

CEEC Safeguarding Policy

Policy Statement

The CEEC Safeguarding Policy and Procedures follow the requirements laid out in the following Government guidance documents:

- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government, 2018)¹
- Statement of Government Policy on Adult Safeguarding (Department of Health, 2011)²
- Keeping Children Safe in Education (Department for Education, 2014)³
- Care Act 2014⁴ and the care act guidance⁵
- Charity Commission guidance for charities and trustees⁶

CEEC does not work directly with children and does not routinely work directly with adults in need of support, or other adult groups generally understood to be at particular risk of abuse.

Purpose: Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure that their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. The range of organisations includes 'Faith Organisations':

"Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/215591/dh_126770.pdf

³

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf

⁴ <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

⁵ <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

⁶

<https://www.gov.uk/guidance/charity-commission-guidance>

organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children as described in Working Together (Chapter 2 paragraph 4)."

CEEC will endeavour to establish a safe, caring and loving environment, through the implementation of the CEEC Safeguarding Policy and other procedures. This will include:

- Safer recruitment procedures
- Appropriate training for our trustees, staff and volunteers
- Awareness-raising within CEEC
- Support and protection of members of our community
- Working in partnership with others to protect and promote the welfare of members of the orthodox, Anglican, evangelical constituency

Principles: CEEC works in partnership across the orthodox, Anglican, evangelical constituency. In doing so, CEEC subscribes to the following principles

- The care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- The safeguarding and protection of all children, young people and adults
- The establishment of safe, caring communities which provide a loving environment where victims of abuse can report or disclose abuse, and where they can find support and best practice that contributes to the prevention of abuse.

In particular, CEEC aims to:

- Reduce the risk of significant harm to children or adults, whilst listening to and supporting individuals
- Respond without delay to any allegation or suspicion of abuse, including cooperating with the police and local authorities in any investigation
- Ensure that safeguarding is everybody's business, with CEEC playing its part in preventing, detecting and reporting neglect and abuse
- Ensure that arrangements are in place to protect those least able to protect themselves
- Provide access to pastoral care for victims/survivors of abuse, those who are the subject of concerns/allegations of abuse, and other affected persons
- Ensure that our recruitment processes are fair, consistent and transparent, and follow good practice for 'Safer Recruitment'
- Challenge any abuse of power, especially by anyone in a position of respect and responsibility where they are trusted by others
- Respond appropriately to those who may pose a present risk.

With respect to **children and young people**, a child is defined as anyone who has not yet reached their eighteenth birthday (including unborn children).

An **adult at risk** is someone eighteen years old or over, who (whether or not they consider themselves to be so) may be at risk by reason of age, illness or disability; it also includes any adult who has been put at risk by their situation or circumstances, such as by discrimination or as a victim/survivor of abuse.

Safeguarding officer: Whilst safeguarding is a matter for everyone within our community, CEEC's ultimate responsibility lies with the Trustees.

CEEC's Safeguarding Trustee Lead and its Safeguarding Officer are: Stephen Hofmeyr and John Dunnett respectively.

CEEC undertakes to support the Safeguarding Officer in the implementation and regular review of this Policy and the provisions it contains.

The Safeguarding Officer has been nominated by CEEC to act on its behalf in dealing with all matters relating to actual or alleged abuse; this includes making a written record of any concerns raised and referring the matter as appropriate to the local authorities (such as the Local Children's Social Care Department and/or the NSPCC), the Police, the Charity Commission and to the safeguarding team of the relevant church/organisation. The Safeguarding Officer will undertake regular training.

In the absence of the Safeguarding Officer the Safeguarding Trustee Lead will deal with any safeguarding matters.

The CEEC website will host this policy and make clear that safeguarding concerns may be raised by email to safeguarding@ceec.info. The Safeguarding Officer and Safeguarding Trustee Lead will monitor this email inbox. In the absence of both the Safeguarding Officer and the Safeguarding Trustee Lead, or if a concern is in relation to either of these role holders, then a matter may be raised with the Christian Safeguarding Service advice line <https://thecss.co.uk/get-in-touch/>

Process:

Volunteers, including Council members, Working Group and Workstream members, will be provided with a copy of the CEEC Safeguarding Policy on appointment and asked to confirm that they will abide by its ethos and support its implementation.

Staff and Trustees: All appointments within CEEC will be subject to a recruitment process, vetting checks. Recruitment procedures will include:

- A clear, written job description and person specification for each post
- Completion of a confidential self-declaration form as part of the application
- Consistent interviewing and assessment methods, including discussion of safeguarding
- The uptake of written references and appropriate follow up
- Verification of identity and relevant qualifications prior to appointment
- Completion of a DBS Check, where appropriate to the role (including overseas criminal records check, where appropriate)

- Repeat of DBS Check, where appropriate to the role, after 5 years of employment
- Appropriate induction, supervision, training and support (including specific training on safeguarding where appropriate to the role)

Staff will receive regular safeguarding training/updates from the Safeguarding Officer or another appropriately competent individual.

