



THE SWISS CHURCH IN LONDON SAFEGUARDING POLICY

Version 24, February 2025

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Who we are and how we do things:

The Swiss Church in London, www.swisschurchlondon.org.uk, A Company limited by Guarantee, registered in England & Wales, no 4454591. Registered office as above. A registered Charity no 1094992

Address: 79 Endell Street London WC2H 9DY

Tel No: 020 7836 1418

General Email address: info@swisschurchlondon.org.uk

Senior Leader Name: Rev Manuel Zimmermann Grey

Senior Leader Contact Telephone: 07778 516 211 Email: minister@swisschurchlondon.org.uk

Safeguarding Coordinator Name: Vacant.

External Safeguarding Provider: Thrity:one eight.

External Safeguarding Contact Telephone: 0303 003 1111 (9am – 5pm, Mo – Fr)

Email: helpline@thirtyoneeight.org

Charity Number: 1094992

Company Number: 04454591

Insurance Company: Ecclestical, Policy number: 04/IPO/0376749

Good governance

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this is the **Board of Trustees** or **Consistoire**.

The governance board is appointed to have independent authority and legal responsibility for an organisation or charity and have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or "the way we do things around here". Culture can be shaped in both negative and positive ways.

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

Introduction¹

Safeguarding is taken seriously by the Swiss Church in London.

We acknowledge children's and adults' right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our church.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.

We will implement, maintain, and regularly review² the procedures outlined in this policy, which are designed to prevent any form of abuse and to be alert to abuse.

We will appoint a Church Safeguarding Coordinator and a Consistoire Safeguarding Officer, who will have specific responsibilities for safeguarding.

We recognise that safeguarding is a whole church responsibility. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the Consistoire Safeguarding Officer should be contacted. Their contact details can be found under Key Contacts.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk of harm, whether voluntary or paid, lay or ordained.

We are committed to providing support, supervision, resources and training to those who work with children and adults.

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing contracts with known offenders and those who have been assessed as posing a risk.

We believe that (domestic) abuse in all its forms is unacceptable and inconsistent with a Christian way of living and recognise that it can affect both adults and children.

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary.

We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.

We will use rigorous and careful supervision to protect people from the risks associated with decisions.

¹ Referring to but not limited to the following legislation (Hyperlinks): Working Together to Safeguard Children 2023, The Care Act 2014, Equality Act 2010, Sexual offences Act 2003.

² On a bi-yearly basis (every other year).

We will offer pastoral care and support all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

All workers and volunteers with children and adults are to be DBS registered and should agree to adhere to this document while working in the Swiss Church.

We will refer concerns about staff – volunteers and paid, lay and ordained – that meet

the relevant criteria to the Local Authority Designated Officer (LADO).³

Aim and purpose of this policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse, and protecting children, adults at risk of harm, staff and volunteers. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our church, or those who attend our activities and events.

Who this policy applies to

This policy is approved and endorsed by the Consistoire and applies to:

- all those who attend our church,
- our trustees and staff (both paid and voluntary),
- organisations who hire our building with the agreement to operate under the church safeguarding policy.⁴

Children, parents, carers and guardians will be informed of this policy and our procedures. The term 'children' refers to those under the age of 18 years.

Duty of care and confidentiality

We have a duty of care to all beneficiaries of the church, whether adults or children. We will always maintain confidentiality, except in circumstances where to do so would place the individual or another individual at risk of harm.

Preventing abuse⁵

The church will appoint a **Safeguarding Coordinator** and a **Safeguarding Officer** for safeguarding children and adults. A role description is attached as Appendix 2.

Activities will be organised in accordance with good practice guidelines so as to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation.

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young

³ Our Safeguarding Policy Statement is attached as Appendix 1

⁴ See also Appendix 9

⁵ Please also refer to the exemption of regulated roles from the Rehabilitation of Offenders Act 1974: https://assets.publishing.service.gov.uk/media/653f7e52d10f3500139a6b20/30102023_Guidance_on_the_Rehabilitation_of_Offenders_Act_1974_and_The_Exceptions_Order_1975.pdf.

All workers and volunteers in leadership receive training from our partner 31:8 on a yearly basis.

people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

For each event, risk assessments will be carried out, appropriate consent forms will be used (for children's activities), appropriate records will be kept, and adequate insurance will be in place.

