



# **St Michael's Cornerstone Trust**

## **The Cornerstone Centre**

### **Safeguarding Policy and Procedures**

**October 2022**

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## Trustees Duty of Care

As Trustees of the Cornerstone Centre we understand that protecting people and safeguarding responsibilities is a fundamental part of operating as a charity for public benefit, and as such is a governance priority for the Trust.

We owe a duty of care to those who work in, volunteer at, and visit the Centre, or use the Centres facilities or services that we provide, taking reasonable steps to protect them from harm.

We have drafted this Safeguarding Policy and procedures to help create and maintain a safe environment for all those people who come into contact with the Centre.

## Risk Appetite Statement

The Trustees of the Centre hold adherence to all Safeguarding requirements as a basic, fundamental requirement and will not accept any risks that jeopardise the of our employees, volunteers or those who use the services of the Centre. This Safeguarding Policy falls within our H&S framework.

## General Statement of Policy

Safeguarding and promoting the well-being of all centre users refers to the process of protecting everyone from abuse or neglect, preventing the impairment of their health or development and ensuring they can thrive in many different circumstances in a way that is consistent with safe, effective and nurturing provision.

Our policy is to ensure, as far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health and well-being of our employees, volunteers, visitors and others who use the Centre. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Trustees accept their overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective.

We will appoint a Trustee to have specific responsibility for this policy and its implementation but accept that all Trustees are accountable for its effectiveness. We will ensure Safeguarding is at the forefront of any decisions made and how services are provided. We will monitor the effectiveness of the policy, amending it to align with current best practice in this area.

Further details about our organisation and arrangements for preventing and responding to Safeguarding concerns are set out in this document. A copy of it will be kept in the Centre and made available to others via our website.

## Organisation and Responsibilities

**The Centre management team have day-to-day responsibility for implementing this policy. They are James White (Pioneer Minister and Nominated Person for Safeguarding), Linda Grice, Alison Hutson (Centre Managers) and Sue Nelson (Management Assistant) (October 2022). They are the Centres “first line of defence” in preventing and identifying any risks associated with Safeguarding.**

**They will ensure that:**

- All employees and volunteers are aware of their duties related to Safeguarding and their responsibilities to respond to allegations of harm or neglect;
- Adequate preventative controls are in place including in the process used to recruit to volunteers or staff, and in ensuring activities and services are provided in a way to minimise risk to those involved
- Adequate information and training are provided for all those that need it.
- Any safeguarding concerns are taken seriously and responded to without delay
- All safeguarding incidents are investigated, recorded and reported in-line with the requirements of this policy.
- Where necessary, specialist assistance is obtained.
- Advice is sought where clarification is necessary on the implementation of this policy.
- Relevant safeguarding documents are retained e.g. risk assessments required under this policy
- They keep up to date on Safeguarding training relevant to the Centre and role undertaken
- They set a high personal example on matters relating to Safeguarding

**Other staff and volunteers have a responsibility to co-operate in the implementation of this policy and to take reasonable action when safeguarding concerns are identified, either by them or by others while undertaking their role at the Centre. They are the Centres “second line of defence” in minimising the risks presented by lone working activity.**

**They will ensure that they:**

- Read this policy and understand what is required of them.
- Follow the Safeguarding advice provided by this policy and the Centres management team at all times.
- Attend any training required to enable them to carry out their duties safely.
- Set a high personal example on matters relating to Safeguarding

**The Trustee designated with overall oversight for implementing this policy is Candace Plouffe (October 2022).**

**The Trustees are the “third line of defence” against a breach of expected Safeguarding practice.**

**Candace will:**

- Provide advice and guidance to the Nominated Person for Safeguarding;
- Provide Centre management with constructive “check and challenge” regarding the effectiveness of Safeguarding practice, including recruitment and training in this area

- Escalate issues to the Board of Trustees when she has concerns that the Centre is operating outside of the Safeguarding Risk Appetite Statement.
- Assess whether the standards set out in this policy are being implemented and maintained.
- Set a high personal example on matters relating to Safeguarding.
- Lead in the review of this policy.

## Our Unique Context

The Cornerstone Centre aims to provide facilities and activities for people of all ages within a Christian context where they will feel welcome, respected and safe. We seek to support those at the margins of society, those less powerful, those without a voice in society and those who are most vulnerable because of their age, disposition or circumstance.

As an inclusive and Christian organisation, every effort will be made to embrace members of the community who present a wide variety of needs and who might be socially needy or lacking, whilst ensuring that our inclusivity does not compromise the safety or well-being of others. To ensure best practice we seek advice from national guidance, the local authority, and other statutory bodies such as the Diocese of Gloucester and the Methodist Church, regarding the safeguarding of children, young people and vulnerable adults.

