



**Full Policy
& Procedures**

for the

Safeguarding

of

**Children, Young People
&
Adults at Risk**

For The Crossing SEC and The Crossing Cafe

(please also refer to Safeguarding Policy for the Crossing Church)

**The Crossing Centre & Cafe
Newcastle Street
Worksop. Notts. S80 2AT**

www.thecrossing.co.uk

Safeguarding Policy Statement

**This document relates to The Crossing SEC and The Crossing Cafe.
(hereby known as The Crossing)**

The Crossing is fully committed to safeguarding the welfare of all children, young people & adults at risk. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people & adults (when at risk) from harm, abuse and exploitation.

The Crossing acknowledges its duty to play a part in preventing, identifying and responding to abuse & neglect and will co-operate with the police & local authority in any investigation.

In implementing this policy The Crossing will:-

- Communicate to all workers within the organisation (paid & voluntary) their legal and moral responsibility to protect children, young people & adults at risk from harm, abuse & exploitation.
- Make sure that trustees, staff and volunteers are aware of what abuse is, and how to spot it.
- Carefully select & train all those with responsibility within The Crossing in line with Safer Recruitment principles.
- Ensure that all workers undertake appropriate training.
- Ensure that satisfactory DBS disclosure checks are maintained for all staff and volunteers working within The Crossing in any relevant role. (these to be refreshed at 5 yearly intervals).
- Will ask all external users working with children, young people and adults at risk to provide a copy of their safeguarding policy – and assurance that DBS checks are carried out.
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner.
- Take seriously the welfare of all who come into The Crossing Church & Centre, are involved in its activities, or are involved in activities elsewhere that emanate from The Crossing.
- Provide clear & concise systems whereby all workers (paid & voluntary) have a named person to report any suspicion or allegation of harm, abuse or exploitation. This named person will fully understand the responsibility to refer any child protection concerns to the statutory child protection agencies, and will also fully understand the procedures to follow if an adult is suffering abuse.
- Endeavour to keep up to date with national developments relating to the welfare & protection of children & young people and of adults at risk.
- Provide copies of the full policy for safeguarding on request to any party.

Safeguarding Policy & Procedures in Action

1. Introduction and Overview.

- 1.1 The Crossing Church, Centre and Cafe is committed to establishing a safe, caring community where the safeguarding & protection of all children, young people and adults at risk is provided.
- 1.2 These procedures have been developed to ensure that welfare and protection of any child, young person and adult at risk is safeguarded.
- 1.3 The Crossing is committed to the belief that protecting children and young people and adults at risk is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers (paid & voluntary) to act appropriately to any concerns that arise in respect of a child, young person or adult at risk.
- 1.4 Every effort will be made to inform all associated with The Crossing about the safeguarding policy & procedures.
- 1.5 The responsibility for safeguarding on the premises within the life of The Crossing rests with the Church Council as managing trustees and the Board of Directors of The Crossing SEC Co Ltd, jointly.
- 1.6 The review of our policy takes into account guidance provided by Nottinghamshire Safeguarding Children Board, Nottinghamshire Safeguarding Adults Board, The Methodist Church and the United Reformed Church, and will comply with the recommendations of the "Protection of Freedoms Act 2012".
- 1.7 This policy relates to all community activities within the Crossing, and should be cross referenced with the policy of The Crossing Church, which relates to all "church" activities within the life of The Crossing.

2. Administration and Training.

- 2.1 All employees or volunteers in relevant roles (working with children or supervising adults at risk) recruited by The Crossing will be required to obtain the Enhanced Criminal Record Check from the Disclosure & Barring Service (DBS) and will work closely supervised by a DBS registered person until this registration is achieved.
- 2.2 Notices will be displayed to forbid the capture of images of children or young people by video, mobile phone or camera or any other method of achieving images. (unless formal signed permission is provided by parents/ guardians as appropriate)
- 2.3 For programmes organised by The Crossing which may involve children & young people a formal announcement will be made at the start of every performance outlining the above. (This will be added to the fire emergency announcements)
- 2.4 Third party organisations using The Crossing and who work with children, young people & adults at risk must have their own safeguarding policies & procedures.

This requirement will be built into all licences and booking documentation.
Documentary evidence will be required.

