COASTLANDS
COMMUNITY CHURCH

SAFEGUARDING POLICY

Coastlands Community Church is a Charity Incorporated Organisation no 1173996 **Review August 2027**

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SECTION 1

COASTLANDS COMMUNITY CHURCH INFORMATION

Organisation: Coastlands Community Church

Website: www.coastlands.co.uk

Meeting places: Columbine Centre**,** Princes Esplanade, Walton on the Naze CO14 8PZ
AND 13 High Street, Walton-on-the-Naze, CO14 8BN

Address: C/o 32 Hall Lane, Walton on the Naze, Essex CO14 8QA

Tel No: 01255 677223

Email address: coastlands.walton@gmail.com

Pastor's Names: Mark Rowland and Sarah Rowland

Pastor's Contact Telephone: 01255 677223
Pastor's contact email coastlands.walton@gmail.com

Safeguarding Coordinator: Emily Webster, team@ignitewalton.co.uk

Safeguarding Deputy: Linda Gray (lindagray7@msn.com)

DBS Lead Recruiter: Karen Wells

Trustee Safeguarding Lead: Denis Bradshaw

Charity Number: 1173996

Insurance Company: Congregational Insurance

COASTLANDS COMMUNITY CHURCH ACTIVITIES

Coastlands Community Church meets every Sunday in the Columbine Centre, Princes Esplanade, Walton on the Naze, offering a warm welcome to everyone and is easily accessible to all.

Coastlands Community Church facilitates the following church-based activities in addition to its Sunday morning service:

- Busybees – a Baby and Toddler group that meets once a week during term time
- Sunday Fuel: is our Sunday morning kids church that meets every Sunday at the Columbine Centre – divided into little sparks 0-3yrs (with parents in attendance), Fuel Kids 4-11 years
- Fuel Kids: is our monthly children's club ages 7-11 this is held at Coastlands Community Centre, High Street. Usually every third Thursday of the month.
- Ignite: For school years 7-9 Youth group that runs every Friday termtime.
- Ignite+: For school years 10-13 youth group that runs every Friday termtime.
- Heart and Soul: One Sunday evening each month (usually the first) meets at Coastlands Community Centre.
- Other courses/groups as identified by the leadership of Coastlands Community Church
- Companions Café – every Tuesday afternoon for 55+. Coastlands Community Centre.
- Pastoral visits from the Leadership team to both congregational members and those in the community
- Outreach – Alpha & other events in the community.

INTRODUCTION

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Board of Trustees. The standards and behaviors may be referred to as the culture of the organization or "the way we do things around here".
"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" (ICSA 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.

For England and Wales this is the Charity Commission – Reporting Serious Incidents [RSI]
https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity

All those in a position of leadership, (including the Trustees of the Church) will have an enhanced DBS check

- All those involved in Church activities that involve interaction with children/ young people will be enhanced DBS checked
- All those involved in church activities that involve interaction with adults with care and support needs will be enhanced DBS checked unless it is an unregulated activity
- All those who are involved with children/young people/adults with care and support needs will receive regular safeguarding training and updates as needed
- Should any person living in a residential/nursing care facility wish to participate in Coastlands Community Church activities only those with enhanced DBS checks may escort to and from the building. (In exceptional circumstances escort may occur where only one member of the congregation is enhanced DBS checked and will closely supervise any congregational member who assists and let the Safeguarding Co-ordinator, or their deputy know)

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

OUR COMMITMENT

The leadership team at Coastlands Community Church recognise the need to provide a safe and caring environment for children, young people and adults/adults with care and support needs. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. This policy is therefore based on the UN Universal Declaration of Human Rights (1948) and the International Covenant of Human Rights(1966) , 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*"; the Convention on the Rights of the Child (1989) which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. Children 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 team we have therefore adopted the procedures

set out in this safeguarding policy in accordance with statutory guidance and are committed working with statutory and voluntary agencies involved in safeguarding should the need arise.

The policy and any attached practice guidelines are based on the ten safeguarding standards and model safeguarding policy published by the safeguarding charity thirtyone:eight. (See Appendix 1)

The Leadership of Coastlands Community Church undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action, they may need to take in order to protect children and adults/adults with care and support needs.
- Provide on-going safeguarding training for all its workers and will regularly review its policies and procedures in line with any legislative changes.
- The Leadership agrees not to allow the document to be copied by other organisations.

P**ASTORAL CARE**

- Pastoral care, whilst recognised as personal and private should also be done in such a way to minimise any risk of safeguarding concerns needing to be raised. It is best practice therefore when carrying out formal pastoral care to have male to male and female to female support. Where home visits are facilitated, it is best practice that two people visit who are enhanced DBS checked.
- If any safeguarding concerns are raised within any pastoral setting they should be logged and reported immediately to Safeguarding lead/or deputy if they are unavailable.

SECTION 2

PREVENTION

Understanding abuse and neglect

Defining child abuse or abuse against an adult/adult with care and support needs 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.

The Care Act 2014 states that adult safeguarding duties apply to 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.

In order to safeguard those in our place of worship and groups, Coastlands Community Church adheres 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:

England

· The Children Act (1989 & 2004)

· Working Together to Safeguard Children (2023)

· The Care Act (2014)

· Safeguarding Vulnerable Groups Act (2006)

· Mental Capacity Act (2005)

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy (see Appendix 2 for definitions of abuse)

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 (England and Wales) (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

Within these the following safeguarding practices apply:

Any member of the congregation who interacts with children, young adults, adults with care and support needs will have a DBS check with the relevant groups that they work with stated on the form. **THE DBS FORM WILL HAVE THE CHECKS RELEVANT TO THE GROUP THE PERSON IS DESIGNATED TO BE INVOLVED IN – THEREFORE SOMEONE WHO IS ONLY DBS CHECKED FOR CHILDREN IS <u>NOT</u> COVERED TO WORK WITH ADULTS AND VICE VERSA.**

Safer Recruitment

The Leadership of Coastlands Community Church will ensure all workers both paid and voluntary 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 if needed for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate

- A disclosure and barring check have been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period as identified by the Team Leader/Leadership Team.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- The applicant has been made aware of the 10 standards identified by thirtyone:eight and have been given a copy of the code of conduct (Appendix three)

Safeguarding Training

The Leadership of Coastlands Community Church is committed to maintaining 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. As a church we join in with thirtyone:eight safeguarding Sunday' to help raise awareness within the wider church community.

