



Biblical Counselling UK

Safeguarding Policy, Procedures and Codes of Conduct

Policy approved by the Board of Trustees: 4th November 2020

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Biblical Counselling UK

Safeguarding Policy and Procedures

Safeguarding children, young people and vulnerable adults

1. Purpose

This policy with its appendices outlines how we will:

- 1.1. Ensure that Biblical Counselling UK will provide a healthy, nurturing, and protective environment for everyone who engages with our organisation
- 1.2. Ensure that everyone involved in the ministry of BC UK is protected from harm and abuse and that if abuse is identified, it is handled effectively, promptly, and proportionately
- 1.3. Ensure that our trustees, staff and volunteers are clear about their responsibilities and duties and are supported to competently and confidently fulfil them
- 1.4. Support the development of an open and transparent culture that listens to the views and wishes of everyone involved in the work of BC UK and supports the raising of concerns and complaints
- 1.5. Provide leadership and accountability for those involved in the work of BC UK in relation to safeguarding

2. Scope

- 2.1. This policy applies to everyone linked to BC UK who works with children, young people, their parents / carers and adults at risk of abuse whether trustees, paid staff members, volunteers, Interns and Certificate course students.

3. Context

Biblical Counselling UK is a Charitable Incorporated Organisation, charity number **1164965**

Biblical Counselling UK seeks to serve the local church through:

- Education in the principles and practice of biblical counselling
- Identifying and developing resources for both formal and informal biblical counselling
- Equipping Christians in personal ministry of the Word
- Supporting a network of churches and individuals involved in biblical counselling ministry
- Encouraging churches in their development of biblical counselling

Biblical Counselling is governed by a board of trustees who appoint an Executive Director to lead the work of the organisation.

This document will address three areas of our charitable activities where there are particular safeguarding implications:

1. Conferences
2. Training
3. The Intern Scheme

4. Values and beliefs

- 4.1. Everyone who engages with Biblical Counselling UK has the right to be protected from any form of bullying or harassment, exploitation or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent and that promotes the raising of concerns with senior leaders
- 4.2. We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable; particularly to children, young people and adults at risk of abuse; ensuring they are safe while in our care and that we respond appropriately to disclosures or indicators that they are experiencing abuse or neglect while in our care or elsewhere
- 4.3. Everyone involved in the work of our organisation has a responsibility to act to support the values and commitments outlined in this policy

4.4. Our approach to safeguarding is shaped by our belief as Christians that:

- 4.4.1. We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place that God has set us in
 - 4.4.2. Every human life, including that of the unborn, is valuable to God and each person bears his image
 - 4.4.3. We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone, but particularly the vulnerable in our midst from those dangers
 - 4.4.4. God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society and to oppose exploitation
 - 4.4.5. Jesus example was one of valuing, accepting, and caring about everyone
 - 4.4.6. We are to love those around us as God loves them and to seek to bring healing, restoration and reconciliation to broken and damaged lives by the manifestation of the love of God through us
 - 4.4.7. The church (and the community associated with Biblical Counselling UK) is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God
 - 4.4.7.1. We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace and forgiveness
- 4.5. We have adopted the following doctrinal and confessional statements:
- 4.5.1. [The UCCEF Doctrinal Basis](#)
 - 4.5.2. The Biblical Counseling Coalition [Doctrinal Statement](#)
 - 4.5.3. The Biblical Counseling Coalition [Confessional Statement](#)

5. Our responsibilities and commitments

5.1. Our responsibilities

- 5.1.1. To ensure that the protection of all those involved in the work of BC UK, but particularly children, young people and adults at risk of abuse and the promotion of their welfare is of paramount importance to us and that best practice in safeguarding is embedded into the culture of our organisation
- 5.1.2. To treat each person as equal in the sight of God; equally sinful, equally loved and equally offered the gift of salvation and reconciliation to God and equally protected and respected
- 5.1.3. To seek to minister to, and to encourage growth in obedience to God and his word with equity, transparency and sensitivity, in accordance with our fundamental beliefs as laid out in our statement of faith, charitable aims and governing documents
- 5.1.4. To value, respect and listen to all those involved in the work of BC UK, including those who are vulnerable or find it difficult to make their voice heard

- 5.1.5. To work in partnership with children, young people, their parents / carers adults at risk of abuse and local and national partner agencies and organisations to promote the welfare of and to protect all those involved in the work of BC UK, and particularly the vulnerable
- 5.1.6. To work to develop and maintain an environment that is protective, caring and nurturing for all who engage with BC UK, in accordance with our doctrines and beliefs as outlined in our governing documents