We are committed to safe recruitment and selection of all paid staff and volunteers and will ensure that these procedures are followed, which include:

- asking applicants to complete an application form
- providing workers with job descriptions
- completion of self-declaration forms
- obtaining Disclosure and Barring Service (DBS) and scheme checks wherever legally required to do so
- taking up two references (not from family members)
- interviewing candidates

Safeguarding training will be provided, and volunteers and paid staff will be given support and supervision in their role.

All trustees, paid staff and volunteers will work within a code of conduct (code for workers, attached as Appendix 3) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working with us.

If we become aware of someone within our congregation known to have harmed children or adults in the past, we will inform the Consistoire Safeguarding Officer and co-operate with the Officer and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children and adults.

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement.

If they have their own safeguarding policy, they will be asked to provide a copy. If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire or may agree that they can follow the church safeguarding policy and procedures.⁶

⁶ See Appendix 9

What are we protecting people from?

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at **Appendix 4**. The definition of abuse in relation to adults is attached as **Appendix 5**.

How to recognise abuse

It is important to be aware of the possible signs and symptoms of abuse. Please see **Appendix 6** for those relating to children and **Appendix 7** for those relating to adults at risk. Some signs could be indicators of a number of different categories of abuse.

It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

What to do if there is a disclosure or allegation of abuse

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures them that they have done the right thing in telling
- does not ask leading questions nor investigates beyond the minimum of enquiry to establish if there may be a problem
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- does not promise to keep secret what they have been told
- informs the Church Safeguarding Coordinator as soon as possible (if the Church Safeguarding Coordinator is implicated in the allegation, informs the Deputy or the Consistoire Safeguarding Officer)
- makes a written record of the allegation, disclosure or incident on the same as the disclosure took place and signs and dates this record (using the template in **Appendix 9**) which should be given to the Church Safeguarding Coordinator and stored securely in a locked filing cabinet. Alternatively an email should be sent to the Safeguarding Coordinator.

Procedure in the event of a concern of abuse

If there is an immediate threat of harm, the Police should be contacted without delay.

Where it is judged that there is no immediate threat of harm, the following will occur:

The concern should be discussed with the church Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to the statutory authorities (see **Key Contacts** for the relevant statutory contacts)

A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix 10. This record will be kept securely, and a copy passed to statutory authorities if a referral is made.

The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand.

The Consistoire Safeguarding Officer should be kept informed of any serious concerns.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

If the allegation concerns a church staff member or volunteer ⁷

For any concerns relating to children, the Local Authority Designated Officer (LADO) will be contacted. The timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation, and possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the church will follow this advice. For LADO contact details, see Key Contacts.

For concerns relating to adults, Adult Social Care will be contacted. See Key Contacts for details.

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if the church withdraws permission for an individual to engage in work with children / adults at risk OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a different position because the employer believes that the individual has engaged in relevant conduct, satisfied the harm test, or committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and therefore to require notification.

Whistleblowing

As a place of worship, we will follow the principles contained in the Public Interest Disclosure Act 1998⁸. Therefore, we expect that all employees (paid or voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the safeguarding co-ordinator.

⁷ Sexual Offences Act 2003: <https://www.legislation.gov.uk/ukpga/2003/42/contents>

⁸ <https://www.gov.uk/whistleblowing>, <https://www.legislation.gov.uk/ukpga/1998/23/contents>

Should anyone have any concerns, complaints or compliments, please contact:

Name: Manuel Zimmermann Grez

Email: minister@swisschurchlondon.org.uk

If would be helpful to have complaints in writing, as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon. Any written complaint will be responded to within 10 days.

Policy Review

The Trustees will review this policy annually, amending and updating it as required, and informing the Consistoire that this has been done.

Date of the most recent reviews:

23 May 2024 Signed off by the Consistoire

19 May 2024 Katrin Frey

22 April 2024, reviewed by 31:8

10 July 2022, Katrin Frey

29 March 2021

3 December 2020

(updated contact details: 18 Feb 2025, Manuel Zimmermann Grey

Date of the next review:

by 31 August 2025

Signed 18 Feb (on behalf of the The Swiss Church in London)

A handwritten signature in black ink that reads "Katrin Frey". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Katrin Frey, Trustee, Vice President of the Consistoire

Key Contacts: Sources of advice and support

The **Church Safeguarding Coordinator** is the person to whom all concerns or allegations should be addressed:

Name: Rev Manuel Zimmermann Grey

Telephone No: 020 7836 1418 – church office

Email: minister@swisschurchlondon.org.uk

Consistoire Safeguarding Officer

Name: Vacant

Email: Interim: minister@swisschurchlondon.org.uk

Thirtyone:eight 0303 003 1111 (Option 2) Out of hours - emergency only, 5-midnight and 7am to 9am.