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 further 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.

SECTION 3

PRACTICE GUIDELINES

Management of Workers – Codes of Conduct

The Leadership of Coastlands Community Church 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 role and outside of their role. They will also receive further training as necessary.

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

As well as a general code of conduct for workers (see Appendix 3) Coastlands Community Church have good practice guidelines that we follow and have in place. This will enable workers to run activities safely, develop good relationships and minimise the risk of potential harm or abuse and false or unfounded accusations.

These practices include risk assessments for each venue we use as a church and more specific risk assessments for activities we run. Fire safety procedures for each building we use as well as health & safety guidelines. All of the blank copy forms, e.g., Risk assessments, consent forms etc can be found online in a shared folder and hard copies in the safeguarding folder entitled CCC forms. This will be found at the Coastlands Centre in the Cupboard/office space.

Additional Policies and Procedures are attached in the appendices (see Appendix 4). We expect all our volunteers and workers to follow our policies and procedures.

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. 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. 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.

The Trustees and Elders of Coastlands Community Church believe that good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting proactive safeguarding.

SECTION 4
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:

- Document a concern by logging the date, time, location and who was involved in the incident causing concern, and an accurate account of events, also note any behavioural concerns/physical signs of abuse if appropriate,

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

  Name: Emily Webster (hereafter the "Safeguarding Co-ordinator")
  Tel: 07581 464372
  Email: team@ignitewalton.co.uk

  The above is nominated by the Leadership of Coastlands Community Church 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 suspicion in any way involves the Safeguarding Co-ordinator, then the report should be made to Deputy Safeguarding Co-ordinator:

  Name: Linda Gray
  Tel: 07884123003
  Email: lindagray7@msn.com

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

Name: Denis Bradshaw (hereafter the “Safeguarding Trustee”

Tel: 07557124935

Email: denisbradshaw@aol.com

thirtyone:eight
PO Box 133,
Swanley, Kent, BR8 7UQ.
Tel: 0303 003 1111.
Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency, or they may first ring the thirtyone:eight helplines for advice. Based on the concern, they may then contact the relevant services.

Name of local authority: Essex County Council
Children's Social Services
Tel: 0345 6037627
Out of hours Tel 0345 606 1212
Website Address: essex.gov.uk/report-a-concern-about-a-child

Adult Social Services: Essex County Council
Tel: 0345 603 7630
Out of hours Tel: 0345 606 1212
Website Address: https://www.essexsab.org.uk/professionals/reporting-concerns-setsaf-forms/

Police Protection Team Tel: 999 if adult or child is in immediate danger
Adults 0800 032 7644.
Children 101

The Safeguarding Coordinator 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.

Designated officer or LADO (Local Authority Designated Officer) via social services 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 Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy may need to inform others depending on the circumstances and/or nature of the concern.

- The Leadership of Coastlands Community Church 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 Leadership hope that members of Coastlands Community Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency 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 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 THAT A CHILD IS IN NEED OF PROTECTION

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.
- 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 lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse
In the event of allegations or concerns, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Care and Police, on 101
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT AN ADULT AT RISK

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 Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.
- Identify support services for the survivor i.e. counselling or other pastoral support

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 Co-ordinator will consider the provision of The Children and Social Work Act 2017 in regard to the suspension of the worker

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) 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 co-ordinator will:

- Liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the DBS following the advice of Adult Social Services.
- If necessary, inform the Charities Commission of the concerns raised and of the outcome of any investigation

- Share information about the concern with the police
- If necessary inform the Charities Commission of the concerns raised and of the outcome of any investigation

The Care Act 2014 places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide **not** the church.

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. 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 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 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.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

- Identify support services for the survivor .eg. counselling or other pastoral support

SECTION 5
PASTORAL CARE

Supporting those affected by abuse

The Leadership of Coastlands Community Church 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.

Working with offenders and those who may pose a risk

When someone attending Coastlands Community Church is known to pose a potential risk to children or adults with care and support needs and/or is under investigation it is important to show the love of Christ and the hand of friendship to that person and remember that they can be forgiven by Christ.

It is, however recognised that there is a high risk of reoffending so to minimise this risk the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children, young adults, adults and adults with care and support needs, set boundaries for that person which they will be expected to keep. These boundaries are formally agreed to protect both the individual, the Leadership of Coastlands Community Church and those in the congregation of all ages.

A full risk assessment of the individual will be carried out and boundaries appropriate to that person put in place and documented. As standard practice all offenders will have the same basic boundaries set:

1. No individual will be permitted to volunteer with children, young people or adults, in any of the outreach areas facilitated by Coastlands Community Church.

2. No individual should find themselves in a situation where they are alone with children, young people or adults.

3. Key people within the church will need to be aware that the individual is in attendance and will cascade this down to the relevant group leaders and others in their teams as necessary. The key people are **MARK ROWLAND, SARAH ROWLAND, DENIS BRADSHAW, JOSEPH WEBSTER (**Pastors and Elders). They will inform the Safeguarding Co-ordinator/Deputy and Safeguarding Trustee if the issue has not already been flagged up via DBS check in which case they will inform the above key people as a matter of urgency.

4. In setting these boundaries a written contract will be made involving the church leadership and individual. Depending on the circumstance, where it would not be appropriate to have a close family member involved. We advise taking lead from the external agencies where possible and any relevant external agency e.g. probation agency etc unique to that individual may also be involved. A review date for the

contract will be set and the progress of the individual evaluated and if needed the contract amended, replaced or terminated.

