



TOGETHER FOR MISSION

A FAMILY OF FIEC CHURCHES WORKING TOGETHER TO
REACH OUT WITH THE GOSPEL IN & AROUND ENFIELD

Safeguarding Policy and Procedures

Charity details

Charity number: 1194815

Church address: Enfield Town Community Church, 79 Cecil Road, Enfield, EN2 6TJ

Main contact: Joely Pugh

Email: safeguarding@togetherformission.org

Phone: 07871 561020

This policy first adopted / last reviewed: March 2024

This policy should be reviewed annually. The next review is due on: March 2025

Context

Together For Mission (TFM) is an independent charity registered with the Charity Commission of England and Wales. The members of the Charity are the Trustees of the Charity. They also lead the Charity.

The Charity was established in 2021.

The Together For Mission churches are affiliated to the Fellowship of Independent Evangelical Churches (FIEC). FIEC is a membership organisation and does not exercise any authority over the churches or the Charity.

The Charity is a mechanism through which shared activities can be administrated and funded. Joint planting initiatives will be funded through Together For Mission. The Charity runs several key events over

the course of a year including (but not limited to) a TFM Prayer Meeting, a Women's Day, a Men's Day, a Festival Day for both adults and children, Connect summer camp for 8-18 year olds, and Re-Connect (around 6 months after Connect.) TFM has a heart to start new churches, especially in Eastern Enfield. These churches will exist under the banner of TFM until they register as their own CIO. At this point the new church will adopt its own safeguarding policy.

We recognise that during the course of the Charity's activities we may come into contact with vulnerable people. Together For Mission exists to share the good news of God's salvation through Jesus Christ to people in and around Enfield. The good news speaks of welcome for all, with a particular regard for those who are most vulnerable, into a community where the value and dignity of every human being is affirmed and those in positions of responsibility and authority are truly trustworthy. Being faithful to our call to share the gospel therefore compels us to take with the utmost seriousness the challenge of preventing abuse from happening and responding well where it has.

Our responsibilities

We recognise that both as a Charity and as Christians, we have a responsibility to:

- Protect and promote the wellbeing of those who attend any of the TFM events; paying particular attention to those who may be more vulnerable than others.
- Ensure that we have suitable systems and processes in place to manage safeguarding risks, including the appointment of a Designated Safeguarding Lead (DSL) and a Lead Trustee for Safeguarding (LTS).
- Ensure that those who act on our behalf are competent and safe to do so.
- Identify non-safeguarding risks and manage them effectively.
- Report any safeguarding concerns that meet statutory thresholds¹ to the appropriate statutory services as soon as possible and certainly within 24 hours. Where immediate action is required to ensure safety, an urgent report to the Police (999) or the appropriate Social Services department will be made without delay. If we are unsure whether a statutory threshold has been met, we will seek advice from either the relevant statutory services or from Christian Safeguarding Services (thecss.co.uk).
- Ensure that our conduct and practice is accountable and transparent and that we care well for those to whom we minister.
- Ensure that if problems occur or dissatisfaction is expressed, we examine these in an impartial and careful way and manage any conflict of interest effectively.

¹ Throughout this document "meeting the statutory threshold" refers to anything that reaches the local or national requirements for reporting to adult or children's services, the police, the charity commission, the DBS or any other statutory service. We recognise this is not always clear cut and if necessary, professional advice will be sought to discern this.

Our commitments

- We will ensure that our Staff and Volunteers are competent to fulfil their roles and the legal duties associated with safeguarding. This will include renewed DBS every 3 years and this must be seen by either the Together For Mission Administrator or the DSL.
- We will treat all who engage with the Charity through its activities with courtesy and respect and will seek to uphold their inherent dignity and worth.
- We will seek to support and care well for anyone who discloses to us that they have been a victim of abuse or neglect.
- We will seek to listen well to any concerns, complaints, or other expressions of dissatisfaction, and to respond in a proportionate, impartial, transparent, and accountable manner.
- We will make sure that the DSL for TFM is aware of any safeguarding concerns disclosed during a TFM event. The DSL will ensure that appropriate action has been taken.
- The TFM safeguarding team commit to acting in line with this policy as appropriate.

Governance, Oversight and Management of Safeguarding

The Trustees will include a statement on safeguarding in their annual return as required by the Charity Commission. The Designated Safeguarding Lead (DSL) will be trained in the role and will update their safeguarding training every two years in line with best practice standards and Local Authority requirements.