5.2. How we will seek to fulfil these responsibilities

- 5.2.1. We will seek to visibly demonstrate our commitment to safeguarding throughout the organisation and our most senior leaders will support the development of best practice and provide accountability to everyone who works (whether paid or voluntarily) on our behalf; including providing accountability and challenge to each other
- 5.2.2. We will ensure that those who are responsible for safeguarding at the various levels of the organisation are appropriately trained and supported to competently and confidently fulfil their role
- 5.2.3. We will actively seek to create and maintain a culture that is consistent with our biblical principles and best practice in safeguarding
- 5.2.4. We will ensure that we have robust and relevant policies, procedures and systems that support the culture of our organisation and the work of all those involved in safeguarding and that these are regularly reviewed for effectiveness
- 5.2.5. We will ensure that we appoint a Designated Safeguarding Lead and at least one deputy who will take responsibility for leading safeguarding children and adults across the organisation
 - 5.2.5.1. Safeguarding will be promoted and overseen by our senior leaders
 - 5.2.5.2. Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and the organisation's safeguarding structures, complete with contact details, will be included in our procedures and made publicly available
- 5.2.6. We will adopt safer recruitment best practice in the recruitment and selection of staff and volunteers
- 5.2.7. We will provide effective leadership, management and support for our staff and volunteers who deliver services on our behalf including:
 - 5.2.7.1. Ongoing training and skills development
 - 5.2.7.2. Supervision and pastoral support
 - 5.2.7.3. Quality and performance management measures
- 5.2.8. We will ensure that we consider safety in all areas of our work and ministry;
 - 5.2.8.1. Developing a positive culture
 - 5.2.8.2. Managing health and safety through effective policies and procedures; using risk assessments, processes and proportionate systems
 - 5.2.8.3. Creating a positive and nurturing environment in all aspects of the work of Biblical Counselling UK, including physical, social, emotional, psychological, spiritual etc environments
 - 5.2.8.4. Considering the online as well as the physical environments; including our use of social media and technology
- 5.2.9. We will ensure that we monitor the conduct of our staff and that we have policies, procedures and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigor, fairness and transparency
- 5.2.10. We will ensure that our expectations in relation to the conduct of those involved with Biblical Counselling UK are clear through codes of conduct, policies and procedures including:
 - 5.2.10.1. Anti-bullying and zero-tolerance approach to bullying; including cyber-bullying and the bullying of staff and leaders
 - 5.2.10.2. Dealing with peer-abuse and harassment (including sexual harassment)
 - 5.2.10.3. Clear accountability processes and sanctions for infringements of the codes of conduct

- 5.2.10.4. Equality and diversity and a culture of zero-tolerance of discriminatory or abusive attitudes, language or behaviours
- 5.2.11. We will seek to clearly identify concerns about the safety or wellbeing of those who are involved with the work of BC UK and to respond appropriately and proportionately:
 - 5.2.11.1. To signpost or refer them to local or national services that can help them
 - 5.2.11.2. To provide information, guidance and support as we are able, to help them overcome their challenges
 - 5.2.11.3. To share information appropriately with partner agencies where we have concerns about the safety of an individual and statutory thresholds and / or criteria are met
- 5.2.12. We will record and store information accurately, keeping it securely in line with our legal duties, information sharing policies and national and local guidance and agreements. This will include records such as:
 - 5.2.12.1. Consent forms
 - 5.2.12.2. Attendance data for work with children, young people and adults at risk of abuse
 - 5.2.12.3. Accident and incident reporting
 - 5.2.12.4. Confidential recording of safeguarding concerns
 - 5.2.12.5. Confidentiality agreements for those involved in counselling triads as part of the Certificate course
- 5.2.13. We will involve children, young people, their parents or carers and adults at risk of abuse in our safeguarding processes wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them
- 5.2.14. We will ensure that we have a culture and policies and procedures for raising concerns or complaints by anyone involved in the work of BC UK including children, young people, adults at risk or abuse and their parents / carers and for dealing with those concerns in an efficient, open, honest and fair manner; including clear appeals processes
 - 5.2.14.1. We will also ensure that our leaders are competent and confident in handling complaints
- 5.2.15. We will develop a culture that encourages everyone involved with the work of BC UK to identify and raise concerns and will support this with a clear whistleblowing policy
- 5.2.16. We will ensure that relevant policies, procedures, codes of conduct etc are publicly available

Safeguarding Procedures

6. Purpose

These procedures aim to provide staff and volunteers with clear and simple instructions as to how safeguarding is promoted and how concerns should be handled. They are not provided for training purposes and will not be used as a substitute for training.

7. Scope

These procedures will be applied to all staff and volunteers who act on behalf of Biblical Counselling UK.