## Safeguarding Policy

This policy covers the safeguarding and well-being of all its users and members of staff (including all categories of volunteers – see ‘Definitions and Differentiation’ regarding groups below), which spans from babies to the elderly, able-bodied and disabled and all people irrespective of their race, religion, creed, sexual orientation or marital status. We will endeavour to protect and promote the safety and well-being of all. However, specific safeguarding issues, whilst recognised, are not necessarily included in the scope of the policy. Examples of those issues might include bullying (including cyber bullying), domestic violence, gender-based violence, radicalisation, financial abuse, addiction-linked behaviours. Where these or similar issues arise, staff at the centre will seek advice and sign-post users to points of information, guidance and support.

## Overall principles

This Safeguarding Policy will be made widely available to the public and reviewed regularly to ensure compliance with best practice in this area.

Safeguarding will be a standing agenda item on all Trustees’ meetings

All Trustees, staff and senior volunteers must know the policy well and comply with agreed safeguarding training schedule.

All work and activities in The Cornerstone Centre should be planned in order to minimise situations where abuse or vulnerabilities may occur. This requires the Trustees and employees to identify situations and formally plan responses to them. For example:

- partitioning part of the facility to protect babies and young children
- issuing verbal (recorded and kept securely) and, where appropriate, written instructions to adults when children's groups are being run eg. the centre's employed cleaner not coming in to clean when the Brownies' session is running.
- maximising opportunities for adults to supervise each other
- ensuring at least two adults are present during activities
- conducting sensitive business involving an individual centre user discreetly in a corner but in full view of other people ie. not behind a closed door
- making parents and carers involved in activities at the Cornerstone Centre aware of this policy and provide the opportunity for it to be viewed on request
- displaying details of staff who have received safeguarding training and to whom centre users should refer with safeguarding concerns

Should any safeguarding concerns arise, the Safeguarding procedure, detailed below and summarised in a flowchart found in Appendix 1 will be followed.

All users of the Cornerstone Centre will be treated with respect and dignity and have their privacy respected. Their rights will be upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background. Everyone has a right to live independently, to be heard in the appropriate forum and to choose how they lead their lives. The key to the Centre's success in delivering this is mutual good treatment of everyone so that everyone can enjoy using the facilities in a way that is free from unreasonable behaviour, feels safe and secure.

### **Managing Behaviour within a Safeguarding Context**

Inevitably, there may be occasions when an individual's behaviour impacts on the well-being of another person. When the behaviour compromises the well-being of others, the Centre Manager will take action in order to safeguard all service users. The response might vary from a verbal direction to the person negatively affecting others to a temporary ban from the service. If appropriate, the Centre Manager may use a Behaviour Contract in order to set down agreed guidelines and expectations regarding an individual's behaviour.

In cases where a person has an inclination towards this type of behaviour, a disposition or a specific additional need, it may be necessary to complete a risk assessment regarding their use of the service ([see appendix 2](#)).

In addition, in rare circumstances, it may be necessary to complete an 'Assessment of Ability to Participate in a Specific Activity or Type of Activity' ([see appendix 3](#)). These actions are not intended to discriminate against a vulnerable person or undermine their rights but to safeguard all users to the extent that this is possible.

## Key Safeguarding Definitions and Differentiation

**'Babies and Toddlers'** refers to those children below school age and up to 5 year olds.

**'Children'** refers to those up to and including 18 year olds.

**'Young people'** refers to those between the ages of 18 and 24 years.

**'Vulnerable adults'** refers to a person aged 18 or over who is, or may be, in need of community care services by reason of mental or other disability, age or illness and, who is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Given that multiple users may co-exist in the centre at any one time, trustees, staff and senior volunteers will choose the most appropriate response to safeguarding concerns based on this policy and the training received.

In addition to the Trustees and a small number of paid staff, the Cornerstone Centre relies heavily upon 'volunteers' to carry out functions, including supervising the centre if the Centre Manager is needed elsewhere. For the purposes of this policy, the type of volunteer needs to be clearly defined.

A **'senior volunteer'** is a person who is able to carry out duties competently without supervision. Whilst a senior volunteer may have specific additional needs that may or may not require reasonable adjustments, and therefore a risk assessment, s/he can function independently in the role assigned. Senior volunteers should complete the Disclosure and Barring Service procedure and benefit from any training available.