- 2.5 Monitoring of this safeguarding policy will be supervised by the Crossing named persons, who will be responsible for keeping safeguarding related documentation and DBS registrations safe, secure and strictly confidential.
DBS applications will be verified by authorised persons only.
- 2.6 The contact details of appropriate authorities and other relevant local services will be prominently displayed in The Crossing.
- 2.7 Any concerns/allegations of abuse, harm and neglect will be fully documented and stored in a secure and confidential manner. This information will only be shared with the relevant authority when appropriate and will not be shared with any other third party. In line with the Data Protection act.
- 2.8 Review of this policy will take place annually or subject to any change in safeguarding legislation & guidance.

3. Premises and Staffing.

- 3.1 Where events involving children (both regular and occasional) are organised by The Crossing, consideration will be given as to the appropriate number/gender of adult helpers. Bearing in mind the age range, gender and abilities of the children, young people (guidance on ratios will be sought from the relevant statutory organisations).
- 3.2 No worker (paid or voluntary) will be alone with a child or young person or adult at risk at any time.
- 3.3 Support & supervision sessions will be provided at appropriate intervals for all paid and voluntary workers, at which safeguarding information will be regularly updated.
- 3.4 All workers (paid & voluntary) will undertake foundation training in safeguarding (delivered in house) as soon as is practicable, and this training to be refreshed every 4 years. (or in line with current guidance)
- 3.5 Adults at risk working as volunteers within The Crossing will be trained to a basic level on a one – to – one basis, within their individual capabilities, and will be fully supervised at all times (in line with our Equality & Diversity policy).
- 3.6 Young helpers (15-18 yr old) will not be given levels of trust and responsibility within their area of work which would be expected of an adult.

4. Recognising the signs & symptoms of abuse.

All staff and volunteers are to familiarise themselves with the signs & symptoms of abuse. This will be covered in the foundation training and includes Physical, Emotional, Sexual, Discriminatory, Institutional & Spiritual abuse, Neglect including Self-Neglect, Financial or Material abuse, Domestic abuse and Modern Slavery.

The Crossing is committed to ensuring that all workers are aware of the definitions of abuse, and the definitions of a young person and of an adult at risk.

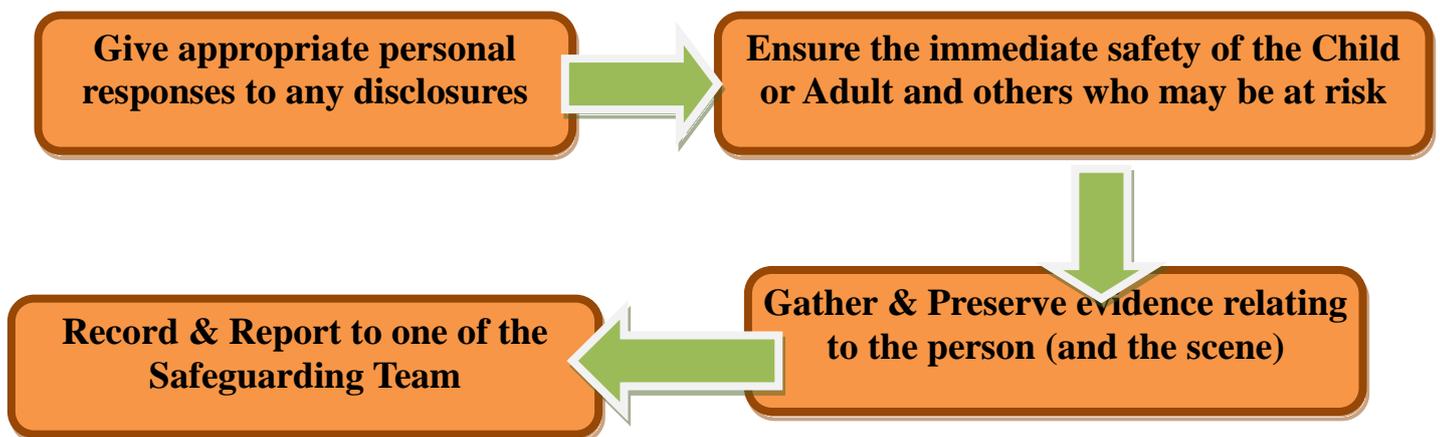
All workers are to be aware that concerns may be raised in a variety of ways, for example:-

- a child, young person or vulnerable adult alleges that abuse has taken place or that they feel unsafe.
- a third party or anonymous allegation is received
- a child or young person's appearance, behaviour, play, drawing or statement cause suspicion of abuse and/or neglect.
- a child or young person or adult reports an incident of alleged abuse which occurred some time ago.
- a report is made regarding serious misconduct of a worker towards a child or young person.

