



St Paul's West Hackney

## **SAFEGUARDING CONCERNS & CONTACTS**

**We strive to make St Paul's Church a place  
where everyone can feel and be safe.**

**If you have any safeguarding concerns,  
no matter how small you might feel they are,  
please contact one of the following at any time**

**Christine Kakai - St Paul's Church Safeguarding Officer**



**07984 406225 – [christinekakai@yahoo.co.uk](mailto:christinekakai@yahoo.co.uk)**

**Justin Gau – Assistant Priest at St Paul's Church**



**07771 711114 – [justin@spwh.org.uk](mailto:justin@spwh.org.uk)**

**YOUR CONCERN WILL BE TAKEN SERIOUSLY  
AND CONFIDENTIALLY**



## **The Parish of St Paul West Hackney SAFEGUARDING POLICY STATEMENT 2024**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on Wednesday 3 January 2024

In accordance with the **House of Bishops' Policy Statements 'Promoting a Safer Church' (2017)** and **'Protecting All God's Children' (2010)** and the **Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018)** our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Church Safeguarding Officer (CSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health & safety policy, procedures & risk assessments are in place & are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

***Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.***

**This church appoints Christine Kakai as the Church Safeguarding Officer (CSO)  
07984 406225**

**Churchwardens – Barbara Layne & Cicely Etienne**

**Rector :- Niall Weir -: 07840 762783**

**niall@spwh.org.uk**



St Paul's West Hackney

# **Safeguarding Policy & Procedures**

This Safeguarding Policy covers the broad fundamentals of good safeguarding practice.

Its implementation requires a church-wide commitment to taking Safeguarding seriously.

St Paul's West Hackney's Safeguarding Practice is based on guidance from the Diocese of London's Safeguarding Team.

## St Pauls West Hackney Church Safeguarding Policy and Procedures – 2023

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**niall@spwh.org.uk**

# 1. Introduction

St Pauls West Hackney (SPWH) is a vibrant outward-looking church which serves its parish by living according to its Core Values in all that it undertakes, both as a place of prayer and worship and by working in partnership with a variety of community organisations and programmes. Safeguarding is a central part of the overall life of SPWH, its ministry, operations and engagements.

We recognise the right of young people, vulnerable people and adults to be safe from all forms of manipulation, exploitation and abuse, irrespective of age, gender, ethnicity, disability, sexual orientation, beliefs or any other protected groups as defined in the Equality Act, Human rights Act and Disability Act and Safeguarding of Vulnerable Adults Act and the Children's and Young People's Act.

We acknowledge that the safety, wellbeing and welfare of people using SPWH and its premises is a primary concern. This Policy and Procedure document sets out what SPWH commits to do, in order to comply with the Diocese of London's Safeguarding Policy and our ethical duty of care to safeguard all church users.

We will at all times aim to follow all legislation, statutory guidance and standard good practice in order to protect all parishioners, users and affiliates of SPWH, with special focus on the most vulnerable people in our church. To achieve this, we will strive to establish a caring environment with an informed vigilance about the dangers of exploitation and abuse, and the promotion of trust and transparency.

We will review frequently the procedures outlined in this policy, which are designed to prevent, detect, identify, be alert and vigilant to all possible instances of exploitation and abuse, based upon the Six Principles of Adult Safeguarding, Child protection in England Legislation, the Occupational Health and Safety at work legislation and all other relevant safeguarding policies and guidance.

Although SPWH has a nominated Church Safeguarding Officer, (CSO), who has explicit responsibilities for monitoring safeguarding practises, it is recognised that *safeguarding is a responsibility of everyone in the church.*

SPWH accommodates a variety of activities for local people and aims to ensure that all these activities are carried out in a manner that ensures a safe environment for all young people and vulnerable adults.

To ensure this, we will:

- Promote the belief that abuse in all forms is unacceptable and inconsistent with the values of the Christian way of living and basic human rights.
- Offer Annual Safeguarding Training, resources and support to those from SPWH who work with children and adults at risk.
- Have a clear Safer Recruitment Policy for the selection and employment of all people employed by St Paul's Church who work with children or adults at risk, regardless of whether they are voluntary, paid, lay or ordained.
- Ensure that all concerns and allegations of abuse will be responded to promptly, appropriately and in partnership with Diocese of London Safeguarding Team.
- Co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will work in open partnership with the Local Authority Designated Officer and the Police, when required.
- Maintain confidentiality of any investigations to those directly involved.
- Ensure that all who use our premises have proper safeguarding procedures in place.

## **2. Object and Purpose of this Policy and Procedures Document**

The Object and Purpose of this Policy and Procedures document is to :-

- State clearly all procedures employed by SPWH for promoting safeguarding, preventing abuse and protecting young people, adults at risk and staff.
- Ensure the provision of robust safeguarding training for all employees and volunteers at SPWH.
- Outline what course of action will be taken by SPWH when safeguarding concerns are raised either within our church or from those who use our premises.
- Endorse the Church of England and the Diocese of London's directives, guidance and regulations on Safeguarding in the Church.