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

Adoption of the policy

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

Signed by: Jonathan Juby Position: The Chairman of Trustees

Signed by: Mark Rowland Position: Church Pastor

Date:

APPENDIX ONE

10 SAFEGUARDING STANDARDS – a framework for creating safer places – published by thirtyone:eight

STANDARD 1 Governance

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Governance Board or Board of Trustees. The governance board is appointed to have independent authority and legal responsibility for how an organisation or charity is managed in line with the guidance and expectations of the regulator. They have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

To meet the aims and objectives of the organisation without causing harm to those they work for and with, organisations should consider the standards they set around how they are governed. This is particularly relevant for faith organisations who may offer spiritual guidance and support along with other charitable assistance.

STANDARD 2 Culture

Having a safe and healthy culture creates good attitudes towards safeguarding and ensures it is taken seriously by all. The culture of an organisation sets the tone for safeguarding. When referring to the culture of an organisation we mean 'the way things are done around here'. It includes the customs, values and beliefs evident in those working in and on behalf of the organisation, and its activities.

The development of a safer and open culture helps everyone, and includes things such us having open communication, accountability structures in place, and agreed processes for decision making.

STANDARD 3 Safeguarding policy

Your safeguarding policy is the document that sets the standards and expectations for your organisation around safeguarding and outlines your commitment towards making your setting a safer place.

STANDARD 4 Safer recruitment

Safer recruitment is the way that an organisation makes sure that those who work with vulnerable groups either as paid staff or volunteers are suitable to do so. Following a safer recruitment process for paid and volunteer roles minimises the likelihood of those seeking to harm or abuse others of getting access to vulnerable groups, and includes steps such as the completion of standard applications, interviews, taking-up references, and criminal record checks (where appropriate).

STANDARD 5 Training and awareness

Training workers and raising awareness of safeguarding among workers and service users is a vital part of preventing and identifying harm and abuse. Safeguarding training will equip and empower staff and volunteers to know, understand, and have confidence in how to respond well to safeguarding issues and to work within appropriate boundaries which can reduce the risk of abuse occurring. Raising awareness of safeguarding with those your organisation works with and for is also important, and that you consider ways to make children, young people and adults at risk aware of how to ask for help if they are worried or have concerns.

STANDARD 6 Working safely

All organisations working with children, young people and adults have a duty of care to safeguard and promote their well-being. Having agreed ways of working and communicating safely will help your workers keep themselves and those they are working with and for, safe. Organisation should promote and follow safe working practices that enable your workers to run activities safely, develop healthy relationships and minimise the risk of false accusation.

This includes how you communicate and the use of online or digital forms of communication. All workers should be recruited following a safer recruitment process and should receive relevant safeguarding training before they begin working. They should receive a copy of your safeguarding policy and be familiar with how it relates to their role.

STANDARD 7 Managing workers

In every organisation open to or likely to have contact with children, young people and adults at risk, all workers, paid and voluntary, should be appropriately managed, supervised and supported.

In all organisations there need to be clear accountability structures and this is particularly so for those working directly with children and young people and/or adults at risk of harm. All workers should be well supervised by a named individual and good communication between worker and supervisor is essential. All organisations including churches and places of worship should provide guidance on the Code of conduct they expect from their workers. Good management of workers includes effective training in all aspects of their work but especially in safeguarding.

STANDARD 8 Partnership working

When working in partnership with other organisations, either as a one-off or in the longer term, it's important to make sure that they hold the same safeguarding standards as your organisation. Organisations working with children, young people and adults can operate in very different ways, so making sure you are working to the same standards of safeguarding

practice will require some evidence or agreement in place from partner organisations of their own commitment to safeguarding, and a system of monitoring or accountability.

Working in partnership can cover anything from an organisations letting their premises to another, to working together either within the same region or outside of the UK to fund, support, or deliver activities.
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STANDARD 9 Responding to concerns

How an organisation responds when concerns of harm or abuse are raised is important in ensuring vulnerable people are protected and supported and that justice may be done. Your organisation may be the vital link in setting someone free from abuse and preventing abuse from happening to others. All staff and volunteers that work with children, young people and adults at risk should receive appropriate training and awareness in how to respond well to concerns. This should be included in your organisation's safeguarding policy. Children, young people and adults at risk need to have confidence in the organisation and know that they will be listened to and taken seriously.

STANDARD 10 Those who pose a risk

Some organisations, especially churches and places of worship, are open to all. These are places where children and adults can freely mix and join in activities together in close proximity. This can include people who may pose a risk to others such as those who have been convicted of offences including sexual offences relating to children or adults.

In order to create places that are safer for all, it is essential that organisations that do have an 'open door' policy understand the risks that come with that. Organisations need to have a safeguarding policy that includes a safer recruitment process to limit access to vulnerable groups and other measures in place which make sure any ongoing risks are managed effectively and those who may pose a risk are appropriately supported.

Organisations that want to be truly open to all and allow those that may pose a risk to take part in their activities and be part of their community, can put processes and agreements in place that allow these people to be managed and supported within the organisation without compromising the safety of others

APPENDIX 2

DEFINITIONS AND SIGNS OF ABUSE

Abuse is defined in the Care Act 2014 as "*a violation of an individual's human and civil rights by another person or persons."* For the purpose of this document signs of abuse will cover adults and children. Abuse may be carried out by anyone to anyone irrespective of age, gender, creed, ethnicity by causing harm or by failing to act to prevent harm occurring. Abuse can be on a 1:1 basis or within a group context, in a family or institutional/community setting. For the purpose of this policy the key areas of abuse have been identified although it is recognised that other forms exist and are highlighted at the end of the Adult abuse section.

CHILD-ON-CHILD ABUSE

Inappropriate behaviours between children that are abusive in nature including physical, sexual, or emotional abuse, exploitation, sexual harassment, all forms of bullying, coercive control, hazing/initiation rituals between children and young people, both on and offline (including that which is within intimate personal relationships).

CHILD ABUSE

The categories of Child abuse are not as prolific as those of an adult but are nonetheless as serious and if identified should be acted upon immediately in accordance with this policy. A child is classified as any individual under the age of 18

PHYSICAL ABUSE

Physical abuse is defined as the use of physical force that may result in bodily injury, physical pain, or impairment. Injures may present as different from the usual bumps and bruises that present when children accidently knock themselves and may be as a result of hitting, shaking, throwing, burning or scalding, drowning, suffocation and poisoning.