A **'supported volunteer'** is someone who may have specific needs about which staff and senior volunteers will be aware, may be vulnerable in a range of situations and will not be left to carry out duties independently. Part of the purpose of the role of the supported volunteer is to provide the person with a small level of responsibility to help them feel an integrated part of the centre community. In this case, s/he will need reasonable adjustments to be made and will need to have their duties closely supervised and supported.

The term **'centre volunteer'** refers to a person who is able to carry out basic duties with some supervision, and whilst they may have specific additional needs that may or may not require reasonable adjustments, and therefore a risk assessment, s/he can function independently in the role assigned to them on the whole.

## Recognising the Types of abuse

Abuse is categorised in different ways and it is not uncommon for a person to be subjected to more than one form of abuse at any one time. If anyone with a position of responsibility in the Cornerstone Centre suspects a person is at risk of abuse, they must take action - [see referral guidance in appendix 3](#). Any service users should be able to raise concern about a possible abuse situation.

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, the Department for Education and the Home Office in their joint document, 'Working Together to Safeguard Children' (2015) are as follows:

## Abuse and Neglect

### Physical Abuse

### Emotional Abuse

### Sexual Abuse

### Neglect

These are the most commonly known and talked about forms of abuse. They are covered during the course of safeguarding training. However, given the specific context of the Cornerstone Centre, we are required to look more broadly at the types of abuse that may occur.

**Spiritual abuse** – this can occur in all religions and cultures and involves the inappropriate use of religious beliefs and practices. It may include the misuse of authority, wrongful disciplinary action, oppressive practice that undermines and threatens the rights of the individual.

**Organised abuse** – this is where abusers might act as a group or an authority to pressurise vulnerable people into behaving in a way that they would not otherwise choose to. Recruiting children or young people into the sex trade or making people commit crimes would be examples of this.

Note: **Self-neglect** is sometimes included as a safeguarding issue, rather like self-harm, and is complex and challenging. The Care Act 2014 statutory guidance includes self-neglect in the categories of abuse or neglect relevant to safeguarding adults with care and support needs and it is, therefore, relevant to some vulnerable users of the Cornerstone Centre. There is a balance to be found between respecting a person's autonomy and fulfilling our duty to protect the adult's health and well-being. Concerns about self-neglect are most likely to be addressed by offering information, advice and guidance or referring to the care authority for the individual adult causing concern.

## Role of the Nominated Person for Safeguarding

This person has specific duties and serves as the main reference point for safeguarding arrangements. They will ensure that

1. Safeguarding awareness is on the agenda for all employees, senior volunteers and Trustees
2. Up to date information is displayed in the Cornerstone Centre
3. Latest information and guidance is distributed to key personnel and discussed as required
4. The appropriate personnel are DBS checked and receive the appropriate level of training
5. They are familiar with diocesan advice and is known to diocesan staff with responsibility for safeguarding
6. They have involvement in the selection and appointment of staff and senior volunteers and is, therefore, trained in Safer Recruitment practices (Safer Recruitment 2013)
7. Employees and senior volunteers know that they must report any unusual/inappropriate behaviour to the nominated person
8. Risk assessments associated with Cornerstone Centre activities ([see Risk Assessment Appendix 2](#)), and rarely an 'Assessment of Ability to Participate in a Specific Activity or Type of Activity' ([Appendix 3](#)), are checked and approved
9. A rolling programme of improvements to the safeguarding aspects of the Cornerstone Centre is written, used to monitor progress and is discussed with the Centre Managers at their regular meetings



## Data Protection in relation to Safeguarding

All staff and Trustees handling people's private information, including in safeguarding situations, must be aware of the requirements of data protection.

Everyone is responsible for using data is required to data protection principles as per statutory guidance. They must make sure the information is:

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Accurate
- Kept for no longer than is absolutely necessary
- Handled according to people's data protection rights
- Kept safe and secure
- Not transferred outside the European Economic Area without adequate protection

There is stronger legal protection for more sensitive information, such as: ethnic background, political opinions, religious beliefs, health, sexual health and criminal records. This type of information might be particularly relevant to vulnerable adults and, therefore, to some of the centre users.

## Safeguarding Procedures

### General guidance

*(This is a summary for the purposes of this policy and does not replace the requirement to attend formal training in this area).*

The person who first suspects or is told of alleged abuse is responsible for ensuring that the concern is taken seriously.

Suspicion may vary from a vague disquiet about possibly inappropriate behaviour to clear evidence of serious abuse with many complexities. It may be a general impression or come from a variety of sources. It is often not straight forward, easily described or handled swiftly.