Email: helpline@thirtyoneeight.org

Local Authority Designated Officer (LADO) London Borough of Camden

Sophie Kershaw, Sophie.Kershaw@camden.gov.uk, 0207 974 3369 (**Child protection lead officer**)

Kurt Russell, Kurt.Russell@camden.gov.uk, 0207 974 6999

John Lawrence-Jones, John.Lawrence-Jones@camden.gov.uk

The Camden Safeguarding Children Partnership (CSCP),
CSCP@camden.gov.uk, Tel: 0207 974 6658 / 1276

Early Help:

LBCMASHadmin@camden.gov.uk Tel: 020 7974 3317 (9am to 5pm - ask for Early Help)

Statutory contact in the case of a child

Sophie Kershaw, Sophie.Kershaw@camden.gov.uk, 0207 974 3369 (**Child protection lead officer**)

Statutory contact in the case of an adult at risk

- If you are worried about an adult please call Adult Social Care 020 7974 4000 and select option 1.
- If you think an adult is in immediate danger call the police on 999.

Access and Response Team (Camden Council Adult Social Care Directorate)

Address: London Borough of Camden 7th Floor, 5 Pancras Square c/o Judd Street London WC1H 9JE

Email: adultsocialcare@camden.gov.uk

Website: <https://www.camden.gov.uk/adult-social-care>

Phone: 020 7974 4000 (Access and Support Team), out of hours: 020 7974 4444

Details: Initial access point for the Adult Social Care Service, including Occupational Therapy, Sensory Needs and Older Peoples Outreach. Works with

older people and vulnerable adults aged 18+. Appointments may be necessary to see a specialist worker.

APPENDIX

1. Safeguarding Policy Statement
2. The Role of the Safeguarding Coordinator
3. Code of Conduct for working with children or young people
4. What is abuse and neglect of children?
5. What is abuse of adults at risk?
6. Signs of possible abuse in children
7. Signs of possible abuse in adults
8. Anti - Bullying Policy
9. Safeguarding Incident Recording Form

APPENDIX 1: Safeguarding Policy Statement

The Consistoire of the Swiss Church in London has agreed the following statement:

This church is committed to the safeguarding of children and adults at risk, and to ensuring their well-being.

We believe that all children and adults at risk of harm should know that they are valued within the church and should safely enjoy and have access to every aspect of the life of our church.

We respect the personal dignity and rights of children and adults at risk (for example, as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child) and will ensure that our policies and procedures reflect this.

We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.

We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk.

We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.

We will report any abuse of children or adults at risk that we discover or suspect.

Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency.

We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child, and that Adult Services do so for adults at risk.

We acknowledge that Local Authority Designated Officers (LADOs) have responsibility for dealing with all allegations and concerns about people working with children, whether paid or voluntary workers, lay or ordained.

We recognise that safeguarding is a whole church responsibility.

We are committed to:

The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse.

Following the relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk.

Ensuring that we keep up to date with national and local developments relating to safeguarding.

Building constructive links with the relevant Voluntary and Statutory Authorities.

Taking all reasonable steps to ensure that as a church, everyone works within the agreed procedures of our safeguarding policies.

Supporting the Safeguarding Coordinator and The Consistoire Safeguarding Officer in their work and in any action they may need to take in order to protect children and adults at risk.

Following safe recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff, lay or ordained.

Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk.

Ensuring that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm.

Reporting any abuse of children or adults at risk that we discover or suspect. Supporting all those in our church who are affected by abuse.

Supporting and supervising those who pose a risk to children or adults at risk, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount.

If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support.

Name:

(on behalf of the Consistoire)

A handwritten signature in black ink that reads "Katrin Frey". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Katrin Frey, Trustee, Vice President of the Consistoire

Name:

Volunteer / Employee

APPENDIX 2: The Role of...

a Church Safeguarding Coordinator

Context

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved.

We recognise and give thanks for the time and devotion given by anyone carrying out this role.

Purpose of the role:

To coordinate safeguarding policy and procedure in the church.

To be the first point of contact for safeguarding issues.

To be an advocate for good safeguarding practice in the church.

Responsibilities

To familiarise themselves with church policies and procedures in safeguarding and to keep abreast of any changes and developments.