## **3. To whom does St Paul's West Hackney Safeguarding Policy and Procedures apply?**

They apply to:

- All who worship at SPWH
- All staff and volunteers at SPWH
- All organisations and groups who use SPWH's premises.
- All people acting for and on behalf of SPWH in any capacity and through any activity, either on or off the church's premises.

## **4. Scope of St Pauls West Hackney Church Safeguarding Policy & Procedures**

This policy and these procedures shall be interpreted in the light of the most recent key legislative framework and applicable policy including:

- Principles set out in the Diocese of London's Safeguarding Policy
- The Church of England's Promoting a Safer Church - Safeguarding Policy for Children, Young People and Adults [Appendix 2]
- The Children's Act 1989 (2004)
- Working together to Safeguard Children (2015)
- No Secrets (2000)
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014

## **5. St Paul's West Hackney - Duty of Care and Safeguarding Responsibilities**

SPWH has a duty of care to all who use the church premises and will strive to promote a safe, nurturing space.

This will be achieved through the following measures :-

- The PCC of SPWH will carry out an annual Safeguarding Audit as set out by the Diocese of London and will communicate the results of this audit to the Diocese of London's Safeguarding Team.
- SPWH will include Safeguarding on the agenda of its Annual Meetings
- The PCC of SPWH will ensure that Safeguarding features as an agenda item at each PCC meeting
- SPWH will carry out an General Risk Assessment of the Church and Hall which will highlight all potential risks that might be encountered by anyone using or being in the space.
- For each activity or event run by SPWH, a risk assessment will be carried out, using the General Risk Assessment as a basis and identifying and addressing any additional potential risks which might arise in the course of these activities and events.
- For each activity or event run in SPWH by an external individual or organisation, it will be a condition of use of either St Paul's Church or Hall, that any such individual or organisation carries out their own risk assessment, using the General Risk Assessment as a basis and identifying and addressing any additional potential risks which might arise in the course of their activities and events.



- For each activity or event run in SPWH by an external individual or organisation, it will be a condition of use of SPWH's premises, that any such individual or organisation reads and complies with SPWH's Safeguarding Policy Statement.
- SPWH will seek written assurances from all external individuals or organisations using SPWH's premises to work with children or vulnerable adults, that their paid and voluntary workers have appropriate DBS status.
- SPWH will ensure that no member of the general public who is not using the hall is allowed access to its toilet and cloakroom facilities at any time, no matter how pressing this may be for people.

## **6. Safeguarding during Children's Activities**

### **Activities run by SPWH**

SPWH welcomes large numbers of children onto its premises each week, either through its own Sunday Club monthly Roller Disco and Bees and Buds Tuesday morning drop-in.

To ensure that children are safe during such activities and services, SPWH will :

- Adhere to the recommended Department for Education, Home Office, Ofsted, Department of Health and Social Care and the National Society for the Prevention of Cruelty to Children [NSPCC] safety guidelines.
- Ensure that each activity has undertaken a risk assessment, building on SPWH's General Risk Assessment.
- Ensure that all activity leaders carry the appropriate DBS cover.
- Ensure that no adult is ever left alone with a child.
- Ensure that parents and carers are aware that they must supervise their children at all times, except when children are involved in Sunday Club activities.
- Ensure that the names of all children attending Sunday Club will be recorded in a register, which will be kept in the Parish Office.
- Ensure that the names of all children attending the Roller Disco, Bees and Buds and any other activities involving young people organised by SPWH are entered in a register by their parents or carers. This register will be kept in the Parish Office.

## Supervision Levels

- NSPCC Guidance on adult to child ratios for working with children and appropriate levels of supervision for children and young people as in the table below will be a guideline to ensure the safety of children and young people at St Paul's church West Hackney

NSPCC stipulated appropriate levels of adult to child supervision ratios	
<p><b>Adult to child ratios in activities</b></p> <p>NSPCC recommend that at least 2 adults are present when working with or supervising children and young people even with smaller groups.</p> <p>NSPCC recommends the adult to child ratios as the minimum numbers to help keep children safe as:</p> <p>0 - 2 years recommended      1 adult to 3 children</p> <p>2 - 3 years recommended      1 adult to 4 children</p> <p>4 - 8 years recommended      1 adult to 6 children</p> <p>9 - 12 years recommended      1 adult to 8 children</p> <p>13 - 18 years recommended    1 adult to 10 children</p>	<p><b>Toilet supervision ratios</b></p> <p>If the group has both boys and girls, there should be at least one male and one female responsible adult supervising visits to the toilet.</p> <p>Adults who haven't previously volunteered with the group and haven't had the necessary DBS vetting checks shouldn't be left alone with children or take them to the toilet unaccompanied.</p> <p>In larger groups of children, encourage bigger groups to take a comfort break together. For example, with a ratio of 2 adults to 10 children.</p>
<p><b>Travelling supervision ratios</b></p> <p>When travelling with children and young people, the recommended adult to child ratio can vary depending on:</p> <ul style="list-style-type: none"> <li>• size of the group</li> <li>• age of the children and their behaviours</li> <li>• size of the vehicle that you are travelling in</li> </ul>	<p><b>First aid supervision ratios</b></p> <p>NSPCC recommends that at least 1 adult is trained in first aid</p>

## Consent for children's activities

- Relevant information, records and appropriate consent forms for children's activities will be obtained in accordance with the general data protection regulation (GDPR) 25 May 2018.
- Photographing children participating in activities at and for St Paul's West Hackney should only be done with signed parental permission.