When an allegation is received:

1. If possible, steer the person disclosing to a quiet area of the centre where you are in full view of others but some privacy can be provided.
2. Let the person disclosing know that you are willing to listen to anything they have to say and that you are taking the matter very seriously.
3. Do not promise confidentiality; explain that some matters are so serious that you are required to report them to the nominated person and the local authority.
4. Explain that you need to write some information down and take notes as discreetly as possible, without losing focus on the person disclosing.
5. Accept what is disclosed and give this your full attention.
6. Allow the person disclosing to use their own language for expressing themselves.
7. Be sensitive to the fact that the person disclosing may be very distressed, feel threatened and may be physically hurt, requiring some medical attention.

8. Do not interrogate the person. It is acceptable to say, 'That sounds nasty, would you like to tell me about it?' but not to say, 'Show me how she battered you with the metal pipe'.
9. Provide reassurance that the person disclosing has done the right thing and that you will support him/her.
10. Touching to provide comfort and express care must be carefully considered. It must be age appropriate, initiated by the person making the disclosure, not prolonged and in full view of other employees or senior volunteers whenever possible. It is good practice for employees and senior volunteers to monitor each other in this respect.
11. Be aware of the different norms, customs and cultural practices that exist in communities where eye contact or hand shaking, for example, may be regarded as unacceptable.
12. At the end of the disclosure, explain the steps you are going to take with them or on their behalf and that you will let them know the outcome.
13. If the person disclosing does not feel safe to return home, you will need to contact the inform the Nominated Person immediately to support contacting social care and/or police
14. Do not underestimate the impact that receiving a disclosure may have on you personally. After receiving the disclosure, you must seek support by talking through your concerns and your reaction to the disclosure with the Nominated Person or Centre Manager in confidence.

If an allegation is made against the Nominated Person or Centre Manager, the person receiving the disclosure should contact the Diocesan Safeguarding Team as soon as possible to share the information. They will provide advice and support and will refer the matter to the statutory bodies who lead on all allegations. If the Diocesan Safeguarding Team is not available, then the person receiving the disclosure must contact the statutory bodies directly. This refers to Gloucestershire County Council Safeguarding Helpdesk or the Out of Hours Emergency Team or the Police. The Chairman of the Trustees should be informed as soon as possible.

## Training

Key to successful implementation of this policy is a robust Safeguarding training framework.

All employees, staff and volunteers are expected to undertake training at a level as noted in the table below.

Role	Rationale for Training	Type and Level of Training Required
Board members	Requirement by the Charities Commission that Trustees are aware of their duties related to Safeguarding	Basic Safeguarding Training Annual review of Safeguarding Policy
Safeguarding lead	Main point of contact for both Staff and Volunteers regarding Safeguarding concerns or queries	Advanced Safeguarding training Domestic abuse training Safer recruitment training
Senior Leadership Team	Oversee the daily operations of Cornerstone centre	Adult Safeguarding Training - Level 2 Children Safeguarding Training – Level 2 Domestic Abuse for Centre Managers Safer recruitment for roles involved in recruitment of Volunteers

Role	Rationale for Training	Type and Level of Training Required
Volunteer Leads	Delegated oversight of group of volunteers for designated activities. May be approached with safeguarding queries if staff or Safeguarding lead not available	Adult Safeguarding Training - Level 1 Children Safeguarding Training – Level 1  (dependent in which areas volunteers predominantly involved in)
Volunteers	Basic awareness of Safeguarding practice and Cornerstone policy	Basic Safeguarding Training – as part of induction  Case scenario safeguarding to support practical application as part of a refresher training programme

The frequency of training is as follows

Initial Training – as part of induction into the role

Refresher Training – every 3 years. This is the current cycle used by the Methodist Church, Church of England and the County Council.

### Reporting, Recording, Confidentiality

Details of Diocesan and County Council contacts are in Appendix 4 and on the Safeguarding flowchart found in Appendix 1. This requires updating as and when changes occur.

When in receipt of a disclosure, the notes kept are a critical record for the statutory bodies and the police. Whilst the person receiving the disclosure needs to give their attention to the person making the disclosure, s/he must also record as much information as possible. The essential details include:

- Dates and times
- Place
- An accurate record of what has happened
- Any specific words or terms used that provide insight into the possible abuse

Appendix 5 has a recording template sheet

All records associated with safeguarding must be filed in a filing cabinet, kept under lock and key and the key holders should be named (Centre Managers) and known to the Trustee/Advisor with the overview of safeguarding, as well as the Nominated Person.