Physical abuse of children may present as:

- Bruises
- abnormal grazes
- abnormal cuts
- burns, bites
- eye injuries
- bone fractures
- mouth injuries
- sickness.

The history of the injury /illness does not match the presentation of the injury. In some cases, the injury/abuse can be caused deliberately/invented by a parent who themselves is suffering in some way.

It is recognised that some parents/carers seek to discipline their children/those in their care. Should a child sustain a physical injury due to harsh physical discipline this will be treated as abuse and acted upon accordingly.

SEXUAL ABUSE

for the purposes of this policy, sexual abuse will also include the grooming of children and young adults. Sexual abuse is the forcing or luring of a child or young person to take part in sexual activities without their consent, and whether or not they are aware of what is taking place.

Sexual abuse of children may present as:

- Verbal disclosures
- low self-esteem and negative body language
- Self-harm including eating disorders
- Substance abuse and cutting
- Behaviour that challenges including excessive preoccupation of sexual matters/sexually provocative or seductive towards adults.
- Substance and alcohol abuse
- Sexually transmitted diseases
- Pregnancy
- Withdrawing from male/female workers depending on the gender of the abuser
- Frequent urine infections and tummy pains.

NEGLECT

This is the persistent and ongoing failure to meet a child's basic care needs and their psychological needs which will be likely result in the serious damage of a child's health and/or development.

Neglect of children may present as:

- Appearing dirty or unkempt
- clothing or bodies unwashed
- not meeting child milestones
- parents are never present; malnourished
- Evidence of untreated medical/dental conditions.

EMOTIONAL ABUSE

Emotional abuse is where persistent negative comments have an adverse effect on a child's mental health and prevents them from developing emotionally.

Emotional abuse of children may present as

- A delay in reaching developmental milestones
- Attention seeking behaviour
- Low self-esteem
- Negative parent/child interaction where the parent is consistently negative/derogatory towards the child
- Urinary incontinence
- Withdrawal and not interacting with peers and adults

Child abuse linked to faith or belief (CALFB)
Where concerns for a child's welfare are identified, and could be caused by harmful practices linked to a belief in witchcraft, spirit or demonic possession.

FEMALE GENITAL MUTILATION (FGM)
Procedures that involve the partial or total removal of the external female genitalia or any other injury to the female genital organs for non-medical reasons.
Some of the signs to look out for include:

- Knowing a family belongs to a community in which FGM is practised and is making preparations for the child to take a holiday.
- arranging vaccinations or planning absence from school.
- the child may also talk about a special procedure or ceremony that is going to take place.
- indicators that FGM may already have occurred include prolonged absence from school, church or other activities with noticeable behaviour change on return.
- bladder or menstrual problems.
- children finding it difficult to sit still and look uncomfortable.
- complaining about pain between their legs.
- or talking about something somebody did to them that they are not allowed to talk about.

ADULT ABUSE

PHYSICAL ABUSE
Physical abuse is defined as the use of abuse is defined as the use of physical force that may result in:

- bodily injury,
- physica**l** pain, or impairment.
- Physical abuse may include but is not limited to such acts of violence as striking (with or without an object), hitting, beating, pushing, shoving, shaking, slapping, kicking, pinching, and burning.
- Misuse of medication is also a form of abuse along with inappropriate physical sanctions such as restraining. For the purpose of this policy any adult with care and support needs from the age of 18 is at risk of physical abuse.

Signs of physical abuse can include

- Unexplained bruising
- sprains and broken bone
- malnutrition (both underweight or overweight);
- sores and ulcers; soiled clothing;
- signs of inappropriate medication,
- being denied access by caregiver or family member; burns; untreated injuries

SEXUAL ABUSE
The forcing of undesired sexual behaviour by one person upon another without consent. It can happen to men or women of the same or opposite gender of any age, can include online content and does not have to necessarily be physical contact.

Signs of sexual abuse can include:

- Bruising or bleeding in the genital or rectal areas
- bruising in or around the mouth
- negative behaviour towards a member of the same/opposite sex;

Sexting - when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexual messages.

PSYCHOLOGICAL ABUSE

Characterised by a person subjecting or exposing another person to a type of behaviour that may result in psychological trauma.

Psychological abuse includes using

- verbal abuse where someone speaks in a way which us hurtful or demeaning, for example name calling, shouting, talking down to someone, using abusive language
- emotional abuse where someone feels threatened or fearful of someone, perhaps due to mannerisms, gender or general demeanour, to the extent that their emotional development is significantly damaged.
- An extreme form of this is gaslighting which is to manipulate (someone) by psychological means into doubting their own sanity.

Signs of psychological abuse can include:

- Anxiety and confusion;
- appearing scared or frightened; spending long periods alone;
- self- harm; cyber bullying, unusual behaviour usually associated with dementia such as thumb sucking, biting, rocking.

FINANCIAL ABUSE

The misuse or theft of a person's funds and assets. This can be carried out by family members, members of an organisation who are caring for an adult with care and support needs or opportunists such as "cowboy" contractors.

Signs of financial abuse can include;

- Lack of funds for everyday events;
- abnormal interest and involvement by the carer of friend in a person's assets/finances.

DISCRIMINATORY ABUSE

Where an individual, individual's or an organisation discriminates or singles out a person or persons in a negative manner which leads to them being denied the same rights as their peers.

Discriminatory abuse can be against;

- gender, sexual orientation; ethnicity; language; culture; belief system; political beliefs; age; disability.

Signs of discriminatory abuse can include:

- Loss of self-esteem; the person being withdrawn, fearful and anxious; being denied access to or being excluded from events

NEGLECT OR ACTS OF OMISSION

The failure to provide an individual with the basic needs that enable them to survive on a repeated basis. This can include poor living conditions, inadequate medical or physical care, failure to provide the means to acquire services.