The DSL will work together with the Lead Trustee for Safeguarding (LTS) and the rest of the Safeguarding Team. The LTS will help the Trustees to ensure that those who act on behalf of the Charity are competent and appropriately trained. The Trustees have responsibility for the strategic safeguarding oversight (policies, handbooks etc), but will delegate the practicalities of this to the DSL. The DSL may delegate the management of safeguarding concerns to a Designated Safeguarding Officer (DSO) (for example if they are not attending one of the TFM events.)

If a safeguarding concern was raised with the DSL or DSO at any TFM event, the concern will be dealt with in line with this policy. Any concerns raised with either the DSL or DSO for TFM, will also be reported to the rest of the TFM safeguarding team. The TFM safeguarding team will respond to any concerns according to this policy.

If the statutory thresholds have been reached, the matter will be handed to the responsible statutory authority and the Charity will fully cooperate with the process of investigating the allegation as required. The matter will also be referred to the Charity Commission and DBS.

If the statutory thresholds have not been met, a proportionate response will be developed and implemented by the TFM safeguarding team. Where necessary (including for the avoidance of conflict of interest) advice and support will be sought from Christian Safeguarding Services, who will support in developing a plan to address the concerns raised.

Any allegations that may require a Serious Incident Report to the Charity Commission will be passed to the Trustees as a matter of urgency and certainly within 48 hours. The Trustees will file the Serious Incident Report with the Charity Commission in accordance with their legal responsibilities. If the Trustees require advice or support in this duty, they will seek such from suitably qualified and experienced sources.

Records of any concerns raised and trails of communication between the TFM safeguarding team and anyone else, will be stored in the TFM Google Drive.

Handling safeguarding concerns

If a child or adult is in immediate danger or requires urgent medical attention, the emergency services will be called on 999.

Any concerns that are identified or disclosures that are made must be reported to the DSL, or the DSO on duty at that event.

Contact details for the DSL or DSO must be made available to everyone attending any TFM event.

The details of the concern will be clearly and accurately recorded and reported to the DSL or DSO for that event who will decide on best course of action.

Any concerns raised with either the DSL or DSO for TFM, will be reported to the rest of the TFM safeguarding team as soon as possible.

If the statutory thresholds have been reached

The matter will be reported to the responsible statutory authority and the Charity will fully cooperate with the process of investigating the allegation as required. If required, the matter will also be referred to the Charity Commission and DBS.

If the concern is regarding someone linked to a TFM church the TFM safeguarding team will inform the TFM church's safeguarding team for their information only.

Records of discussions had, advice sought, decisions made and actions taken will be stored in the confidential TFM Google Drive.

If the statutory thresholds have not been met

If the concern raised is regarding a person linked to one of the partner churches:

The concern will be referred to the appropriate TFM church safeguarding team by the TFM safeguarding team by email after a phone call to let them know the email is coming.

The safeguarding team for the TFM church will ascertain whether any action needs to be taken.

The TFM church's safeguarding team will confirm with TFM safeguarding team that they have acted on their referral.

The TFM safeguarding team must record details of the raised concern and keep a trail of any communication between themselves and the church's safeguarding team. They will record that the church's safeguarding team has acted on their referral. This will be stored in the TFM Google Drive.

If the concern is regarding someone not linked to one of the partner churches:

The details of the concern will be clearly and accurately recorded and securely and confidentially stored in the TFM Google Drive.

The TFM safeguarding team will ascertain whether any action needs to be taken. If required, support and advice will be sought from either the relevant statutory services or from Christian Safeguarding Services.

The TFM safeguarding team will make any necessary referrals according to local procedures.

The TFM safeguarding team will cooperate with statutory services and provide the link between the Charity and those professionals involved in responding to the situation.

Records of all discussions, advice sought, decisions made, and actions taken will be retained in the confidential file in the TFM Google Drive.

Safer Recruitment

The Charity will ensure that all the Trustees are DBS checked in accordance with national guidance and the Trustee Recruitment Policy has been followed.

Reasonable and proportionate assessment of the suitability and competence of Trustees, Staff and Volunteers will be made and decisions recorded. The Charity will provide training for formal roles where required.

