

ReSource Safeguarding Policy

1.

- a. The Trustees of ReSource approved this policy at the Board meeting held on 15th October 2019

b. Ethos Statement

The Trustees fully endorse the policy adopted by Church of England Bishops and thereby adopt it for ReSource.

“The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the ‘Whole Church’ approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who meets children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm (Promoting a Safer Church 2017).”

Church of England Policy

The Charity endorses and adopts all the policy statements and guidance promoted by the Church of England, including the House of Bishops full statement on ‘Promoting a Safer church’ (an extract of which appears above) and the Parish Guidance booklet under the same name. There is much in the latter that is not directly relevant to ReSource’s work, but the principles and relevant applications will be at the core of our approach.

c. ReSource Safeguarding Officer (RSO)

The Trustees have appointed a Safeguarding Officer who will ensure the implementation of this policy and make regular reports to the Trustees.

The person appointed is –

Name	Kevin Roberts, Director of ReSource
Address	ReSource, Meeting Point House, Southwater Square, Telford, TF3 4HS.
Tel.	01952 371300
e-mail	kevinroberts@resource-arm.net

The Safeguarding Officer will delegate aspects of the administration of this policy to the ReSource Administrator, whilst retaining ultimate responsibility for the policy and its implementation.

A job description for the Safeguarding Officer is included as Appendix 1.

If the complaint is against the Safeguarding Officer, the complainant should deal directly with the Chair of the Charity, whose details are

Name	Bishop John Holbrook
Address	Bishop’s Lodging, The Palace,

Peterborough PE1 1YA
Tel 01733 562492
Email bishop.brixworth@peterborough-diocese.org.uk

d. The Board has appointed Kate King as its Safeguarding Lead.

e. Regular Reviews

i. Annual Review

The Trustees will ensure that an annual assessment takes place to ensure that every activity which it organises will provide proper safeguards to protect from harm. The assessment will consider the premises, activities, procedures, equipment, staffing and all other issues which may affect the potential safety of staff and users. The Trustees will require all volunteer ministers and associates, as well as paid staff to understand and apply the ReSource policy and code of practice.

The ReSource Safeguarding policy will be reviewed annually as part of the Safeguarding Officers' preparation for the Trustee Board annual report. It may well be appropriate to use an adapted version of Diocesan annual audits.

The reviews will be formally considered by the Board and kept as a permanent record.

ii. Quarterly

Safeguarding should be a standing agenda item at each Board meeting. The Safeguarding Officer will present a report for each Board Meeting in conjunction with the Lead Trustee, Kate King.

f. Safeguarding Incidents

The Safeguarding Officer will take initial responsibility for any Safeguarding incident and will make the key decision whether to launch an investigation, seek

advice from a Local Authority Designated Officer, or immediately inform the Police. He would seek to inform the Lead Trustee, Kate King and the Chair concurrent with this. If an investigation is required, the Lead Trustee, Kate King and the Chair will be involved in the decision as to who should be the lead investigator.

g. Confidentiality

Confidential information concerning any individual will be fully protected subject to the arrangements as set out in this paper.

h. External Support and Training

Where necessary the Safeguarding Officer will, in consultation with the ReSource Trustees, seek external expertise with complex Safeguarding matters. Lichfield Diocese will provide ReSource with support. They will provide advice, undertake checks and provide access to online training.

- i. In examining the policy of the National Church and several Diocese, training on safeguarding is mostly accomplished using online courses, which provide a certificate on completion.
- ii. Lichfield Diocese will provide us with access for training, a means of authentication and expertise that we can rely on.
- iii. ReSource will rely on having sight of existing C3 certificates, rather than requiring Ministers and Companions to do this training again.

i. Working in Partnership with Host Churches

In its public ministry, ReSource will be working with a Host Church, or Group of Churches. This paper identifies the precautions that ReSource will take to ensure that its employees and volunteers abide by best practice as articulated by the Church of England. In addition, ReSource will take every possible step to ensure

that the churches we are working with are also adopting best practice.

It will not formally audit the Safeguarding policies of its partners, but it will ask partners to self-certify their compliance with best practice as part of a revised booking process for ReSource engagements. The expectation is that the host church will have adopted their local Diocese's requirements or other denominational equivalent.