To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.

To make others in the church aware of the church safeguarding policies and procedures

To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS).

To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.

To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.

To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) of a concern or incident.

To take appropriate action in relation to any safeguarding concerns which arise within the church.

To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.

To be an advocate for good safeguarding practice in the church.

To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.

To inform the Consistoire Safeguarding Officer at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.

To report summary safeguarding information annually to the Consistoire Safeguarding Officer to enable them to monitor safeguarding in the church.

To promote sensitivity within the church towards all those affected by the impact of abuse. To promote positive safeguarding procedures and practice and ensure procedures are adhered to.

To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers. To update their own safeguarding training every three years.

To seek appropriate support and advice in carrying out this role.

To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements

a Consistoire Safeguarding Officer

Context

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved.

We recognise and give thanks for the time and devotion given by anyone carrying out this role.

Purpose of the role:

To coordinate safeguarding policy and procedure in the church.

To be the second point of contact for safeguarding issues.

To be an advocate for good safeguarding practice in the church.

Responsibilities

To familiarise themselves with church policies and procedures in safeguarding and to keep abreast of any changes and developments.

To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.

To make others in the church aware of the church safeguarding policies and procedures

To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks.

To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.

To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.

To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) of a concern or incident.

To take appropriate action in relation to any safeguarding concerns which arise within the church.

To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.

To be an advocate for good safeguarding practice in the church

To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.

To inform the Consistoire Safeguarding Coordinator at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.

To promote sensitivity within the church towards all those affected by the impact of abuse. To promote positive safeguarding procedures and practice and ensure procedures are adhered to.

To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers. To update their own safeguarding training annually.

To seek appropriate support and advice in carrying out this role.

To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.

APPENDIX 3 Code of Conduct

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers) within the Swiss Church in London (SCL).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for SCL. You will be seen as a role model and must act appropriately.

All workers with children, vulnerable adults and those in a leadership role are to be DBS registered.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare. Treat people with equal care and concern.
- Act inclusively, seeking to make everyone feel welcome and valued.
- Work in a responsible, transparent and accountable way.
- Be prepared to challenge unacceptable behaviour or to be challenged.
- Listen carefully to those you are supporting.
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures).
- Seek advice from someone with greater experience when necessary.
- Work in an open environment – avoid private or unobserved situations.
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator.
- Don't make inappropriate promises particularly in relation to confidentiality.
- Encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently.
- Seek to defuse aggressive or threatening behaviour without the use of physical contact.
- Do explain to the individual what you intend to do and don't delay taking action.
- Refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences.
- Always relate to children in public where you can both be seen. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk.

- Make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies.
- Have a designated photographer to take, store and share photos of your group's activities. Respect children's privacy.
- Respect the rights of children to wash, change and use the toilet in private.
- Listen to children, and contact the church safeguarding officer if you have any concerns about a child.
- Respect and promote the rights of children to make their own decisions and choices.
- Encourage respect for difference, diversity, beliefs and culture.
- Physical contact with children should only be used in public, appropriate to the situation to the age, gender and culture of the child, in response to the needs of the child, not the adult, respectful of the child's privacy, feelings and dignity.

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns.
- Taking unnecessary risks.
- Any behaviour that is or may be perceived as threatening or abusive in any way.
- Passing on your personal and/or social media contact details and any contact without prior consent.
- Developing inappropriate relationships.
- Favouritism/exclusion – all people should be equally supported and encouraged.
- Abuse of power
- Don't belittle, scapegoat, put down, or ridicule another person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo).
- Don't exclude other children or workers from conversations and activities unless there is a good reason.
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a particular child (e.g. gifts).
- Don't threaten or use sanctions which have not been agreed or make empty threats.
- Don't feel you have to deal with every problem on your own.
- Don't use physical restraint except as a last resort to prevent injury. This should involve minimum force and should not involve risk of injury to you.
- Don't use physical contact, which could be misconstrued as aggressive or sexual.

- Don't assume the children should tell you everything you asked just because you are a worker.
- Don't discriminate or leave discrimination or bullying unchallenged.

I agree to abide by the above code of conduct while working for/with the SCL.

Name and date:

.....

APPENDIX 4: What is abuse and neglect of children?

The below definitions are taken from Working Together to Safeguard Children 2023 and apply to England.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child 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 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 only perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Provide adequate food, clothing and shelter (including exclusion from home or abandonment);

- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

APPENDIX 5: What is abuse of adults at risk?