Treatment of Volunteers or Potential Employees who are Ex-Offenders

We will treat with equality anyone who is an ex-offender, on a barred list, or others who pose a risk to vulnerable people by following the following steps:

- A formal risk assessment will be made and discussed by the Trustees, which will include input from statutory services as required. Advice and support will be sought from Christian Safeguarding Services where required.
- A formal contract will be drawn up that outlines the Charity's commitments to the individual and any control measures required.
- The contract will be formally reviewed and monitored on a regular basis.

Any confidential information will not be shared with anyone outside of this process.

Handling Allegations Against Staff or Volunteers

If the adult is in immediate danger or requires urgent medical attention, the emergency services will be called on 999.

Allegations against Staff or Volunteers will be passed to the Designated Safeguarding Lead (DSL) for TFM.

If the concern involves the DSL, the report should be made to the DSO for that event, the LST, or the relevant local authority.

If the statutory thresholds have been reached:

The matter will be reported to the responsible statutory authority and the Charity will fully cooperate with the process of investigating the allegation as required. If required, the matter will also be referred to the Charity Commission and DBS.

If the concern is regarding someone linked to a TFM church the TFM safeguarding team will inform the TFM church's safeguarding team for their information only.

Records of discussions had, advice sought, decisions made and actions taken will be stored in the confidential TFM Google Drive.

If the statutory thresholds have not been met:

If the concern raised is regarding a person linked to one of the partner churches

The concern will be referred to the appropriate TFM church safeguarding team by the TFM safeguarding team by email after a phone call to let them know the email is coming.

The TFM church's safeguarding team will ascertain whether any action needs to be taken.

The TFM church's safeguarding team will confirm with the TFM safeguarding team that they have acted on their referral.

The TFM safeguarding team must record details of the raised concern and keep a trail of any communication between themselves and the church's safeguarding team. They will record that the church's safeguarding team has acted on their referral. This will be stored in the TFM Google Drive.

If the concern is regarding someone not linked to one of the partner churches

The details of the concern will be clearly and accurately recorded and stored securely and confidentially in the TFM Google Drive.

The TFM safeguarding team will ascertain whether any action needs to be taken. If required, support and advice will be sought from either the relevant statutory services or from Christian Safeguarding Services.

The TFM safeguarding team will make any necessary referrals according to local procedures.

The TFM safeguarding team will cooperate with statutory services and provide the link between the Charity and those professionals involved in responding to the situation.

Records of all discussions, advice sought, decisions made, and actions taken will be retained in the confidential file in the TFM Google Drive.

Handling of Complaints, Grievances or Any Other Expression of Dissatisfaction

TFM has a complaints policy that can be followed where matters are not related to safeguarding specifically.

Any concern, complaint or other expression of dissatisfaction will be passed to Emma Howard, on behalf of Together For Mission. She can be contact by phone on 07415335531 or email at admin@togetherformission.org

Safeguarding Children at Together For Mission Events

In conjunction with this policy, for specific events where children will be present, please refer to the Together For Mission Children's and Youth Work Handbook.

Appendix 1: Key Contact Details

The Charity's Designated Safeguarding Lead is Joely Pugh.

She can be contacted on 07871 561020 or email at safeguarding@togetherformission.org.

The Lead Trustee for Safeguarding for TFM is Luke Crowter.

He can be contacted on 07792 336809 or email at luke@silverstreetchurch.org.uk.

The Local Authority Designated Officer (LADO) is Bruno Capela.

He can be contacted on 020 8379 4392 / 2850 or email at Bruno.capela@enfield.gov.uk.

The Local Authority is Enfield.

In the process of reporting abuse these contact details may be helpful:

For under 18s call the Multi-Agency Safeguarding Hub (MASH) Team on 020 8379 5555 (or 020 8379 1000 for evenings or weekends) or email at childrensmash@enfield.gov.uk. For adults call the adult abuse line on 020 8379 5212.

Childrens Social Care can be contacted on 020 8379 5555 or email at childrensmash@enfield.gov.uk.

Adult Social Care can be contacted on 020 8379 1001 or email at adultsocialcare@enfield.gov.uk.

The Charity's Safeguarding Advisors are Christian Safeguarding Services.