And ReSource will have the right to review such policies as it sees fit.

2. Appointments

a. Appointment of Voluntary and Paid Staff to Deliver our Ministry

We will adopt the following process when recruiting, Staff, Ministers, Companions and Volunteers to ensure we comply with best practice and minimise the risk of making an appointment that would carry material Safeguarding risks.

b. When appointing new staff

- i. An appropriate and full Job Description will be drawn up in advance;
- ii. Interviews will be held for every position;
- iii. At least three References will be sought and taken up:
 1. One of these will be from the Minister's Denominational Leader who will be asked to confirm they are unaware of any Safeguarding impediment to the conduct of Ministry.
- iv. A confidential declaration will be completed;
- v. For those leading public ministries, we will take a copy of an existing DBS Check:
 1. If any Ministers does not have a DBS Check, we will use Lichfield Diocese to conduct an enhanced DBS Check on our behalf.

c. Existing staff

- i. We will ensure that all existing staff and contractors have a written Job Description.
- ii. If this was not completed at the time of their original appointment, then any references which were obtained, or even not obtained will now be pursued and reviewed appropriately.
- iii. All staff will be subject to the Basic DBS Check.

d. All staff and volunteers –

- i. Will receive regular in-service training
- ii. Will be properly supervised
- iii. The Employee handbook will need to be updated to reflect this policy.

e. Enhanced DBS Checks

It is recognised that UK Government advice is that a DBS check is not required for the delivery of itinerant ministry.

- i. The Trustees will rely on copies of existing DBS Certificates –in our application process
- ii. The Trustees will ask to see copies of DBS Certificates for Companions who are only conducting Ministry with Church Leaders.
- iii. If Companions do not have existing DBS checks, the Board will rely on sight of copies of C3 certificates.

3. Guidance to Ministers and Companions in Relation to the Delivery of Ministry

We provide the Following guidance to our Employees and Volunteers

- a. All our Minister should be fully aware of our policy and this should guide them as they lead Ministry.
- b. Our Ministers are advised to undertake personal Ministry to individuals seeking Prayer / Counselling in a public space – ideally with another member of the leadership team or a member of the Host Church Prayer Team
- c. The delivery of Personal Ministry should be in accordance with the guidelines provided in Appendix 2.

d. Ministry to Children

It is not anticipated that ReSource Ministers will be providing Ministry to Children whilst fulfilling ReSource commitments. In exceptional circumstances, Ministry is only permitted if it is operated in conjunction with trained and equipped Children’s Ministers from the Host Church or Churches.

e. Vulnerable Adults

It is recognised that Ministers need to be conscious of the risks of providing ministry to Vulnerable Adults. In order to manage this risk, the following steps will be taken:

- i. The host church will be asked to provide details of any vulnerable adults likely to attend.
- ii. ReSource Ministers will be aware of the challenges of delivering ministry to Vulnerable Adults
- iii. Our Ministers will take full account of the guidance in Appendix 4

f. Allegations of Abuse

The comments below should be seen within the context that if there is concern that a crime is being committed or any individual is at risk of significant harm, then the police must be called immediately, and the Local Authority Designated Officer.

The priority is police and local authorities first – inform Church bodies and ReSource chain of command second.

g. Suspicions

Anyone involved with ReSource Ministries who suspects a person with whom they are working/engaging is being abused in any way whatsoever will immediately contact ReSource’s Safeguarding Officer and follow his/her advice.

- i. ReSource expects that its Ministers will be suitably alert to the possibility of abuse.
- h. Allegations against anyone who attends any ReSource events, and allegations against staff or volunteers will be fully and honestly dealt with.
 - i. ReSource will seek the earliest possible notice of any possible incident by seeking confirmation of whether there have been any Safeguarding issues by the host of each ReSource event. This will be part of a request for formal feedback.
 - 1. If the allegation is made against someone in a position under the authority of the Host Church, it will be for them to investigate, but to keep ReSource informed.
 - 2. If the allegation is against a ReSource Minister, employee or other volunteer, the issue would be our responsibility to take forward.
 - ii. The question on our feedback form will ask the Host Minister to confirm that there had been no complaints, allegations or issues of concern in relation to Safeguarding.

i. **Written Report**

A ReSource Minister will provide a written report to the Director immediately after an event, if he has any Safeguarding concerns, about a current or historic incident or any issue at all. This would include anything the Minister had seen directly or heard about indirectly.