Signs of neglect or acts of omission can include:

Poor physical condition and failure to obtain medical care and or dental care; unkempt or soiled clothing; failure to provide mental stimulation, fleas or lice on the person,

THE FOLLOWING CATEGORIES WERE INTRODUCED IN THE 2014 CARE ACT

DOMESTIC VIOLENCE/ ABUSE

Any incident of threatening behaviour violence or abuse (psychological, physical, secular, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality. The abuser will use repeated, random and habitual use of intimidation to control a partner. Also included within this are honour based violence/ marriages and Female Genital Mutilation. It's also important to note that Children and Young People can suffer this form of abuse and are considered victims if they see, hear or experience the effects of abuse and they are related to the victim or the offender.

Signs of domestic abuse can include:

Visible injuries, scars which have no rational explanation; excuses for injuries sustained, evidence of a controlling and/or threatening relationship

MODERN SLAVERY

Where an individual can be forced to work in any of the following areas, brothels, agricultural business, nail bars, restaurants, sweat shops against their will. For the sake of this policy human trafficking will be included in this section.

Signs of modern slavery can include:

Physical appearance, clothing may be inappropriate or dishevelled; restricted freedom of movement; individual may be a foreign national with no ID travel documents; reluctance to talk; no money.

ORGANISATIONAL ABUSE (can also be known as institutional abuse as identified in No Secrets 2000)

This is when neglect or acts of omission occur within an institution such as a care home, hospital, place of education or training or within the community. It can occur through repeated acts of poor or inadequate care and neglect or poor practice by any professional involved in the care setting.

The signs of organisational abuse can be the same as neglect and or acts of omission

SELF NEGLECT/SELF INJUROUS BEHAVIOUR

Where a person who is deemed to be unable to recognise the consequence of their action if they fail to take care of themselves which can cause within a short period of time serious physical, mental or emotional harm or substantial damage to or loss of assets.

Signs of self- neglect can include:

Dehydration, malnutrition, poor personal hygiene; inadequate/hazardous living conditions; lack of clothing; untreated medical conditions, evidence of self- harm

SPIRITUAL ABUSE
Spiritual abuse is coercion and control of a person by another in a spiritual context. The victim experiences the abuse as a deeply emotional personal attack.
This abuse may include:

Manipulation and exploitation

- Enforced accountability
- Censorship of decision making
- Requirements for secrecy and silence
- Pressure to conform
- Misuse of scripture or the pulpit to control behaviour
- Requirement of obedience to the abuser
- The suggestion that the abuser has a 'divine' position
- Isolation from others, especially those external to the abusive context

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed.

The leader may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or God's) acceptance and approval.

OTHER FORMS OF ADULT/CHILD ABUSE
Spiritual abuse; exploitation (including radicalisation) inappropriate restraint; hate crime, Gaslighting, Breadcrumbing (usually via social media)
Whilst the vast majority of these signs of abuse are visual, should a child, young person, adult or adult with care and support needs verbalise that they are being abused then the allegation should be treated seriously and acted upon as per this policy.

APPENDIX THREE
CODE OF CONDUCT

Coastlands Community 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 Coastlands Community 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

- 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 Coastlands community Church social media policy

- Developing inappropriate relationships
- Smoking/vaping 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 Coastlands Community 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:

thirtyone:eight model policy

ANTI-BULLYING POLICY

The Definition Of Bullying

The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space.

Objectives of this policy

- All children, workers, parents and carers should be aware of the anti-bullying policy within the organisation and what they should do if bullying arises
- All workers should have an understanding of what bullying is, be aware of possible signs if it is happening and follow the policy when it is reported
- Children and parents/carers should be assured that they will be supported when bullying is reported

Prevention

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Writing a set of group rules
- Signing a behaviour contract
- Having discussions about bullying and why it matters

Procedures

- Report the bullying incident to children's leaders
- Ensure that details are carefully checked before action is taken
- In all cases of bullying, the incidents should be recorded by the worker
- Consideration should be given to informing the parents/carers of the bully, but this should only be done if workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation
- If it is thought that an offence has been committed, consideration should be given to contacting the police
- The bullying behaviour or threats of bullying must be investigated and stopped quickly
- Help should be offered to help the bully address his/her behaviour

Outcomes

- The children's worker involved in dealing with the incident should issue a warning to the child concerned
- An apology should be given by the child who has bullied another
- If possible, those involved will be reconciled
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place
- After the incident(s) have been investigated parents/carers should be informed of the action taken
- All incidents must be recorded in the log book

WHISTLE BLOWING POLICY

There needs to be a mechanism in place for workers to be able to raise legitimate concerns (e.g. improper actions or omissions) about other workers, with impunity. Commonly known as 'whistleblowing', the reporting principles are contained in the Public Disclosure Act 1998.

Like any other organisation, places of worship have a duty to conduct themselves in a responsible and transparent way and to take into account legal requirements, the requirements of funding bodies, the Charity Commission and any other public body.

As a place of worship, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all employees (paid or voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the safeguarding co-ordinator.

DATA PROTECTION POLICY

INTRODUCTION

Coastlands Community Church currently stores all data regarding its members, so it can contact them on an as needed basis, review DBS data and enable members to contact each other. Under The General Data Protection Regulations 2018, individuals now have more rights and protection as to how their personal data is both collected, accessed, used and stored by organisations. Here at Coastlands, we regard data protection very seriously and this policy will describe how this data will be collected, handled stored and protected to comply with Data Protection Law.

REASON FOR POLICY

This data protection policy will ensure that Coastlands Community Church will:

1. Comply with data protection law and follow good practice.
2. Protects the rights of employees and congregation members at all times.
3. Is open and transparent about how it stores and processes individual's data.
4. Protects itself from the risk of a data breach.

DATA PROTECTION LAW

The Data Protection Act 2018 (1988 replaced by Data Protection Bill 2018 and General Data Protection Regulations 2018) stipulates how organisations such as Coastlands Community Church must collect, handle and store information of a personal nature. These rules apply whether data is stored electronically or on paper. To comply with the law Coastlands Community Church will ensure any data collected will be:

1. Collected fairly and for lawful purposes only.
2. Accurate and kept up to date.
3. Processed as needed by Coastlands Community Church within its legal and moral boundaries and in accordance with the rights of data subjects.
4. Be adequate relevant and not excessive.
5. Not held longer than is necessary.
6. Be protected in appropriate ways.
7. Not be transferred outside of Coastlands Community Church or any of its outreach groups without the express permission and consent of the church member/attendee **UNLESS** there is a safeguarding issue (see safeguarding section)

WHAT DATA DO WE HOLD?