They can be contacted on 0116 218 4420 or by e-mail at contact@thecss.co.uk

The contact details for the safeguarding teams of the TFM partner churches are:

Bury Street Community Church:

info@burystreetchurch.org.uk

Estelle Pearce: 07580 545109

Bush Hill Park Community Church:

jophreeves@hotmail.co.uk or sazzawray@gmail.com

Sarah Wray: 07967 498097

Causeway Community Church:

spencercritoph@gmail.com or kswheatley@live.com

Spencer Critoph: 07899 946557 or Katharine Wheatley: 07854 021693

Enfield Town Community Church:

care@enfieldtown.church

Nathan Howard 07779 798557 or Rachel Jones: 07891 627124

Silver Street Community Church:

safeguardingsilverstreetchurch@gmail.com

Joely Pugh 07871 561020

Appendix 2: Definitions

Abuse

Abuse is a general term that is used to cover a wide range of harm caused to people. It always involves a violation of the person's rights. It can take various forms as described under "Categories of Abuse" later in this appendix.

Adult at risk of abuse (sometimes referred to as adult in need of protection)

These are adults who have care and support needs who are at risk of abuse because of their support need, meaning they are unable to protect themselves.

Since these adults are unable to protect themselves, we have a legal duty to protect them.

Adult with care and support needs

An adult who requires help or support with basic and essential day-to-day tasks such as:

- Getting up, washing, or dressing
- Cooking meals
- Cleaning the house
- Shopping
- Managing their finances
- etc.

Adults with care and support needs have the right to choose whether they want support or not.

Allegation (against a member of staff or volunteer)

An allegation is a claim that a person who has a role that provides access to a vulnerable person has used their position to exploit, abuse, or otherwise harm the person they should have been caring for.

Categories of abuse

This term is used to refer to the legally recognised forms of abuse.

When considering the safeguarding of children and adults, abuse is categorised under four headings:

- Physical
- Sexual
- Emotional
- Neglect

It also important to consider abuse such as:

- Bullying and Cyber Bullying
- Child Sexual Exploitation
- Discriminatory
- Female Genital Mutilation
- Financial or material
- Gangs / Criminal Exploitation
- Grooming
- Institutional
- Modern Slavery
- Non-recent abuse
- Online abuse
- Self-neglect
- Spiritual abuse
- Trafficking Child

This is not an exhaustive list.

Child

A person (including an unborn child) who has not yet reached the age of 18.

Child protection

Child protection is defined as the protection of children who have suffered, or are at risk of suffering, “significant harm”. It is our legal duty to report all Child Protection concerns to either Children’s Social Care or the Police as per local procedures.

Designated Safeguarding Lead

Frequently abbreviated to DSL, this is the person appointed by the Charity to take responsibility for many aspects of safeguarding, including receiving safeguarding concerns from Staff or Volunteers, and passing them on to the local authority where their threshold is met.

Early Help / Child in Need

Early Help and Child in Need are the areas of safeguarding where a child who has additional needs is receiving targeted support to meet their needs. Support is consent based and so the parents (or the young person if deemed competent to make decisions for themselves) can choose whether to access the support.

Neglect

Neglect is one of the categories of abuse that is characterised by the failure to provide the basic necessities for life where we have a responsibility to do so.

Safeguarding

Safeguarding is a broad range of activities that range from the general duty of care that we have for everyone who comes into contact with the Charity, through early intervention and targeted support to protection from significant harm. It relates to both children and adults.

Spiritual Abuse

This term has become widely used, although remains ill-defined and is not a legally recognised category of abuse. We understand this to be a term referring to emotional, psychological, or spiritual harm caused within the context of a religious community, often, but not always involving the misuse of power, authority, position or scripture to manipulate, control and abuse others. This policy does not refer specifically to the different categories of abuse since it covers all forms of abuse and harm.

Staff

This includes both paid employees and those working for Together For Mission on a voluntary basis. (This might include Trustees, interns, the treasurer, or the anyone on the safeguarding team).

Statutory thresholds

Throughout this document "meeting the statutory threshold" refers to anything that reaches the local or national requirements for reporting to adult or children's services, the police, the charity commission, the DBS or any other statutory service. We recognise this is not always clear cut and if necessary, professional advice will be sought to discern this.

Universal safeguarding

This refers to the general duty of care that we must provide for everyone who comes into contact with the Charity.