If there is any doubt, the guidance is to report in writing.

j. **Companions**

It is ReSource policy that all Safeguarding risks must be minimised with the Alongside Scheme. Steps that would be required include:

- i. An initial assessment of risks by the Supervisor – who would need to meet with the prospective client or hold a Skype Call to address such concerns.
 1. This process will include a pro-forma Risk Assessment
- ii. Companions will provide outline reports after each meeting with a pre-eminent requirement to mention concerns at any time.
- iii. Companions will need to be trained and thereby aware of when they must disclose information to their supervisor.

k. **Complaints**

Any complaint against any member of ReSource staff or Volunteer team will be dealt with in accordance to the ReSource complaints procedure (to be written and included within the Staff Handbook).

If a complaint relates to anything related to Safeguarding, the Safeguarding Officer will be informed immediately and the lead Trustee, Kate King will be told.

If the Complaint is about the Safeguarding Officer, the lead Trustee will be informed immediately.

4. Specific Advice on Disclosure of Abuse to ReSource Ministers

a. Volunteers

- i. Any person who makes a disclosure or allegation of abuse will be sensitively and appropriately dealt with.
- ii. This means all employees, Ministers and Companions will be fully aware of the guidance in Appendix 3 and will be required to follow it.
- iii. Any employee, contractor or volunteer to whom a disclosure is made will contact the ReSource Safeguarding Officer and will follow his/her advice. The Lead Trustee, Kate King will always be informed when the Safeguarding Officer is dealing with a disclosure, though personal information will be kept confidential.

b. In normal circumstances the Minister should also inform the Safeguarding Officer of the Host Venue

- i. If ReSource is providing ministry in the form of a Connect Day for several parishes or Deanery, it is essential that there is a named Safeguarding Officer who would be the recipient and collector of any information.

c. ReSource will provide detailed guidance on how to respond to 'non recent' disclosure – this will include detailed guidance on appropriate ways of listening, affirming and recording such details.

5. Specific Advice on how to Avoid all Dangers of Spiritual Abuse in All Manifestations of Ministry

To quote from the Scargill guidance, ‘Church and Christian communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically.’

ReSource’s challenge is that we need to be bold in seeking the Spirit, but savvy about possibilities of it going wrong.

a. Private Ministry

The New Wine guidance provided in Appendix 2 is very helpful in relation to the provision of private ministry at a Ministry Event.

b. Companion Scheme

ReSource Companions must also be mindful of the risk of Spiritual Abuse as they provide prophetic support to Church Leaders. Their tone should be consistent with this tension, and keep the Director informed if any concerns become apparent.

c. The trustees are mindful that even ordained clergy have historically been subject to spiritual abuse. The dangers of this will be mitigated by:

- i. Clear guidance to ReSource Companions
- ii. A line of communication from the Client to the Director or his alternate
- iii. Regular appraisal of the Companion.
- iv. The Companion keeping a record of each meeting with their client, including outlining if there have been any Safeguarding issues.

6. Appendix 1 Job Description for Safeguarding Officer

ReSource Safeguarding Officer Role Description.

Introduction

The ReSource Safeguarding Officer is the key link between the day to day activities of the charity and the Trustees concerning all safeguarding matters. She/he will have an overview of all ReSource activities; and will seek to ensure the implementation of safeguarding policy.