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not genuinely consented on a properly informed basis or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

It is the duty of the local authority to investigate concerns of abuse relating to Adults with Care and Support Needs (Care Act 2014).

Physical abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Psychological or emotional abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

Sexual abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Neglect, or Act of Omission

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well-being or development is impaired.

Financial or material abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Discriminatory abuse

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional abuse

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

APPENDIX 6: Signs of possible abuse in children

Physical Abuse includes:

Unexplained injuries
Injuries that are inconsistent with the explanation
Injuries that reflect an article being used e.g. an iron
Bruising, especially the trunk, upper arm, shoulders, neck or finger tip bruising
Burns/scalds, especially from a cigarette
Human bite marks
Fractures, especially spiral
Swelling and lack of normal use of limbs
Serious injury with lack of / inconsistent explanation
Untreated injuries

Psychological/emotional signs include:

Unusually fearful with adults
Unnaturally compliant to parents
Refusal to discuss injuries/fear of medical help
Withdrawal from physical contact
Aggression towards others
Wears cover up clothing

Fictitious illness by proxy:

This is a psychiatric illness, whereby a parent or carer, commonly the child's mother, deliberately inflicts harm onto a child or invents an illness or injury. The child has commonly had genuine serious illness in the first year of life and a dependency on medical attention has developed in the mother or other parent or carer. It is very difficult to diagnose/evidence.

Female Genital Mutilation:

A cultural (not religious) procedure whereby, most usually, parts of female genitalia are removed – also referred to as female circumcision. This is normally undertaken on pre-pubescent girls, who are either taken abroad for procedure or “practitioners” come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

Emotional Abuse:

The classic description of emotional abuse is a “Low Warmth, High Criticism” style of parenting.

Signs include:

Physical, mental and emotional lags
Acceptance of punishments, which appear excessive
Over reaction to mistakes
Continual self-depreciation
Sudden speech disorders
Fear of new situations
Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
Self-harm
Extremes of passivity or aggression
Drink solvent abuse
Running away

Bullying/aggression
Overly compliant behaviour
Overeating or loss of appetite
Clingy, Fearful/withdrawn, sleep disorders

Neglect

Physical signs include:

Tiredness/listlessness
Poor personal hygiene
Poor state of clothing
Emaciation, potbelly, short stature
Poor skin tone and hair tone
Untreated medical problems
Failure to thrive with no medical reason
Psychological/emotional signs include:
Constant hunger
Constant tiredness
Frequent non-attendance at school
Destructive tendencies
No self-esteem
No social relationships
Running away
Compulsive stealing/scavenging
Multiple accidents/ accidental injuries

Sexual Abuse

Physical signs include:

Damage to genitalia, anus or mouth
Sexually transmitted disease
Unexpected pregnancy, especially in very young girls
Soreness to genitalia, anus or mouth
Repeated stomach aches
Loss of weight
Gaining weight
Unexplained recurrent urinary tract infections, discharges or abdominal pain
Unexplained gifts/money

Psychological/emotional signs include:

Sexual knowledge inappropriate for the child's age
Sexualised behaviour in young children
Sexually provocative behaviour/promiscuity
Hinting at sexual activity
Sudden changes in personality
Lack of concentration, restlessness
Socially withdrawn
Overly compliant behaviour
Poor trust in significant adults
Regressive behaviour, onset of wetting – day or night
Suicide attempts, self-mutilation, self-disgust, Eating disorders

APPENDIX 7: Signs of possible abuse in adults

Physical abuse - Domestic violence or abuse - Sexual abuse - Psychological or emotional abuse - Financial or material abuse - Modern slavery - Discriminatory abuse - Organisational or institutional abuse - Neglect or acts of omission - Self-neglect⁹

Physical

A history of unexplained falls, fractures, bruises, burns, minor injuries

Signs of under or overuse of medication and/or medical problems unattended

Psychological

Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful

Intimidated or subdued in the presence of the carer.

