child's image on our website and social media streams? YES/NO

Transport

The church is sometimes able to provide transport for children to and from their homes for services, meetings, and activities. This transport will be in a leader's car or hired minibus, and the following principles will be adhered to:

- Transport will be provided in vehicles that are roadworthy (i.e., have a current MOT) and are appropriately insured.
- All drivers meet the minimum legal age and have a full driving licence required for the transport they will be driving.
- Seat belts will be worn at all times by all occupants of the vehicle.

Please note any special provisions that are required when transporting your child.

I give permission for my child to be transported to and from the Church's usual services, meetings, and activities (including those specifically for youth or children). I understand that, on the occasions that my child is transported in this way, it will be to/from the home address on this form. YES / NO

Signed: _____

Name: _____

Date: _____

You may withdraw any of the permissions given on this form at any time. To do so, please email info@hiskingom.co.uk.

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).

His Kingdom Church Consent Form for Activities / Outings

Dear parents / carers,

We are planning to take a group of children / young people on the following activity / outing:

Name of visit or activity:

Date:

Venue/destination:

Departure place and time:

Return place and time:

Cost:

Transport arrangements:

Your child will need to bring the following items: [e.g. coat, swimming kit, packed lunch, money etc.]

If your child would like to attend, please return the form attached to this letter by:

Yours,

Reply Slip: [Name of visit or activity and Date]

Full name of child/young person _____

Child's Home Address: _____

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity and / or any instructions regarding medicines that your child needs to take.

Telephone number for emergencies

Day: _____ Evening: _____

I have read the above information and I give permission for _____ to take part in this activity.

I understand that:

If required, my child will receive medication, as instructed, before or during the event.

Every effort will be made to contact me as soon as possible should my child become ill or have an accident.

If necessary, my child will be given medical/dental treatment as deemed appropriate by a medical practitioner should they become ill or have an accident.

I enclose a cheque or cash to the sum of £ ____ : ____

Signed: _____

Name: _____

Date: _____

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer).

Guidance Notes

How to Carry Out a Risk Assessment

Risk assessment is not difficult, but it does take time. It is sensible, therefore, to spread the load as far as is possible and for people to carry out risk assessments in their own particular area, where they best know about any hazards. The process should be overseen and co-ordinated by the person who has overall responsibility for health and safety.

Systematically look at each area of the church/building or activity and note all of the hazards and risks, and any existing safety measures in the risk assessment template. Note also any person who may be specifically at risk. You must then note any additional safety measures or 'controls' which will reduce those risks as far as possible. As well as the interior of buildings, you must also look at other external areas and neighbouring activities.

You can calculate a risk rating to help you prioritise any additional safety measures that may be required.

Risk assessment calculator

To calculate a risk rating, you need to grade both the likelihood and severity from 1 to 5. The grades are then multiplied together to give a risk rating.

Likelihood

The likelihood of something happening can be graded as:

- 1 – Remote possibility
- 2 – Unlikely
- 3 – Possible
- 4 – Likely
- 5 – Inevitable

Severity

The severity of harm if something does happen can be graded as:

- 1 – Minor harm
- 2 – Injury requiring 1st aid treatment, other low-level harm
- 3 – Injury requiring medical treatment, other medium-level harm
- 4 – Serious injury or long term medical condition, other significant harm
- 5 – Major injury or fatality, other critical harm

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 25

Risk Rating (Likelihood x Severity)

- 1-4 Broadly Acceptable – No Action Required
5-9 Moderate – Reducing Risk to Reasonably Practicable
10-16 High Risk – Priority action to be Undertaken
17-25 Unacceptable – Actions Must be taken Immediately.

Risk Assessment

Activity /Job:

Location:

Risk Assessment Compiled by:

Risk Assessment Approval:

I am satisfied that the hazards identified and the controls put in place will reduce the level of risk to As Low As Reasonably Practical (ALARP) and the task is permitted to proceed.

Risk Assessment Matrix

(This table gives guidance relating to physical risk. Other risks such as those relating to Safeguarding, emotional harm, or other types of risk are to be assessed on a similar scale.)

Severity (S)		Effect	Outcome	Likelihood (L)	
1	Minor Injury	Cuts and abrasions, minor skin irritations	No loss of time	1	Remote Possibility
2	Injury requiring 1 st aid treatment	Minor injury requiring basic first aid treatment, minor sprains/strains	One to three days off work	2	Unlikely
3	Injury or condition requiring medical attention	Deep wounds, fractures, burns, muscle/ligament injury, temporary sense loss.	More than three days off work. Reportable injury	3	Possible
4	Serious injury or long term condition	Loss of fingers, toes, eye injury, serious medical condition	Weeks or months off sick, long term condition	4	Likely
5	Major injury or fatality	Loss of limbs, sight, long term illness or death	Permanent disability	5	Inevitable
Severity (S)					
Likelihood	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25
Risk Rating (RR)					
1-4	Broadly Acceptable – No Action Required				
5-9	Moderate – Reducing Risk to Reasonably Practicable				
10-16	High Risk – Priority action to be Undertaken				
17-25	Unacceptable – Actions Must be taken Immediately.				

Appendix 5: Related Policies and Guidance

This safeguarding policy should be read in conjunction with the following policies, adopted by the church:

- Online Safety Policy
- Online Safety Guidance
- Volunteer Management Policy