Information about a disclosure should remain confidential and only shared on a 'need to know' basis. However, it should be borne in mind that the person receiving the disclosure, possibly the Centre Manager, is encouraged to share the experience with a trusted, named colleague in order to protect their own well-being.

It is important that concerns, suspicions and minor incidents are recorded and kept securely for safeguarding purposes:

1. A brief log should be kept to record incidents and this will include date, place (within the centre), name, age, gender, known additional needs, event/incident details, response (even if this is 'monitor' or 'no further action'). The log should be in a book, rather than loose-leaf file, so that pages are not removed.
2. For incidents that leave the Centre Manager believing that closer monitoring may be needed but a full and lengthy investigation is not required, individual log sheets can be kept. These sheets carry the same details as the book but enable the Manager to build a profile of minor incidents and look for patterns or developments about a specific individual user regarding their undesirable behaviour ([see appendix 6](#)).

## Organisations and Individuals renting/using the Cornerstone Centre Premises

Groups and activities that are run by adults other than those employed by the Cornerstone Centre or the volunteers, take full responsibility for their own safeguarding arrangements. The person responsible for delivering these sessions at the Centre is also responsible for ensuring:

1. Their own safeguarding policy, approved by the organisation as a whole, is given to the Centre Managers for reference. It is not the responsibility of the Centre Managers to check and change the policy provided so that it is compliant with current legislation. However, they will need to be satisfied that the policy provided is up to date and robust in terms of compliance. Should such groups not have a suitable policy in place, we would suggest that they sign to say they have read the Cornerstone policy and agree to comply with the general guidance laid out therein, whilst working to get their own policy in place. If this is not the case, the organisation, group or activity may be prevented from using the Cornerstone Centre until such time that the Nominated Person is satisfied
2. Their own Health and Safety Policy and risk assessments for the activities they lead are relevant, specific and up to date
3. An accurate register of participants and a list of emergency contact details for the participants exists
4. They are fully and appropriately trained in safeguarding and written confirmation of this is provided
5. They have been DBS checked (enhanced) if they are working with children, young people or vulnerable adults.

[See appendix 7](#) for model letter to organisations requesting confirmation of their safeguarding arrangements.

## Additional Considerations for Safeguarding Children and Young People

Although the principles of safeguarding can be applied to all user groups of the Cornerstone Centre (see definitions above), there are additional and specific requirements regarding the safeguarding of children and young people. There are specific statutory documents (listed below) with which employees, Trustees and senior volunteers should be familiar.

General guidelines for working with children and young people:

1. As far as possible, arrangements should be made so that an adult is not left alone with a child or young person where there is little or no opportunity of them being observed.
2. If an adult has to be on their own with a child, for example escorting a child to the toilet, it is sensible to inform another adult of what is happening and to leave as many doors open as possible.
3. For activities at the Cornerstone Centre, there should be at least two adults present, preferably one male and one female. However, there are specific ratio expectations of which the staff should be aware. In general terms: for two years and under 1 adult: 3 children, for three years 1:4, for four to eight years 1:8. Further details can be found on DFE and NSPCC websites. The ratios will be influenced by the nature of the activity, the experience of the adults, the behaviour and maturity of the children and any health and safety requirements.
4. Apart from the group leaders, no other people should have unsupervised access to the children or young people.
5. Transporting children or young people in a member of staff's car should be avoided if at all possible. However, if an employee or senior volunteer has to use their car to transport a child or young person s/he must:
  - Make sure parental consent has been given
  - Ensure all journeys are with the full knowledge of the activity leader
  - S/he must spend as little time in the car with a child or young person as possible
  - Inform a colleague of the details of the trip, including the drop-off order if there is more than one
  - Hand the child or young person over to a responsible adult ie. never leave a child or young person home alone
6. All activities must have clear ground rules regarding behaviour expectations, dos and don'ts.
7. Be thoroughly prepared for the activities, think through things that might happen and anticipate how you might deal with scenarios.
8. Avoid confrontational situations, embarrassing children or making them feel trapped. Find ways to deflect, distract and diffuse.
9. Maintain an overview of the whole group, observing the children and young people and watching out for untypical behaviours that might be a cause for concern. Ensure that the attendees know who they can talk about any safeguarding issues.
10. Discuss any concerns or incidents with parents or carers unless the child or young person is making an allegation against their parent/carer. In this case, refer to the guidance above and contact the Nominated Person or contact the appropriate statutory body (Gloucestershire City Council Safeguarding Helpdesk, The Out of Hours Emergency Team, or the Police). Do not speak to the possible abuser as this may well compromise the safety of the child or young person.

See Appendix 4 for contact details and sources of further information and advice.