## **Activities run by external individuals organisations**

To ensure that children are safe during activities and services run by external individuals or organisations, SPWH will ensure the following :

- For any such activity or event run in SPWH by an external individual or organisation, it will be a condition of use of SPWH's premises, that any such individual or organisation carries out their own risk assessment, using the General Risk Assessment as a basis and identifying and addressing any additional potential risks which might arise in the course of their activities and events.
- For each activity or event run in SPWH by an external individual or organisation, it will be a condition of use of SPWH's premises, that any such individual or organisation reads and complies with SPWH's Safeguarding Policy Statement.
- SPWH will seek written assurances from all external individuals or organisations using SPWH's premises to work with children or vulnerable adults, that their paid and voluntary workers have appropriate DBS status.

## **7. Safer recruitment and selection**

SPWH will follow its Safer Recruitment Policy, which is based upon the Church of England's own policy. SPWH will also follow the advice and guidelines offered by the Diocese of London.

## **8. What to do if anyone becomes aware of or suspects abuse at SPWH**

### **What is abuse?**

Abuse is the violation of someone's human and civil rights by another person or group of people.

The person causing harm may be known to the person suffering abuse. They may be in a position of trust and power, but they could also be a friend, family or relative.

HM government [2015] identifies that abuse and neglect can happen anywhere as a single incident or repeated acts, and perpetuating abuse can be by failing to act to prevent harm warning signs and symptoms. In a bid to enable people at St Paul's Church recognise abuse training and information of the specific warning indicators, four main categories of abuse and neglect: physical abuse, emotional abuse, sexual abuse and neglect will be made available.

## 9. Dealing with a Disclosure or Allegation of Abuse at SPWH

If a disclosure or allegation or information of abuse is raised, the recipient should listen carefully, following the guidelines set out in the document *'What To Do in the Case of a Disclosure.'* All staff and volunteers should be familiar with this document and should keep a copy of this on their mobile phones and should refer to it if necessary. All staff and volunteers will receive training in receiving a disclosure.

Once a disclosure has been received, the recipient should immediately contact – by telephone – the Church Safeguarding Officer, the Rector or the Assistant Priest. They will work with you in reporting the incident to the Diocese of London's Safeguarding Team.

## 10. Safeguarding the welfare of staff at St Paul's West Hackney

Consultation between the PCC, church administration and the church safeguarding team will be employed to ensure that relevant hazards are recognised, and suitable measures identified to safeguard workers.

Lone Working for example has been identified by Health and Safety Executive as a potential risk and provided: "Health and safety guidance on the risks of lone working" at: <http://www.hse.gov.uk/pubns/indg73.pdf>.

The law requires employers to assess judiciously, and deal with, any health and safety risks for people working alone. St Paul's will aim to comply with this.

## St. Paul's West Hackney Church Pledge to Safeguarding



St. Paul's church is committed to the safeguarding of children and vulnerable adults at risk, and to ensuring their well-being.



We believe that children and adults at risk should know that they are valued within the church have access to and safely enjoy every aspect of the life of our church.



We respect the personal dignity and rights of children and adults at risk as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child and will ensure that our policies and procedures reflect this.



We recognise that we all have a responsibility and a duty of care to prevent physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of at risk persons who use our church.



We recognise that domestic abuse affects both adults and children and all forms is unacceptable and inconsistent with a Christian way of living. We will act on any abuse of children or adults at risk we identify or suspect.



Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency.



We recognise that Children's Services has responsibility for investigating allegations of child abuse, Adult Services for adults at risk, Local Authority Designated Officers for allegations about people working with children, whether paid or voluntary workers, lay or ordained. St. Paul's West Hackney Church is devoted to co-operating with these statutory and voluntary organisations to enhance safeguarding.



We recognise that safeguarding is a whole church responsibility and we will endeavour to establish a loving, safe, caring environment, with informed vigilance about the dangers of abuse.



We will follow relevant legislation, statutory, denominational and specialist guidelines, ensuring that we keep up to date with national and local developments relating to safeguarding.



Building constructive links with relevant authorities and taking all reasonable steps, to enable working within the safeguarding policies is recognised of a pivotal task.



St. Pauls will ensure that all children and adults we have contact with know that they are valued, so as to feel empowered to tell us if they are suffering harm.



We will take appropriate action regarding any abuse reported, discovered or suspected and appropriately support those in our church who are affected by abuse.



Supervising those who pose a risk to children or adults at risk, by implementation of contracts of behaviour, and statutory bodies agreements will incorporate a dynamic risk assessment process, whilst bearing in mind the overarching principle that the welfare of the victim of the abuse is paramount.



If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support.

St Paul's West Hackney Church Safeguarding Policy – 2023

**THIS POLICY WILL BE REVIEWED IN 2024  
AND, WHERE NECESSARY, UPDATED**