The key tasks of the safeguarding officer are to:

- a. Be familiar with the ReSource Safeguarding Policy and ensure that leaders of Ministries, ReSource staff and Trustees are fully aware of, and are implementing, the policy. Train them as appropriate.
- b. Have an overview of all ReSource activities involving people accessing ReSource Ministries; and ensure a record of activities is maintained.
- c. Ensure records of safeguarding training and DBS certificates are maintained for all those ministering on behalf of ReSource. Ensure that records are kept that are accessible, accurate, securely held and able to be analysed. Request updated DBS certificates as necessary. Address any DBS Blemishes and the consequences thereof.
- d. Liaise with the nominated Trustee Safeguarding Lead, Kate King over safeguarding issues; and provide a regular report to the Trustee Board. With the Trustee Board, seek external expert support in the event of an allegation, if it is required.
- e. Keep in touch with the leaders of all Ministries and offer them advice and support over safeguarding matters.
- f. Be fully aware of responsibility to report to the police, local authorities and other bodies where it is suspected that a child, young person or vulnerable adult has suffered abuse or is at risk of suffering abuse.
- g. Keep up to date with changes in the Church of England's safeguarding advice and best practice and seek opportunities to attend training.

- h. Ensure safer recruitment practices are followed for all relevant appointments to ReSource.
- i. Ensure an appropriate Safeguarding procedure is in place when running events in partnership with churches and other organisations, such that it is clear which organisations safeguarding policy is being used.
- j. Ensure that the ReSource Safeguarding Policy, with contact details, is displayed on the charities website and is available at events as appropriate.
- k. Keep good records of any safeguarding concerns that may arise; and ensure that others do the same.
- l. Where appropriate to undertake and commission risk assessments.
- m. Undertake an annual review of ReSource Safeguarding Policy and Procedures and update as necessary.

7. Appendix 2 New Wine Guidance on How to Pray for People

a. **Prayer Ministry Guidelines GENERAL MINISTRY: When Ministry has already been commenced from the platform.**

Often God operates sovereignly – and we need to stand back and allow God to be God. Do not intrude on God’s private time with the individual but focus on the Lord and encourage the individual to go on receiving. ‘The Holy Spirit is on you...’ ‘Go on receiving...’ ‘Don’t open your eyes...’ ‘I bless what God is doing...’ This approach to ministry applies following a general invitation, from the leadership, for delegates to be open and receive the Holy Spirit. As far as possible, please try to minister to people of the same sex as yourself, although occasionally you may be asked to minister to either sex. In most cases, you will be ministering on your own, just blessing what God is doing.

b. **INDIVIDUAL MINISTRY:**

Staying with someone for longer-a slightly different ministry may develop.

If an individual comes up for specific prayer, or during general ministry when a person may start to manifest more powerfully, please remember that ReSource has a general policy of same-gender ministry, so please only minister to delegates who are the same sex as yourself. The ministry should be Christ centred and Holy Spirit led, but your part may be more active. In this more intimate ministry, you should try to minister in two’s, of whom should be the same sex as the delegate. The suggestions below may be useful: ·

- i. Ask what the person is seeking from the Lord.
- ii. Listen to the recipient and to the Holy Spirit.
- iii. Invite the Holy Spirit to come, to lead, to guide and encourage. ·
- iv. Remember the place of repentance – forgiving and being forgiven. ·
- v. Remember there is a place for expressing feelings. ·
- vi. Wait – it is God’s work, not yours. ·
- vii. You can ask the person questions: e.g. ‘What do you feel God is doing?’ ·
- viii. If you feel it is right, speak to the condition in Jesus’ name. ·
- ix. If you have a prophetic word or picture, pray into it –or offer the word in such a way that it gives the person the freedom to weigh it. Never insist that it is a word from God: remember that you could be wrong. ·
- x. Do not be shocked by anyone’s disclosure – be loving and remember our values– confidentiality etc. ·
- xi. Offer any words or thoughts sensitively, recognizing that you may be wrong.

c. **If at any time you recognise that you should not be ministering to someone, especially if they are of a different gender to yourself, it is your responsibility to stop. Do not continue ministering alone: please ensure that you ask a fellow Ministry Team member who is of the same sex as the delegate that you**

are ministering to - to partner you.