## Prevent Duty

Prevent is part of the Government's counter-terrorism strategy and aims to stop people becoming terrorists or supporting terrorism.

The Prevent Duty is an extension of the safeguarding process employed to effectively safeguard vulnerable adults from exploitation, abuse, drug use, alcoholism etc. It is about preventing

vulnerable individuals from being exploited by extremist beliefs. Our most effective strategy to protect the centre users from being exploited, or even unhealthily influenced, by extremist beliefs is to reinforce the core values that underpin our organisation and activities. This is constantly reinforced through our daily conversations with the centre users during which we respect, care and dignify the individuals.

Anyone in a position of responsibility (the staff, senior volunteers and Trustees) who believe that someone is vulnerable to being exploited or might be getting involved in violent extremism, will use the established safeguarding policy and procedures. Advice on our Prevent Duty can be sought from Counter-Terrorism and Security Act 2015, <https://educationagainsthate.com> and [www.gov.uk/publications](http://www.gov.uk/publications)

## Monitoring and Reporting

The Trustee/Advisor to the Trustees will hold a thorough, working knowledge of this policy and the related policies. They will be in regular contact with the Nominated Person for Safeguarding and meet occasionally with the Centre Managers.

The first point of contact for advice and support for the Centre Managers will be the Nominated Person for Safeguarding. However they should also have contact details for an identified Trustee/Advisor to contact should the Nominated person not be available or if an allegation is made against the Nominated person. They should also have contact details for the Chair of the Trustees.

The Nominated Person will report on Safeguarding at every Trustees' Meeting. The report should, as a minimum, include:

1. The number of cases since the last meeting, the nature of the safeguarding concerns, the action taken and by whom, and the outcome or latest update on each case. All the information will be anonymised.
2. Progress against the Safeguarding Action Plan.
3. Training updates and DBS completion.
4. Annually, the outcomes of the Safeguarding Audit, led by the Trustee/Advisor to the Trustees.

## Recommended Review Schedule

This policy will be reviewed annually by the Board of Trustees and the Senior staff at the Cornerstone Centre. A more comprehensive review, carried out on a three year cycle, should include probing questions asked of Trustees, Managers, key volunteers and service users. The next comprehensive review is due in 2024.

As a society, safeguarding needs and the factors that threaten our safety and well-being change and evolve. The use and abuse of social media and the 'Prevent' agenda are examples of this. Therefore, it may well be necessary to change significant parts of the policy to incorporate these requirements and maintain as safe an environment as possible.

## Related Policies

Recruitment and Selection

Health and Safety

First Aid

Physical Interventions and Restraint

Conduct, Discipline and relevant personnel policies

Data Protection policy

## References

“Working Together to Safeguard Children” (2015)

“Protecting all God’s Children” – The Child Protection Policy for the Church of England (2010) and  
“Working with Children and Young People” – Advice and guidance on the Diocese of Gloucester’s  
Policy for working with children and young people in our churches and in local communities (2015) –  
‘Safeguarding Children in the Church’ (CCPAS summary document) (2009)

The Care Act 2014

“Safeguarding Adults: Policy for the Methodist Church” 2010

Safeguarding Adults: The Role of Health Services (2011)

Appendix 1: Safeguarding Procedure flow chart

Cornerstone Centre Cheltenham  
 Procedure for Responding to a Safeguarding Concern or Allegation

**Concern/Allegation**

You suspect or witness abuse or someone discloses information about a safeguarding concern or allegation

<p><b>Emergency: Immediate</b>                  If a child or adult is in immediate danger or requires medical attention, call the police and/or social services immediately on 999</p>	<p>YES</p>	<p>Is a child or adult in immediate danger?</p>	<p>NO</p>	<p><b>Non-Emergency: Within 24 hours</b>                  Record and report to the Cornerstone Safeguarding Officer (James White), or in his absence Designated Trustee (Martin Turner) or Senior staff member</p>
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Record and Report all information to the Cornerstone Safeguarding Officer (James White) or in his absence the Designated Trustee (Martin Turner)

Is Allegation made about Safeguarding Officer or Cornerstone Staff?