Coastlands Community Church holds the following information:

Congregation Members

Names
Postal Addresses
Telephone/mobile phone numbers

Email addresses
Consent to be filmed/photographed
DBS records
Training records
Minutes of meetings and other relevant documentation including financial reports and budget details
Social media information via Facebook member's page

Outreach Projects
Names
Postal Addresses
Dates of birth if under 18
Parental consent for both attendance and for under 18 attendees to be photographed/filmed as a means of promoting awareness of the project
Telephone/mobile phone numbers
Next of kin details
Relevant medical information e.g. allergies medical conditions

Financial Records
Gift Aid records of donors and amounts given
Payroll details of salaries paid to employees
Accounts for all church activities

WHY DO WE HOLD THIS DATA?

Congregation members
This data is held to enable church members to be contacted by Church leadership as needed, for example to notify of events, grow groups etc, to enable church members to contact each other. To enable Gift aid to be sourced from church members who pay tax. To carry out DBS checks for those working in regulated activities within the church. To share church events via members page on social media. To give information to Charites Commission and other legal bodies as required.

Outreach projects
This data is held to enable those facilitating the outreach projects to maintain contact with the attendees and, if under the age of 18 ensure parental consent to attend and contact details have been obtained. To share events via social media

Financial Records
This data is held to comply with all accounting requirements of the Charity Commission and HMRC for Gift Aid, PAYE for employees and Corporation Tax.

HOW DO WE PROTECT THIS DATA?

To ensure all information gathered is treated in the strictest confidence in line with GDPR Coastlands Community Church have put in place the following:

Coastlands Community Church have appointed **Pastor Mark Rowland** to be the Data Protection Officer (DPO). This person will steward all information stored to make sure it complies with legislation and monitor GDPA for any legislative changes that may affect the church. They will also liaise with the Data Controller (DC) who are the **Trustees of Coastlands Community Church** re the storage of information**.**

Only the DPO, DC and other nominated persons, in this instance **Karen Wells** who is Coastlands Community Church's DBS co-ordinator, will have access to personal information, dependent on what it is needed for.

No data will be shared informally. When access to confidential information is required, it **must** be through the DPO. Personal data should not be disclosed to unauthorised people either within or outside of Coastlands Community Church.

Data will be regularly reviewed and updated if found to be out of date. If no longer required, it will be deleted and disposed of.

Consent will have been gained from all Church attendees as to what information is given and what it is used for

SAFEGUARDING AMENDMENT TO DATA PROTECTION ACT 2018

This amendment provides lawful ground for the processing of special interest personal data without consent if the circumstances make it justifiable, where it is in the substantial public interest and necessary for the key purpose of

- Protecting an individual from neglect or physical mental or emotional harm; or
- Protecting the physical mental or emotional well-being of an individual.
- Where that individual is a child or adult at risk.

Whilst it is still expected that seeking consent from an individual will be considered (and in this circumstance it would need to be explicit) if in the circumstances consent cannot be given, or the data controller cannot reasonably be expected to obtain it because it would put the individual concerned needing protection at an unacceptable risk, then the ground applies.

DATA STOREAGE/ACCESS

All data collected will be held in as few places as necessary and updated as any changes are identified.

All financial data is stored on a password protected laptop in the care of the Treasurer Mr Denis Bradshaw following express consent by the Trustees of the church. This data is used for Payroll, Gift Aid claims, and church accounts. As well as password protection of the laptop, there is also additional password protection for each software function. Those individuals whose data is stored can contact the Treasurer to have their details changed or be contacted by the Treasurer re: the same.

When data is stored on paper it is kept in a secure place where unauthorised people cannot see it. This also applies to data which has been stored electronically but printed off for a specific reason. When not required the paper or files will be kept in a locked drawer or filing cabinet.

Any paper printouts should not be left where unauthorised people can see them, for example a register left unattended on a table

Any printout no longer required should be shredded and disposed of in a secure manner.

Where data is stored electronically, other than what has been agreed for Mr D Bradshaw, it is kept on a USB flash drive or memory hard disc which is securely stored with access agreed by the DPO.

Where data is held for a church directory, there will be restrictive access by Church Elders and Pastors only for church business use. Consent will also be sought from all church members as to whether they wish to have their details included in a directory.

WHO CAN ACCESS THIS DATA?

All individuals who are the subject of personal data held by Coastlands Community Church are entitled to:
Ask what information the church holds about them and why
Ask how to gain access to it
Be informed as to how to keep it up to date
Be informed how the church is meeting its data protection obligations

If an individual contacts Coastlands Community church requesting this information, it is called a ***subject access request.***

Subject access requests from individuals should be made via email to the Data Controller at ***coastlands.walton@gmail.com***
or in writing to:
Coastlands Community Church, 32 Hall Lane, Walton on the Naze, Essex C014 8QA if email access is not available.

The Data Controller will always verify the identity of anyone making a subject access request and the nature of the request before handing over any information, especially if it another party making the request.

In certain circumstances Data Protection legislation allows personal data to be disclosed to law enforcement agencies without the consent of the church member (see safeguarding section) under these circumstances Coastlands Community Church will disclose the requested data. The data controller will, however, ensure that the request is legitimate, seeking assistance from the DPO, Elders, Trustees and legal advisers as necessary.

PROVIDING INFORMATION

Coastlands Community Church aims to ensure that individuals are aware that their data is being processed and that they understand:

How the data is being used

How to exercise their rights

To enable this Coastlands Community Church has a Data Privacy Notice setting out how data relating to the church is used. This can be found on the Coastlands Community Church website.