- d. **We are there to make things safe** – so be watchful because the person could fall! Never push anyone, but watch for their safety as, and after, they have gone down. Encourage them to stay in the Lord's presence and to go on receiving. (Some people have 'fear of falling' issues. Allow them to be prayed with in a sitting position.)
- e. **The laying on of hands is biblical** –for blessing, healing, healing touch. However, be sensitive as to where you place your hands, and only touch in a restrained and appropriate manner.
- f. **Help allay a person's fears** – of what God is doing: 'Don't be afraid...' 'It's OK to receive...' 'It's OK to express your feelings...' 'You can stop at any time but try to go with it...' 'God loves you...'
- g. **Everyone has a responsibility for his/her own life** – even Jesus asked, 'What do you want me to do?' (Mark10: 51). It is often important for the individual to pray aloud to the Lord if he/she wants healing, guidance feels stuck or does not know what to do next. Stay with him/her in his/her confusion but do not accept responsibility for his/her life.
- h. **Be aware of your own issues** – avoid projecting on to someone else what God is doing with you. Let everyone find out what God is doing in his/her life.
- i. **Do not let people become dependent on you** – Do not make appointments to pray with individuals outside the meeting, nor allow people to ask for ministry from certain people. If they request further prayer ministry refer them to the Prayer Ministry Leader responsible for this. This is the Holy Spirit's ministry: the person who ministers is not important. The only exception to this rule is if/when we realise, we are out of our depth, or beyond our experience, and need to refer to someone else with higher authority and more experience.
- j. **Never tell a person that they have an evil spirit** – assume that the person is manifesting his/her pain or hurt. If an evil spirit is suspected refer to the Ministry Team Leader. Be aware that people may show unusual manifestations – Some people show unusual reactions when they are being ministered to such as shaking, falling in the spirit, crying, shouting or laughing. This is often the work of the Holy Spirit's activity and we do not wish to stop His work. Bless what God is doing and endeavour to keep them safe. If the person becomes too distressed or noisy speak God's peace to them in Jesus' name and calm them down. Consult the Holy Spirit about alarming manifestations; let Him show you what to do – if anything.
- k. **Anyone reporting physical or sexual abuse needs sensitive support** – please ensure that you ask an experienced Ministry Team member to partner you. If it is

a past experience, you can deal with it as a deep hurt that needs safe expression of feeling, and recognition of where the true responsibility lies (with the abuser), which hopefully will lead on into forgiveness, and asking God for healing. It is important to remember that most healing is a process and takes time. Do not force people to go faster than they are able. Report all forms of abuse to the leader at the event who will report it to the ReSource Director.

- l. **You are working under authority – so please recognise your limits.** Do not intrude when others are ministering unless invited. Be open to correction and guidance. Report to your Ministry Team Leader any individuals who you believe to be mentally ill, needing deliverance, or victims of physical/sexual abuse, or any incident where someone has been hurt.

8. Appendix 3 Guidance on How to Respond to Allegations of Abuse

GENERAL POINTS

- Above everything else listen, listen, listen and keep listening!
- Show acceptance of what the individual says (however unlikely the story may sound)
- Keep calm
- Maintain eye contact, it helps to show you are interested
- Be honest
- Tell the individual that you will need to let someone else know - don't promise confidentiality
- Even when an individual has broken a rule, they are not to blame for abuse
- Be aware that they may have been threatened or bribed not to tell
- Never push for information. If the individual decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared (using the language they used to describe what happened), sign and date the record and pass it to the ReSource Safeguarding Officer.

HELPFUL RESPONSES

- You have done the right thing in telling.
- That must have been really hard.
- I am glad you have told me.
- It's not your fault.
- You have a right to feel safe.
- I will help you.

Guidance on What to Avoid. Do not Say

- Why didn't you tell anyone before?

- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else".
- I'll keep in touch – you must pass the Investigation to the ReSource Safeguarding Officer.

Overall Conclusions

Reassure the person making the disclosure that they were right to tell you and show acceptance.

Let them know what you are going to do next and that you will let them know what happens i.e. contacting the Safeguarding Officer.

MAKING NOTES

Make notes as soon as possible, preferably within an hour of the disclosure being made.

Try to write down exactly what they say (using their words), when they said it, what you said in reply, what was happening immediately beforehand (e.g. a description of the activity) and whether they have told anyone else. Record the date, time of the events and when you made the notes.

Keep all hand-written notes, even if subsequently typed.