NO

Agree who will refer concern to Child/Adult social care helpdesk or police **within 24 hours**

YES

Contact Diocesan Safeguarding Advisor for Guidance  
 Advise Cornerstone Chair

No longer have concerns

Still have concerns about a Child/Adult

Still have concerns about a Cornerstone Staff Member

Record and inform Safeguarding Officer of no further action or Centre support offer re safeguarding

Share information and follow advice of child/adult social care and/or police

Diocesan Safeguarding Advisor supports referral to Local Authority Designated Officer and/or police

Outcome

Ongoing Liaison with statutory agencies

No further action

Child/Adult Protection Conference

Criminal Prosecution

Disciplinary procedures

Risk Management

Record all actions.  
 Consider the support needs of all those affected by allegations of abuse at all points in the above stages.  
 Remember the safety and welfare of any child or vulnerable adult takes precedence over all other concerns

Key Contact Details: James White, Cornerstone Safeguarding Officer: Mobile: 07722314773 Email: james@godlovesoakley.org  
 Martin Turner, Designated Alternative: Phone: 01242 300761 Email: revmartinturner@gmail.com  
 Diocesan Safeguarding Advisor (Brett Riches): Phone: 01452835516 Email: safeguarding@glosdioc.org.uk



## Appendix 2: Risk Assessment for an Individual Using the Cornerstone Facilities



Name of Individual.....

Date of Risk assessment.....

Activity.....

### Safety measures in place:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

Things to consider:

- List supervision strategies
- Signing in procedures
- Register of concerns
- Safeguarding forms and leaflets
- Staff knowledgeable and confident about safeguarding procedures
- Access doors clear, easily used
- Safety procedures/instructions/guidance
- Use of equipment limited to certain personnel

### Potential hazards:

Risk	Control Measure

**Who might be harmed?**

- Children
- Staff, especially lone workers such as .....
- Children with special educational needs
- Vulnerable adults
- Adult helpers.

**Factors Specific to this Context:**

**Annual Maintenance Issues:**

**In case of an accident or emergency:**

Signed: ..... Date: .....

Print name: .....

Title and Position

.....

Verified by: ..... Date: .....  
(Nominated Person for Safeguarding)

Appendix 3: Safeguarding Risk Assessment to place a user of St Michael's cornerstone centre on the register of users who may be unable to participate in specific activities



Name ..... DOB .....

Title of Activity .....

**Category of Activity:**

- Day trip
- Centre Activity
- General Use of Centre
- Other, please specify


.....

**Background Information:**

Information here might include support from family, disability, special additional needs, supported housing needs, broad assessment of the individual, specific known illnesses.

**Risk assessment:**

***Where appropriate, in the 'Yes' boxes, add a number to indicate the number of occasions this has occurred in the last 6 months or in a specified period of time.***

	Yes /	No
Has this individual refused to comply with reasonable instructions?	<input type="text"/>	<input type="text"/>
Has this individual been verbally abusive to others?	<input type="text"/>	<input type="text"/>
Has this person been non-verbally abusive to others?	<input type="text"/>	<input type="text"/>
Has this individual walked away from, or ignored, a Centre Manager or someone in a position of authority?	<input type="text"/>	<input type="text"/>
Has this individual behaved in a potentially dangerous manner that could cause injury?	<input type="text"/>	<input type="text"/>
Has this individual been physically aggressive?	<input type="text"/>	<input type="text"/>
Has this individual refused to leave a situation when asked to?	<input type="text"/>	<input type="text"/>
Has this individual required one to one supervision?	<input type="text"/>	<input type="text"/>
Has this individual used bad or offensive language?	<input type="text"/>	<input type="text"/>
Has this individual been removed from the Centre to protect the individual or others?	<input type="text"/>	<input type="text"/>
Have this individual's carers been contacted regarding behaviour?	<input type="text"/>	<input type="text"/>
Has this individual been subject to a behaviour contract?	<input type="text"/>	<input type="text"/>
Has this individual crossed any socially acceptable boundaries?	<input type="text"/>	<input type="text"/>
Please specify.....	<input type="text"/>	<input type="text"/>

**Evidence:**

List evidence that supports the above statements e.g. specific instances, any sanctions or different arrangements put in place so that the individual can be effectively managed etc

**Any additional information**

e.g. Involvement of other agencies etc which may affect the risk assessment being made.

What provision or reasonable adjustments have you considered making to enable this individual to participate in the activity?

---

---

---

---

How would this additional provision affect the risk assessment you have made?

---

---

Can this provision/reasonable adjustment be made?

Yes

No

If no, please state reasons:

---

---

**Conclusion** (at this point the Centre Manager completing the form must state whether or not they feel the individual should participate in the activity indicated at the top of the form. It should then be signed and dated)

---

---

Signed: ..... Date: .....

(Centre Manager)

Signed:..... Date: .....

(Nominated Person for Safeguarding in support of the Centre Manager’s decision)

A copy of this form should be sent to the Chair of the Trustees and, where applicable, to the Carer(s) of the individual concerned. It must be reported to the Trustees at their next meeting for monitoring purposes.
--

Review date: .....

