

Safeguarding of Children and of Adults at Risk Policy and Procedure



Last reviewed	11-05-2026	Next review due	2 nd meeting, 2027
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1. Policy Statement

Chaplaincy Derbyshire is committed to safeguarding and promoting the welfare of all people, with special attention to children, young people and adults at risk, in line with all legislation, regulations and guidelines. This commitment is a central principle of our faith and our values.

Everyone has the right to feel and be safe, respected and valued, regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religion or belief, sexual identity.

Safeguarding is everyone's responsibility, and we are committed to ensuring our trustees, staff and volunteers are aware of their responsibilities, alert to risks, and clear about how to raise concerns as soon as they arise.

Concerns must be raised in line with the procedures in this policy, and will be dealt with in a timely and appropriate manner. All personal data will be processed in accordance with GDPR and Data Protection principles, and other relevant legislation and regulations.

2. Scope

This policy applies to:

- All staff (paid and unpaid)
- All chaplains whether volunteers or paid
- Trustees
- Contractors and visitors engaged in Chaplaincy Derbyshire activities

It covers all settings where Chaplaincy Derbyshire operates, including but not limited to community venues, workplaces, homes, online environments and digital communications.

3. Legal and Regulatory Requirements

The primary legislation and regulations on which this policy draws include:

Children

- Children Act, 1989
- Children Act, 2004
- Working Together to Safeguard Children, 2018 (updated 2023)
- Sexual Offences Act, 2003
- Sexual Offences (Amendment) Act, 2000
- Safeguarding Vulnerable Groups Act, 2006
- Reference to the principles of *Keeping Children Safe in Education*, to ensure best practice, although KCSiE does not apply directly to our setting, other than when working in schools

Adults

- Care Act, 2014
- Mental Capacity Act, 2005
- Domestic Abuse Act, 2021

Reference is also given to **GDPR, the Data Protection Act 2018, Rehabilitation of Offenders Act 1974, and to Charity Commission guidelines. Also to *Prevent*, Equality Act (2010), Modern Slavery Act (2015), and the Police Act (1997) with reference to Disclosure and Barring Service (DBS) checks.**

4. Definitions

Child/Young Person

Anyone under the age of 18.

Adult at Risk (previously known as a Vulnerable Adult)

A person aged 18 or over who:

1. has needs for care and support (whether or not the local authority is meeting those needs), and
2. is experiencing, or is at risk of, abuse or neglect, and
3. as a result of those needs, is unable to protect themselves from the abuse or neglect, or the risk of it.

Abuse

A misuse of power and a breach of trust that violates an individual's dignity, wellbeing and human rights. It may be a single act or a pattern of behaviour and can be intentional or unintentional. Abuse may involve acts of harm, exploitation or neglect, including failures to act.

Children may be abused or neglected through physical, emotional, sexual or spiritual harm, or through neglect.

Adults at risk may experience abuse or neglect when their care and support needs place them at risk of harm, coercion or exploitation.

Abuse can occur in families, communities, faith settings or institutions and may be perpetrated by adults or children.

Types of abuse include but are not limited to:

Physical abuse

Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual abuse

Including rape, sexual assault, sexual harassment, inappropriate touching, sexual exploitation, coercion, or exposure to sexual acts or materials.

Emotional or psychological abuse

Including threats, humiliation, intimidation, coercion, controlling behaviour, verbal abuse, isolation, bullying or cyberbullying.

Neglect and acts of omission

Including failure to provide appropriate care, supervision, food, shelter, medical care, emotional support or protection from harm.

Financial or material abuse

Including theft, fraud, coercion in relation to finances, misuse of property or benefits, pressure around donations or gifts.

Discriminatory abuse

Including abuse based on race, disability, age, gender, sexual orientation, religion or belief, or other protected characteristics.

Spiritual abuse

Including misuse of religious belief, authority or practice to control, coerce, manipulate or harm; enforcing belief systems; preventing access to support; or using faith to justify abuse.

Organisational or institutional abuse

Including neglect or poor practice within an organisation, failure to follow safeguarding procedures, or cultures that allow abuse to occur.

Domestic abuse

Including physical, emotional, sexual, psychological or financial abuse within family or intimate relationships, including coercive or controlling behaviour.

Modern slavery

Including slavery, human trafficking, forced labour and domestic servitude.