Coastlands Prayer Policy

This Policy is for those appointed to Coastlands Prayer Ministry Team & is also relevant to those on the Youth and Children's work teams.

Prayer is a central part of the life of our church and when praying for others this should be done sensitively, responsibly, and only by those appointed by the leadership to do so. All those involved in Prayer Ministry should know how to *respond* to any safeguarding concerns.

When praying you SHOULD:

- Get the person's permission before you pray with them (or from parent/carer).
- Pray in an open area where other leaders are around.
- Use wisdom and always have both male and female gender present.
- Be aware if *safeguarding concerns* are shared and don't delay in taking action.
- Reflect back what the person has said to show you've understood their prayer request.
- Use clear uncomplicated language and keep prayers simple so they can be understood.
- Avoid giving specific advice about problems involving decisions. Never advise someone to stop taking medication or receiving professional support for their care/welfare.
- Stop if the person becomes distressed.
- Never pressure someone into receiving prayer.
- Never promise total *confidentiality*.

Praying with Children and Young People

Where there is a general invitation to receive prayer as part of a service or event, have some children's workers available to pray with the children/young people. All the children and youth that attend Ignite and Fuel's regular events are aware that prayer is part of our activities and that sometimes we pray as a group or with individuals *at their request or consent.* Parents have the option to give consent for us to pray with their child on their registration forms. The children/youth teams are always made aware at the beginning of a session if there are any who haven't been given parental consent to receive prayer.

Points to Consider:

- A child or young person can be very susceptible to suggestion, so if you believe you have heard something specific from God about their situation, talk through with another leader first before sharing with the child.
- Use wisdom; it may be helpful to avoid praying 'in tongue"s or a language different from the child's own as this can be confusing and alarming.
- Avoid physical contact as much as possible, such as putting your hand on their head. If you think they may appreciate some physical reassurance or comfort, always ask consent first e.g. an arm around the shoulder.

- Think about your body language, particularly in relation to things like your height and the height of the person you are praying for. Try to ensure you're on their level rather than standing over them e.g. both sit.
- Some places of worship believe that a child can have an evil spirit or be 'possessed' when they display behaviours or are different in some way. A child should *never be told* they are demonised, possessed or oppressed by the devil or evil spirits.
- Any religious, traditional or cultural practices such as prayers for deliverance or exorcism that cause harm to a child are a criminal offence and cannot be justified. Statutory authorities may investigate and take action to protect any children involved.

PASTORAL CARE Section of the Safeguarding Policy (found on page 6)

- *Pastoral care, whilst recognised as personal and private, should also be done in such a way as to minimise any risk of safeguarding concerns needing to be raised. It is best practice therefore when carrying out formal pastoral care to have male to male and female to female support. Where home visits are facilitated, it is best practice that two people visit who are enhanced DBS checked.*
- *If any safeguarding concerns are raised within any pastoral setting the meeting should be suspended and the Safeguarding Co-ordinator/ deputy if they are unavailable should be contacted immediately.*

Social Media & Communications Policy

Purpose

This policy sets out how we use social media, messaging, and other forms of communication in our youth and children's work.
Our goals are to:

- Build positive connection and community among young people.
- Communicate clearly with parents and carers.
- Represent our organisation and faith values with integrity.
- Keep everyone safe online.

Scope

This policy applies to all Youth work team & Children's team, volunteers using official youth communication channels, including:

- Social media accounts
- WhatsApp broadcast lists
- Emails and text messages
- Printed or digital materials

Guiding Principles

- **Safety first** – safeguarding children and young people is always the top priority.
- **Transparency** – communication should be open and accountable.
- **Respect** – language and tone should be positive, inclusive, and Christ-like.
- **Professional boundaries** – youth workers are friendly, not friends.
- **Representation** – all posts should reflect our organisation's ethos, not personal opinions.

Coastlands Community Church and Ignite Social Media Accounts

- Only authorised staff may create or manage official accounts.
- At least two approved Team leaders must have access to the account for accountability.
- Passwords should be stored securely and shared with a line manager or safeguarding lead.
- Posts should encourage, inform, and inspire.
- Gain consent before posting identifiable images or videos of young people.
- Avoid tagging individuals under 18.
- Never share personal information such as addresses, schools, or contact details.
- Keep posts positive, inclusive, and appropriate for all audiences.

Email, Text, and Messaging with Parents

- Only consented to communication (found on registration forms) should be used when contacting parents about church related youth/children activities.
- Ignite and Fuel Team Leaders communicate with parents and carers on a needs to know basis about specific events or anything relating to their young person/child.
- Keep records of all official communications for accountability.

Direct Messaging and Private Communication

- Staff and volunteers must **not use personal accounts** to privately message young people (under 18) or give their phone number out to any child/young person.
- Approved contact methods include (all messages are logged):
    - Official email
    - Ignite Instagram and Facebook official account
    - If necessary (but not preferred means of communication) overall Team Leaders may set up Group messages when specific consent has been sought and obtained from parent/carers for a specific purpose related to the groups.
    - If necessary (but not preferred means of communication) overall Team Leaders may message individuals when specific consent has been sought and obtained from parent/carers for a specific purpose related to the groups.

Volunteers and Personal Social Media

- Volunteers' personal accounts should reflect the organisation's values.
- Do not "friend," follow, or direct-message young people from personal accounts.
- If contacted privately, direct the young person or parents to the official Ignite page instead.
- Do not post publicly to parents or the wider community about specific children or young people attending youth activities**.**
- You can share the main Ignite social media account and posts to spread publicity about the club.

Safeguarding and Reporting

- Any concerning message, post, or behaviour must be reported immediately to the **Safeguarding Lead**.
- Never respond to online arguments or hostility.
- Leaders should model integrity and kindness online.

This policy will be reviewed annually to ensure it aligns with current best practice, safeguarding standards, and technology.

Coastlands Community Church
Child Safeguarding Policy Statement

The Leadership and Trustees of Coastlands Community Church (hereafter Coastlands) recognise the importance of protecting and safeguarding the welfare of all children and young people entrusted into its care. We acknowledge children and young people can be the victims of physical, sexual, and emotional abuse and neglect, and have therefore adopted the policies and procedures contained in this document as a means of ensuring all our work with children and young people takes place in a safe and caring environment.