(if applicable – suggested 3 months)

## Appendix 4: Points of referral, sources of support and advice

### The Diocesan Safeguarding Team:

Name	position	email
Judith Knight	Director of People, Pastoral and Safeguarding	<a href="mailto:jknight@glosdioc.org.uk">jknight@glosdioc.org.uk</a>
Brett Riches	Diocesan Safeguarding Advisor	<a href="mailto:briches@glosdioc.org.uk">briches@glosdioc.org.uk</a>
Melanie Biscoe	Assistant Diocesan Safeguarding Advisor	<a href="mailto:mbiscoe@glosdioc.org.uk">mbiscoe@glosdioc.org.uk</a>
Becca Faal	Diocesan Safeguarding Advisor – Strategic Lead for Training	<a href="mailto:bfaal@glosdioc.org.uk">bfaal@glosdioc.org.uk</a>
Kate Peake	DBS and Safeguarding Administrator	<a href="mailto:kpeake@glosdioc.org.uk">kpeake@glosdioc.org.uk</a>

Church House, College Green, Gloucester. GL1 2LY

Tel: 01452 835516      *Out of hours(weekend) cover contact thirtyone:eight – 0303 003 1111*

Website: [www.gloucester.anglican.org/safeguarding](http://www.gloucester.anglican.org/safeguarding)

**Gloucestershire County Council Children’s Helpdesk:** (01452) 426565

Out of hours emergency duty team: (01452) 614104

### Contact Details of Relevant Persons:

Name	Position	Email
Tony Solomon	Chair of Trustees	<a href="mailto:Tony.solomon@icloud.com">Tony.solomon@icloud.com</a>
Martin Turner	Vice Chair of Trustees	<a href="mailto:revmartinturner@gmail.com">revmartinturner@gmail.com</a>
James White	Nominated Person for Safeguarding	<a href="mailto:james@godlovesoakley.org">james@godlovesoakley.org</a>
Judith Knight	Trustee / Advisor to Trustees	<a href="mailto:jknight@glosdioc.org.uk">jknight@glosdioc.org.uk</a>

### Other sources of support and advice:

- **NSPCC Child Protection Helpline:** [0808 800 5000](tel:08088005000) (lines free and open 24 hours). Phone if you are worried about a child.
- **Child-line:** [0800 1111](tel:08001111) (lines free and open 24 hours). Phone if you are a child or young person and are worried about anything.
- **National Domestic Violence Helpline:** [0808 2000 247](tel:08082000247) (lines free and open 24 hours). Phone if you are experiencing domestic abuse.
- **Samaritans Helpline:** [08457 90 90 90](tel:08457909090) (open 24 hours). Phone if you feel you are struggling to cope and need someone to talk to.
- **Action on Elder Abuse Helpline:** [080 8808 8141](tel:08088088141) (free phone Monday to Friday 9-5pm), [enquiries@elderabuse.org.uk](mailto:enquiries@elderabuse.org.uk)
- Respond: [0808 808 0700](tel:08088080700) or by email at [helpline@respond.org.uk](mailto:helpline@respond.org.uk)
- National Safeguarding Team - [safeguarding@churchofengland.org](mailto:safeguarding@churchofengland.org).

**Safeguarding Adults** – see Social Care Institute of Excellence







Date	Name	Age	Sex	Known Needs	Event/Incident Details	Place	Response

## Appendix 7: Model Letter to organisations requesting confirmation of their safeguarding arrangements:



Dear.....

I am writing in respect of our Cornerstone Centre Safeguarding policy. We are keen to ensure that everyone that uses the centre does so with the confidence of being well cared for and with the assurance that the centre is a safe place.

As per our policy, we require that all organisations that hire the Centre make available to us a copy of their organisation's safeguarding policy to ensure that this meets current standards. We also request that you ensure the following:

- That your own health and safety policy and risk assessments for the activities that you lead are relevant, specific and up to date.
- That you keep an accurate register of participants and emergency contact details
- That you are fully and appropriately trained in safeguarding and written confirmation of this is provided.
- That you have been DBS checked if working with children, young people or vulnerable adults.

We would be grateful; if you could bring the relevant documentation in to show us at your earliest convenience. We'd be happy to talk this through with you if you are unsure whether you have the relevant documentation in place. Unfortunately, failure to provide this paperwork or discuss your particular situations with us, may lead to your being unable to use the Centre until such a time as we are satisfied that your group is compliant with current legislation.

Please do get in touch with us should you have any questions about this.

With many thanks

The Centre Managers