Self-neglect

Including neglect of personal care, nutrition, health or living conditions, where this places the individual at serious risk.

5. Principles

Chaplaincy Derbyshire commits to:

- Prioritising the welfare of children and adults at risk.
- Promoting an open culture where concerns can be raised without fear.
- Ensuring safe recruitment, induction and training.
- Responding to concerns quickly and appropriately.
- Working in partnership with statutory agencies.
- Keeping accurate, secure and confidential records.

Through this, we aim to align with the six statutory safeguarding principles: Empowering individuals, preventing harm, responding proportionately, protecting the most needy, partnering with other agencies and being accountable at all times.

6. Roles and Responsibilities**Trustees**

- Hold ultimate accountability for safeguarding, including implementation of this policy and reporting to statutory authorities, including the DBS, the Police and the local authority.
- Ensure policies, procedures and training are in place.
- Review safeguarding annually.
- Follow the Serious Incident Reporting Policy, in line with Charity Commission requirements.

Safeguarding Lead

- First point of contact for concerns.
- Liaises with statutory agencies.
- Maintains safeguarding records.
- Ensures training is up to date.
- Ensures DBS checks are carried out where required and renewed as needed.

Deputy Safeguarding Lead(s)

- Act(s) when the Lead is unavailable.

Staff and Volunteers

- Must follow this policy and the Code of Conduct.
- Must be alert to signs of abuse, as listed in section 4 of this policy
- Must report concerns immediately.
- Must not investigate allegations themselves.

Chaplains, as well as staff and trustees, operate in a position of pastoral and spiritual trust. Abuse of this trust may constitute a criminal offence, particularly where it involves a child, a young person, or an adult whose ability to consent is impaired.

All Chaplaincy Derbyshire staff and volunteer chaplains are required to take shared responsibility for the safeguarding and safety of any children, young people and adults at risk with whom they come into contact. They must be aware of and abide by Chaplaincy Derbyshire's 'Code of Good Practice' (see Annex A).

The managerial responsibility for any programme or activity rests with the individual who is directing or organising the activity. This person is expected to:

- Ensure that the activity is planned, organised and delivered in accordance with this Safeguarding Children and Adults at Risk Policy
- Arrange the checking, training, induction and guidance for all staff and volunteers
- Complete a health and safety risk assessment if appropriate for the activity

7. Safer Recruitment

In recruiting staff and volunteer chaplains, and in the appointment of Trustees, Chaplaincy Derbyshire will:

- Obtain references and, in recruiting, use application forms and interviews.
- Carry out initial DBS checks in line with legal requirements and renew these as required, including identity checks (carried out in person or online through an authorised agent).
- Ensure that Safeguarding expectations are clear during recruitment and induction, especially this policy, the Code of Conduct and the volunteer (or staff/trustee) agreement.

8. Training and Support

Chaplaincy Derbyshire will provide appropriate training:

- To all trustees, staff and volunteers as appropriate.
- On induction and through periodic refreshers.
- To the Safeguarding Lead at an enhanced level.

9. Reporting

Please see Annex B for details of the procedure to be followed. Where you are working within an organisation with its own safeguarding procedures, such as a school, business or care home, please follow their procedures in the first instance (though note that, where immediate risk is identified, referrals to statutory agencies must not be delayed), and keep the Chaplaincy Derbyshire

Safeguarding Lead informed of this.

Allegations made against staff or volunteers will need to be reported immediately, will be reported externally to statutory authorities wherever required, and may lead to temporary withdrawal from duties where appropriate. See also '6. Roles and Responsibilities'

10. Information sharing and Record Keeping

- Information will be shared lawfully, proportionately and on a need-to-know basis and in line with UK GDPR, and Chaplaincy Derbyshire's Safeguarding policy and procedures.
- Records will be factual, dated, signed, and stored securely.
- Records will be retained in line with statutory requirements.

11. Online and Digital Safeguarding

Staff, volunteers and Trustees shall, in their work for Chaplaincy Derbyshire:

- Use official communication channels only when communicating with or about service users
- Avoid private messaging or personal social media accounts when communicating with under-18s,
- Ensure consent for photographs and digital media
- Ensure appropriate pastoral boundaries in the online sphere
- Avoid coercion or overbearing spiritual intervention through any medium

12. Whistleblowing

Concerns about unsafe practice, organisational failures, or misconduct can be raised with the Chair of Trustees. Where this is not appropriate, concerns may be raised with Thirtyone:eight or the Charity Commission under their whistleblowing procedures.