Our policy and practice guidelines are based on a model published by Thirtyone:eight and, at their request, the Leadership and Trustees of Coastlands agree not to allow this document to be copied by other organisations. All elements of the policy and associated guidelines will be reviewed regularly and, if necessary, altered in accordance with any changes to the law and/or safe practice recommendations. General review of the policy will take place annually.

As part of our Child Protection Policy, the Leadership and Trustees of Coastlands commit to:

- Encourage each member of Coastlands to recognise that the safety and protection of children and young people is the responsibility of the whole church body.
- Exercising care in the selection and appointment of those working with children and young people, whether paid or volunteer.
- Ensuring our children's and youth workers receive regular supervision, support, and training.
- Obtaining agreement from each child and youth worker that they will adhere to and promote child protection procedures and safe practice guidelines in all aspects of their work
- Working in partnership with parents and carers, providing them with appropriate encouragement and support.
- Supporting those within the church who have been affected by abuse.
- Following the principles found the sexual offences act:We therefore recognise it is unacceptable for anyone in a position of trust to engage in any behaviour that might allow a romantic or sexual relationship to develop, for as long as the relationship of trust continues.

The Leadership of Coastlands have appointed **EMILY WEBSTER** to act as our Safeguarding Co-ordinator and **LINDA GRAY** as Deputy Safeguarding Co-ordinator. Their positions to be regularly explained to all members of the fellowship, including the children and young people. The Safeguarding Co-ordinator's role is to:

- Ensure Coastlands' policy and guidelines for child protection and safe practice are carried out appropriately.
- Ensure all Coastlands children and youth workers receive adequate training and support. Develop and maintain good links with appropriate statutory childcare authorities and other relevant organisations.
- Act on behalf of the leadership of Coastlands in dealing with any allegations of neglect or abuse that may arise.

COASTLANDS COMMUNITY CHURCH
EQUAL OPPORTUNITIES STATEMENT

Coastlands Community Church is committed to encouraging equality, diversity, and inclusion within its congregation and to eliminating unlawful discrimination, believing that all people are created and loved by God. Coastlands Community Church commits to being an equal opportunities organisation, acknowledging that our society is made up of multifaceted communities and will purposefully oppose discrimination of any form within both our church and wider society.
Coastlands Community Church recognises that discrimination can occur on many grounds, (see Appendix 1)
It is further recognised that any language used needs to be fully inclusive, however this needs to be balanced with the traditional elements of bible teaching where gender specific phrases are used in a specific way e.g. Mankind, Son of God etc.

RECOGNITION OF DISCRIMINATION

Coastlands Community Church recognises that discrimination can be:

Direct – where a person is treated less favourably for a reason in no way connected with their ability.
Indirect (can be unintentional but is still illegal) – where a policy, practice rule or condition applies to everyone but disadvantages a particular group of people.
Perceptive – when someone is discriminated against by someone who *thinks* the person is of a particular ethnicity, sexual orientation etc even when they are not.
Associative- discrimination occurs because there is an association with someone or a group of people/belief system etc

Coastlands Community Church will seek to treat everyone equally and challenge any discriminatory attitudes and actions of members of our congregation or user groups and take steps to end them. Furthermore, Coastlands Community Church will ensure that any barriers to equal opportunities for people in underrepresented groups will be addressed and any barriers identified and removed in all aspects of church life.

Coastlands Community Church intends that no-one who seeks support or wishes to access the services the church offers will be treated differently. Coastlands Community Church further commits to make it possible for people with disabilities to have easy access to the facilities it offers.

Any forms of harassment (harassment can be defined as unwelcome words or actions that cause offence to the person who they are directed to) bullying or victimisation will be challenged, and steps taken to end it. Any racist or other offensive remarks/behaviour will not be tolerated, always challenged and the person making the remarks asked to leave.

It should be noted that Coastlands is unable to offer either marriage or blessings to same sex marriages.

EQUAL OPPORTUNITIES WITH REGARDS TO VOLUNTEER/PAID APPOINTMENTS WITHIN COASTLANDS COMMUNITY CHURCH

Coastlands Community Church seeks to recruit all applicants in line with the Equality Act 2010, both for voluntary and paid posts. Candidates will be selected based on their skills, what qualifications they have, previous experience in the area they are applying for and a commitment to the core values and ethos of Coastlands Community Church. Risk assessments will be carried out to ensure that every chance is given to the applicant/candidate should the need arise.

There will be some occasions where it will be an occupational requirement for a person to have a Christian faith and demonstrate a clear and personal commitment to this faith. This would include Senior leadership roles, facilitation of outreach groups, children, and young people's ministry. In those roles there will also be a requirement to refrain from sexual activity outside of heterosexual marriage. This will be made known to applicants at pre interview stage.

As part of this recruitment process all posts applied for that have direct input to children/young people and those adults with care and support needs will be subject to a DBS check, the level of which will appropriate to the post applied for. Under the Rehabilitation of Offenders Act 1974 we will ask if there are any unspent convictions and at interview or independently will facilitate an open and fair discussion as to how this could affect the position applied for. Failure to disclose any conviction may result in the application for the post applied for being withdrawn.

Should a conviction be flagged up via the DBS process, Coastlands Community Church will not discriminate unfairly but will take it into account for the post applied for and have a fair and open conversation with the applicant and the Safeguarding Coordinator. The decision may have to be taken however to not appoint given our responsibilities to protect children and people with care and support needs.

Coastlands Community Church will regularly monitor the effectiveness of this policy and amend in accordance with any legislative changes. Should there be any concerns or complaints re: the issue of Equal Opportunities please email: Coastlands.walton@gmail.com
Or contact the Elders within Coastlands Community Church

APPENDIX 1

The following are the protected characteristics which are recognised in law:
Age,
Disability (both physical and mental)
Marriage or civil partnership status
Gender reassignment
Pregnancy/maternity arrangements
Sexual orientation
Religion or belief
Ethnicity
Nationality