Fearful, flinching or frightened of making choices or expressing wishes

Unexplained paranoia

Sexual

Pregnancy in a woman who is unable to consent to sexual intercourse

Unexplained change in behaviour or sexually implicit/explicit behaviour

Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting

Infections or sexually transmitted diseases

Full or partial disclosure or hints of sexual abuse

Self-harming

Neglect or Omission

Malnutrition, weight loss and /or persistent hunger

Poor physical condition, poor hygiene, varicose ulcers, pressure sores

Being left in wet clothing or bedding and/or clothing in a poor condition

Failure to access appropriate health, educational services or social care

No callers or visitors

Financial or Material

Disparity between assets and living conditions

Unexplained withdrawals from accounts or disappearance of financial documents

Sudden inability to pay bills

Carers or professionals fail to account for expenses incurred on a person's behalf

Recent changes of deeds or title to property

Discriminatory

Inappropriate remarks, comments or lack of respect

Poor quality or avoidance of care

⁹ Find a full list here: <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse/>

APPENDIX 8: The Swiss Church in London Anti-Bullying Policy

The Swiss Church in London (SCL) will provide a supportive, caring and safe environment without fear of being bullied. Bullying of any form is not tolerated, whether carried out by a child or an adult.

Any child, young person, or adult who is a victim of a bully will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the supervisor. A clear account of the incident will be recorded. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed if a child is involved.

Bullying is the use of aggression with the intention of hurting another person. Children and young people can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within SCL. Some common forms of bullying can be:

- Verbal – name-calling, sarcasm, spreading rumours, teasing including via emails or text messaging
- Emotional – being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts
- Physical – pushing, kicking, hitting, punching or any use of violence
- Sexual – sexually abusive comments or gestures
- Racial – any of the above because of, or focusing on, the issue of racial differences
- Homophobic or otherwise LGBTIQ* - any of the above because of, or focusing on, the issue of sexual orientation
- Unofficial activities such as initiation ceremonies and practical jokes which may cause children physical or emotional harm even though this may not be intended
- Cyber bullying – through intimidating or demeaning messages and/or photos on social media and other information technology channels

There will be a known zero tolerance to bullying, so if it does occur, children and leaders will be able to report the matter and it can be dealt with promptly and effectively. There will be an expectation that anyone who knows that bullying is happening will report it.

Whilst the child being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.

Preventing bullying behaviour

Staff at SCL and all team leaders will promote an anti-bullying ethos and environment in the following ways:

Encouraging caring and nurturing behaviour

- Playing and working for a caring and co-operative ethos
- Discussing friendships and encouraging paired, group and team play
- Encouraging children to report bullying without fear
- Staff will discuss the issues surrounding bullying including why bullying behaviour will not be tolerated
- Staff will discuss the consequences of bullying behaviour.
- Responding to bullying behaviour

SCL acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. Should such incidents occur, the Church will respond in accordance with the following principles:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child, young person or adult witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at, they will inform the supervisor at the time.
- Children and young people who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child or young person to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour.
- If appropriate, staff will facilitate a meeting between the relevant parents or carers.
- All incidents of bullying will be reported to the manager and will be recorded on an Incident Log. The manager and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.

APPENDIX 9: Working in Partnership

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement.

If they have their own safeguarding policy, they will be asked to provide a copy. If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire or may agree that they can follow the church safeguarding policy and procedures.

APPENDIX 10: Safeguarding Incident Recording Form

Part 1: Record of concern about a child/adult's safety and welfare

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): Signature:	Role/Job title:	
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Co-ordinator: _____		

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Coordinator without delay

Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
2. Essential principles of recording the information received/disclosed/observed:
 - a. Remember: do not investigate or ask any leading questions
 - b. Make notes within the first one hour of receiving the disclosure or observing the incident.
 - c. Be clear and factual in your recording of the incident or disclosure.
 - d. Avoid giving your opinion or feelings on the matter.
 - e. Aim to record using the 4 W's and 1 H: When, where, what, why and how.
 - f. Do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
 - g. Make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. **What constitutes a safeguarding concern?** – any incident that has caused or is likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight at this stage.
4. **Why is the view of the child/adult significant?** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
5. **Passing information to the Safeguarding co-ordinator** – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Coordinator - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:		
Any advice sought , if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received: Advice received about informing parents or in the case of adults, seeking consent/capacity:				
Initial Assessment of concern following advice					
Action taken with reasons recorded <i>(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</i>	Date:	Time completed:	By whom:		
	Referral		To whom		
	Signposting to other community resources				
	Pastoral Care and other support from church				
	Ongoing Monitoring				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			

Any other relevant information			
Name of Safeguarding Coordinator:		Signature:	

OVERVIEW OF ACTIONS:

No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

- 1. Importance of consent from parents/carer or adults (in the light of mental capacity)** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
- 2. Initial assessment-** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?
- 3. Overview of actions** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.