13. Monitoring and Review

This policy will be reviewed by Trustees at least annually. Various events or circumstances may trigger an earlier review, including a specific safeguarding incident or concern, legislative changes, organisational changes, emerging risks and so on.

14. Links with other policies

As an overarching policy, this Safeguarding policy inevitably links with the majority of Chaplaincy Derbyshire's other policies. The Lone Working Policy is particularly pertinent to the Code of Good Practice (Annex A)

ANNEX A

CODE OF GOOD PRACTICE FOR STAFF AND VOLUNTEERS

Safeguarding is everyone's responsibility.

The following guidelines are intended to be a common-sense approach that both reduce opportunities for the abuse of young people and adults at risk and help to protect staff and volunteers from any false allegation.

You SHOULD:

- Ensure all safeguarding training is up to date (currently provided by ThirtyOne:Eight)
- Treat all young people and adults at risk with respect and respect their right to personal privacy
- Ensure that, whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others
- Exercise caution when discussing sensitive issues with children or adults at risk
- Exercise caution in initiating any physical contact with a young person or vulnerable adult
- Operate within the guidance offered by this Code
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse
- Keep parents fully informed of all anticipated activities
- Always gain consent from parents, guardians and individuals before taking photographs, videos or other images of young people or adults at risk where possible.
- Recipients of Chaplaincy Derbyshire services shall be provided with contact details of who to contact in the event that they have a complaint.

You should NOT:

- Spend excessive time alone with young people or adults at risk away from others
- Take young people or adults at risk alone in a car journey, however short
- Take young people or adults at risk to your home
- Engage in physical or sexually provocative games including horseplay
- Allow or engage in inappropriate touching of any form
- Make over-familiar or sexually suggestive comments or approaches to a young person or vulnerable adult, even as a 'joke'
- Let allegations, over familiar or sexually suggestive comments or approaches made by a young person or vulnerable adult, go unchallenged or unrecorded
- Publish photographs, videos or other images of a young person without the express permission of a parent or guardian and the young person themselves. This includes publicity materials, reports, websites, funding bids, social media, digital content or print media.

ANNEX B

REPORTING CONCERNS AND RECEIVING DISCLOSURES.

If someone is in immediate danger, call 999 and speak with the police.

If you have a concern about a child, or about an adult at risk:

- If you are working in a professional setting, such as a school or care home, follow their Safeguarding procedures *in the first instance*
- Report it as soon as possible (ideally immediately) to the Safeguarding Lead (or their Deputy)
 - In their absence, contact a Trustee for advice.
- If your concern is about a Trustee or about the Safeguarding Lead or their deputy, you can contact ThirtyOne:Eight, our Safeguarding partner, telling them you're ringing about Chaplaincy Derbyshire quoting our reference number, 15681. Their helpline number is 03030031111.
- It is also possible to contact Call Derbyshire on 01629 533190, which offers 24/7 support for urgent cases, and working-hours support for more routine matters.

In the event of a disclosure, you MUST:

- Listen calmly and carefully, and reassure the individual making the disclosure,
- Not promise confidentiality,
- Be careful to record:
 - The date, time, place and circumstances of the disclosure,
 - Your name and role,
 - The name of the person making a disclosure and, if different, the person the concern is about,
 - Specific details/facts disclosed,
 - What the individual making the disclosure *said*:
 - use direct quotes as much as possible, clearly attributing them to the relevant individual
 - What you observed such as non-verbal cues including body language and changes in behaviour,
- Submit your written report within 24 hours of the disclosure, ensuring it is signed and dated. GDPR applies.

In the event of a disclosure, you MUST NOT:

- Investigate – this is for the police and other statutory bodies.
- Ask leading questions.
- Confront the alleged perpetrator.
- Record your opinions, assumptions or diagnoses.

Receiving a disclosure can be a troubling experience; please speak with the Safeguarding Lead, their Deputy, or one of the Trustees about the support you can be offered.

Chaplaincy Derbyshire will need to consider whether the incident needs to be reported to the Charity Commission as a *Serious Incident*.