Safeguarding ethos within CEEC: We will endeavour to build an appropriate ethos within our community, for example by:

- developing a culture of awareness in order to protect children and adults at risk
- modelling appropriate behaviour in all interactions with children and adults at risk
- providing information on where to seek help and on procedures for reporting suspected abuse (through the CEEC Safeguarding Policy and through safeguarding training).
- developing a culture where everyone's voice is heard and where those who find it difficult to make their voice heard are supported to do so
- taking seriously any safeguarding concerns or disclosures and responding proportionately and in a timely manner

Action in Cases of Suspected Abuse (Child or Adult): Concerns about a child, young person or adult may present themselves in a number of ways. No member of staff should ever carry out their own investigation into an allegation or suspicion of abuse, past or present, since action of this nature may interfere with a formal investigation at a later date. Instead, the following procedures should be followed:

- The person in receipt of an allegation of abuse (whether past or present, and whether from the child or adult at risk themselves or from a third party), or who suspects that abuse may be taking place, should make a note of what they have seen, heard or become concerned about (within an hour if possible). They should ensure that they do not promise confidentiality to the person concerned. [NB If it is necessary to take immediate action to protect life and limb, then the person involved should dial 999 to contact the police and/or ambulance service as necessary, and follow the instructions given. As soon as possible, and within 24 hours, the matter should be reported to the Safeguarding Officer.]
- The concern should be reported immediately (and no later than 24 hours) to the Safeguarding Officer. If the Safeguarding Officer or Safeguarding Trustee Lead is unavailable, or if the concern in any way involves the Safeguarding Officer, then the report should be made to Christian Safeguarding Services <https://thecss.co.uk/get-in-touch/> or to another trustee. In the unlikely event that all are either unavailable or the subject of an allegation, then contact Local Social Services.
- Suspicions must not be discussed with anyone other than the above-named.

CEEC will support the Safeguarding Officer and Safeguarding Trustee Lead in taking any action that is required (either immediately or subsequently) with respect to the alleged or actual abuse of a child, young person or adult. It accepts that any information in the possession of the Safeguarding Officer

or Safeguarding Trustee Lead will be shared in a limited way, on a need to know basis, and that this may include referral to the appropriate authorities.

In determining what is appropriate in any given situation, CEEC will take advice from safeguarding professionals or relevant authorities outside CEEC.

Record Keeping and Reporting: A complete record of any case will be maintained by the Safeguarding Officer or Trustee Safeguarding Lead, as appropriate. This will include notes and/or minutes of meetings or conversations; any decisions made and the reasons for them; and key documents such as risk assessments or papers relating to disciplinary action. Records will be signed and dated, with the name and role of their author clearly shown.

Records concerned with abuse will be kept indefinitely, and will be stored safely and securely by the Safeguarding Officer in accordance with the provisions of data protection legislation.

Review of the Safeguarding Policy and Procedures: The Safeguarding Officer will report to the Trustees any material matters regarding implementation of the CEEC Safeguarding Policy. This will include a review of any allegations made or concerns raised; analysis of any cases against the relevant policy and practice guidelines; identification of any weaknesses; and agreement of any changes that need to be made as a result.

The Trustees will also undertake an annual review of the CEEC Safeguarding Policy and its associated procedures.

Appendix 1: Types of Abuse

For more details, see:

- Children: *Working Together to Safeguard Children*⁷ (2013, p.85)
- Adults: *No Secrets*⁸ (paragraph 2.7)
- Children & Adults: *Safeguarding in the Diocese of London* (2012, pp.41-48)

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical or mental suffering. It is not temperately disagreeing on a theological or other issue.

Type of abuse	Description of abuse

⁷ <http://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf>

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/194272/No_secrets_guidance_on_developing_and_implementing_multi-agency_policies_and_procedures_to_protect_vulnerable_adults_from_abuse.pdf

Physical	• May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult. • Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Sexual Abuse	• Involves forcing or enticing a child or adult to take part in sexual activities, whether or not the child or adult is aware of what is happening. • The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. • They may also include non-contact activities, such as involving children or adults at risk in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). • Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.
Neglect/Acts of Omission	• The persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. • This includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life, such as medication, adequate nutrition and heating.
Emotional/Psychological Abuse (inc. web-based bullying and witnessing domestic violence/abuse)	• The persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse effects on the individual's emotional development. • It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. • This could also include the inappropriate use of religious belief or practice, including the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Sometimes abuse falling within this heading is described as "spiritual" abuse. This should not be understood as a distinct legal category, and may relate more to the context within which the abuse occurs.

Approved by the Trustees on 15 September 2025