5. Stages to follow if you have concerns.

All staff and volunteers of The Crossing will be informed how to obtain advice, support & help if they have a concern or suspect that a child, young person or vulnerable adult is being harmed.

What to do if Abuse is Alleged, Suspected or Indicated



6. Managing Allegations against a member staff or volunteer.

6.1 In the event of DBS checks raising any concerns, the safeguarding officers will immediately determine whether the concern (if not of a type involving safeguarding issues) could in any way impinge on the individuals contact role with children, young people or adults at risk or their suitability to carry out the role envisaged.

For members of staff, this may (if appropriate) put in question their employment, in line with our employment policy.

For volunteers this may (if appropriate) limit or change the voluntary role taken.

This is in line with the Crossing's policy on employing ex-offenders or accepting ex-offenders as volunteers.

6.2 If concerns raised by DBS checks are regarding safeguarding issues then The Crossing named persons will immediately take steps to ensure that the individual has no contact with children, young people & adults at risk. Confirming this in a letter clearly stating the reasons for the action and seek the advice of the appropriate authority.

6.3 If an allegation regarding a child young person or adult at risk is made against a worker (paid or voluntary) within The Crossing the following steps must be taken:-

- The worker must ensure that the child, young person or adult is safe & away from the person against whom the allegation is made.
- If in regard to a child one of the named persons for child protection must be informed immediately and The named person should contact the Local Authority Designated Officer (LADO) for advice on how to proceed with the immediate situation.
- If in regard to an adult the named safeguarding officer must be informed immediately and appropriate action taken.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard or told as soon as possible after observing the incident or receiving the report. It is important that that the report is an accurate description. The named person (if appropriate) can support the worker during this process, but must not complete the report on behalf of the worker. This report must then be made available on request from either the police and/or the social services.
- Regardless of whether or not a police/social services investigation follows, The Crossing will ensure that an internal investigation takes place and consideration is given to the operation of appropriate disciplinary procedures.

6.4 When an allegation is made The Crossing named persons will (jointly if possible) take the following steps:-

- Take immediate action if there is a suspicion that a child has been abused or likely to be abused.
- Contact the Local Authority Designated Officer (LADO) at the Nottinghamshire Safeguarding Childrens Board. Or the Nottinghamshire Multi agency Safeguarding Hub (MASH) – for adults at risk.
- Contact the District Safeguarding officer
- If a serious incident takes place the Charity Commission and the Crossing's insurers must also be informed

CONTACT DETAILS

- Local Authority Designated Officer (LADO) at the Nottinghamshire Safeguarding Childrens Board on 0115 977 3921.
- Outside of working hours the Emergency Duty Team (Notts SCB) on 0300 456 9546.
- www.nottinghamshire.gov.uk/nscb/contact
- Nottinghamshire MASH team – 0300 500 8080 (out of hours – 0300 456 4546)
- www.nottinghamshire.gov.uk/care/safeguarding/reporting-abuse
- NSPCC - National Child Protection Helpline on 0808 800 5000.
- www.nspcc.org.uk

- Notts CC, Childrens Social Care Duty Team (Bassetlaw, Mansfield & Newark) – 0300 500 8080.
- Police – Public Protection Department. - 101 (ask for Notts Public Protection Dept)

7. Named Persons..

Anne Taylor – Social Enterprise Development Manager.
Phone number – 01909 473375 (church office) 07816064050 (mobile)
e-mail – anne.taylor@thecrossing.co.uk (personal e-mail)

Marion Corbett - Safeguarding Officer
Phone number – 07425 171 503
e-mail – cmarionelizabeth@aol.com

Vicki Bennetts (District Safeguarding Officer)
Phone number 07552 131 455 or 0114 4300 258
e-mail - safeguarding@sheffieldmethodist.org

The roles and responsibilities of the above named persons are :-

- 7.1 To ensure that all the staff & volunteers are aware of what they should do and who they should go to if they have a safeguarding concern.
- 7.2 To ensure that all the administrative & training procedures are fully implemented.
- 7.3 To ensure that any concerns are acted on, clearly recorded, referred on when necessary and, followed up to ensure that the issues are addressed.
- 7.4 The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. These will be kept in a secure place.