Such records should be kept securely and passed to ReSource's Safeguarding Officer as soon as possible. Don't forget to sign your record and include the date and year.

Under no circumstances should any Minister or Volunteer carry out their own investigation into an allegation or suspicion of abuse. Some information may need to be gathered so that those responsible for investigating can do their role.

Where possible aim to remove any ambiguities – for instance if the complaint is against an uncle, and they have several, try to identify the individual.

9 Appendix 4 Vulnerable Adults

Resource looks to provide a safe space for vulnerable adults. We are concerned for the care, safety and dignity of all human beings, and particularly those who due to circumstance, special needs and exploitation are vulnerable.

Definition of a vulnerable adult

Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation. The following is an indicative but not comprehensive list of those who might be considered vulnerable. Individuals with:

- A sensory or physical disability or impairment;
- A learning disability;
- A physical illness;
- Mental ill health issues (including dementia), chronic or acute;
- An addiction to alcohol or drugs;
- The failing faculties in old age;
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, for example bereavement or previous abuse or trauma.

A person who might be considered vulnerable has the right to:

- be treated with respect and dignity
- have their privacy respected
- be able to lead as independent a life as possible to choose how to lead their life
- have the protection of the law
- have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background
- be able to use their chosen language as a method of communication
- be heard

ReSource recognises that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives

We commit ourselves to being respectful in our pastoral care of adults who we minister to.

We commit ourselves to promoting and adhering to safe practice with vulnerable adults as people in positions of trust

We commit to the inclusion and empowerment of people who may be vulnerable

We will do all that they can to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect

We take responsibility to ensure that their actions do not violate the individual's human and civil rights and do not put themselves at risk of allegations of misconduct

10 Appendix 5

Copy of Extract from Staff Handbook on Safeguarding

SCHEDULE 24 SAFEGUARDING POLICY

1 **About this Policy**

- 1.1 This policy sets out our approach to safeguarding and promoting the welfare of children and vulnerable adults. It applies to all aspects of our work and to everyone working for us, including permanent and temporary employees, voluntary associates, the board of trustees, contractors and agency workers.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.
- 1.3 We recognise that some children and adults are especially vulnerable due to the impact of previous experiences, their communication needs or other issues. This policy aims to protect those people who receive our services.

2 **Recruitment**

- 2.1 We carry out safe recruitment checks on everyone who works for us. All roles require a Disclosure and Barring Service (DBS) check and references before the individual joins us. Some individuals will be subject to an enhanced DBS check because their role may bring them into regular contact with children and/or vulnerable adults. You will be notified if an enhanced DBS check is required.
- 2.2 Anyone interviewed for a post with us, either internally or from outside the organisation, will need to show an understanding of safeguarding that is relevant to the role that they are applying for and that they are up to date with the safeguarding training provided by their diocese or denomination.

3 **Expectations**

- 3.1 Everyone working for us has a responsibility to familiarise themselves with this safeguarding policy and the procedures that go with it. They must maintain a proper focus on the safety and welfare of children and vulnerable adults in all aspects of their work.

3.2 You must inform your manager if you or any adult living in your household become(s) the subject of an allegation of abuse against a child or vulnerable adult or a police enquiry, irrespective of the nature of that enquiry.

3.3 Any allegations of misconduct towards children and/or vulnerable adults by those working for us will be managed using the Disciplinary and Capability Procedure and this may result in the termination of your employment.

4 **Acting on Safeguarding Concerns**

4.1 If you become aware or suspect that children or vulnerable adults are being abused or at risk, you must notify the Safeguarding Officer, (the Director) immediately who will take appropriate steps to notify the relevant safeguarding authorities.

4.2 If you are concerned that a child or vulnerable adult is at risk of being abused or neglected, you should not ignore your suspicions and should not assume that someone else will take action to protect that person.

4.3 If you are in any doubt about what to do, you should consult the Director.

4.4 If you have concerns about the behaviour of a colleague, you must always raise this with the Director as quickly as possible. If your concerns relate to the Director, you must raise these issues with the Chair of Trustees.

4.5 We also operate a whistleblowing policy which you should consult if you do have any concerns which you wish to raise.