Volunteers

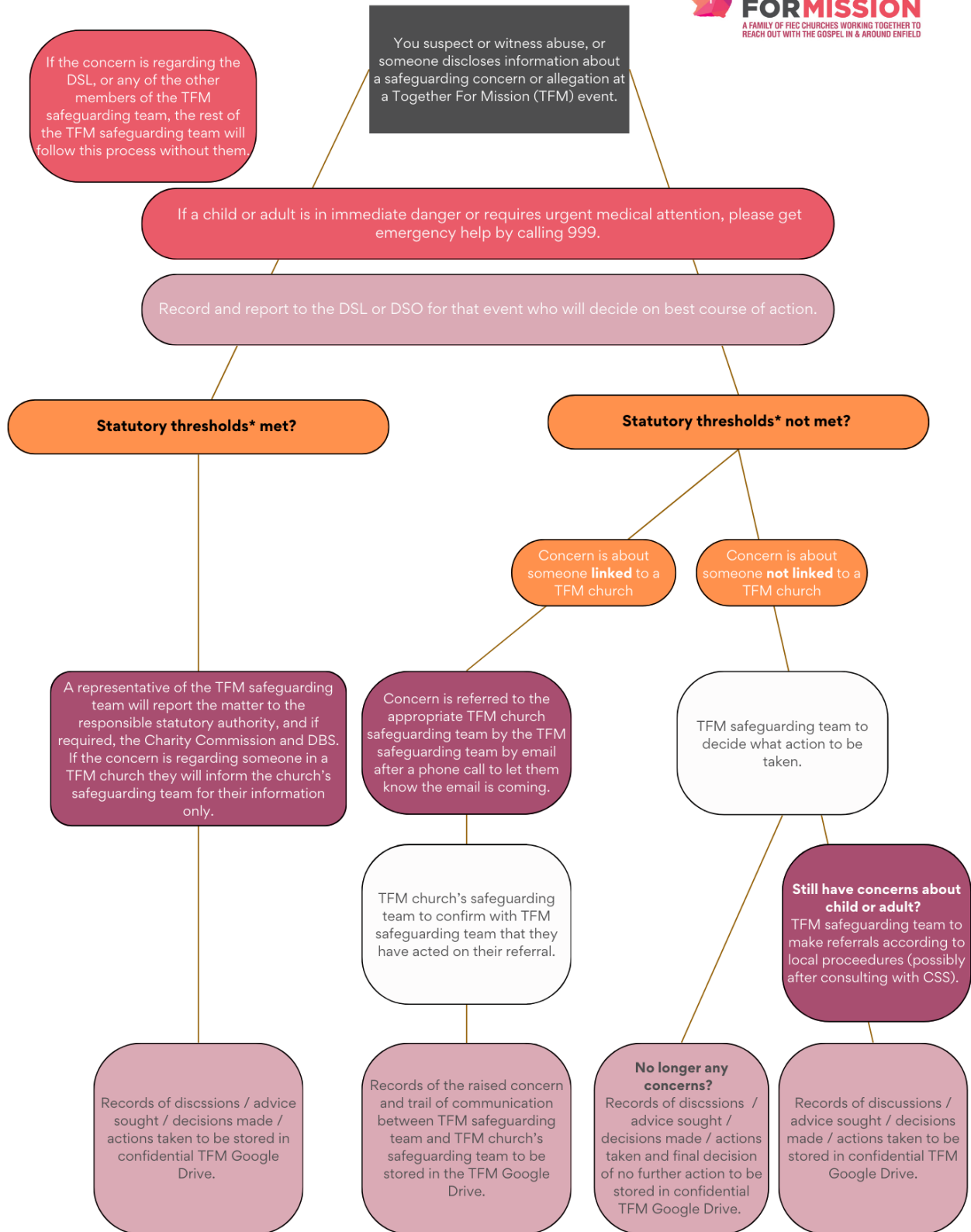
This includes leaders at Connect or anyone volunteering at one of the TFM events who is not counted as Staff.

Vulnerable adults

This term is only used as a generic term. It is no longer used as a technical descriptor for a specific group of people. A vulnerable adult is less able to protect themselves and meet their own needs than an adult who has no vulnerabilities.

Appendix 3: Safeguarding Process Flow Chart

SAFEGUARDING PROCESS



*For a definition of what we mean by statutory threshold, please refer to the Together For Mission Safeguarding Policy and Procedures