8. Definitions

Staff: refers to any paid employee or office holder

Volunteer(s): refers to anyone who is appointed by BC UK to a role for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised)

Trustees: refers to those appointed to serve as trustees in line with the requirements of the Charity Commission

9. Governance and oversight

The Board of Trustees will provide effective oversight of safeguarding in the work of BC UK by:

- 9.1. Ensuring that the leadership of BC UK promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable
- 9.2. Ensuring that a suitably knowledgeable and appropriately skilled Designated Safeguarding Lead (DSL) and a deputy are appointed and that they are adequately supported and resourced
- 9.3. Ensuring that a proportionate and legally compliant safeguarding policy is in place and that it is reviewed by the DSL and Deputy DSL at least annually, but more frequently as required
- 9.4. That the DSL provides a verbal update to all trustee meetings (which can be conveyed via one of the trustees) and that a formal annual report is provided to the trustees by the DSL and Deputy DSL
- 9.5. That the effectiveness of the safeguarding arrangements is reviewed annually in line with the review of the policy and procedures
- 9.6. That role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding across the work of the organisation (see appendix A)

10. Recruitment and ongoing support of staff and volunteers

The recruitment and support of staff and volunteers is of critical importance to the work and ministry of Biblical Counselling UK. In order to fulfil our legal duties and to ensure we meet the still higher standards dictated by scripture, all staff and volunteers will be subject to appropriate recruitment processes.

10.1. Management of recruitment processes

- 10.1.1. At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment
- 10.1.2. Appropriate records will be kept of all recruitment processes
- 10.1.3. A "Single Central Record" of recruitment checks and a training log will be maintained
 - 10.1.3.1. DBS certificates will be returned to the applicant and no copies will be kept. The Single Central record is the only record that will be retained by the organisation
- 10.1.4. Staff and volunteers will be provided with written Job / role descriptions and person specifications prior to deciding whether to take up the position / role

10.2. Recruitment process

- 10.2.1. Prior to appointment, all staff and volunteers will be required to submit an application form (see appendix D). Where necessary and appropriate (e.g. lack of literacy skills, English as a second language etc) support can be provided for completion of the forms.

Paid staff positions

- 10.2.2. Prior to appointment all paid staff will be required to attend a formal interview, regardless of whether a competitive process is in operation
- 10.2.3. Prior to appointment of staff, references will be sought, including, where possible, a reference from the current or previous employer

- 10.2.4. Upon commencement of their position, all staff will be required to complete a formal induction process as outlined in their role description and including any matters identified during the recruitment process

Volunteer positions

- 10.2.5. Prior to appointment, all volunteers will be required to attend a formal discussion to ensure their suitability and clarity of understanding of the role and its requirements
- 10.2.6. Prior to appointment, references will be sought.
- 10.2.7. Following appointment and prior to commencement of the role, volunteers will be required to complete a formal induction process as defined in the role description

Probationary periods

- 10.2.8. All staff and volunteers will be subject to a formal probationary period
- 10.2.9. Prior to commencement of the role, a clear statement of the criteria for successful completion of the probationary period will be provided
- 10.2.10. Regular support, guidance and review will be provided throughout the probationary period and the outcome (passed, extended, failed) will be communicated to the employee or volunteer prior to the end of the probationary period and records will be retained of all discussions

Ongoing support and supervision

- 10.2.11. All staff and volunteers will receive proportionate supervision and pastoral care. Supervision will include both personal wellbeing and performance management
- 10.2.12. Where DBS checks are required, this will be identified in the role description and these checks will be updated at least every three years

Training

- 10.2.13. All staff and volunteers in roles that involve regulated activity or those who manage such staff will be required to attend regular safeguarding training
- 10.2.13.1. Trustees will receive initial training. There is no requirement for formal update training, however, the trustees must ensure that they are competent in their role and that their knowledge of compliance with legislation and Charity Commission guidance up to date
- 10.2.13.2. Volunteers and staff involved in working with children, young people or adults at risk of abuse are required to update their training at least every three years
- 10.2.13.3. The Designated Safeguarding Lead and the Deputy DSL are required to attend formal update training at least every two years
- 10.2.13.4. All staff, volunteers and trustees will undergo some informal update activity annually
- 10.2.14. A log of training and DBS checks will be maintained by the DSL

11. Ensuring a safe and healthy environment

Biblical Counselling UK fully recognises that there are many factors that impact on and contribute to the safety of the environment for everyone; some of these being procedural and others cultural. Here we describe only the procedural aspects.

Health and Safety

- 11.1. The officers will ensure that the health and safety of everyone involved with the work of BC UK is protected by:
 - 11.1.1. Regularly reviewing our health and safety policy to maximise effectiveness and ensure ongoing legal compliance
 - 11.1.2. Maintaining and implementing proportionate Risk Assessments
 - 11.1.3. Maintenance and analysis of Accident and Incident Reports on receipt to ensure appropriate lessons are learned and timely responses are implemented and an overview analysis of reports that examines trends and recurring themes will be conducted at least annually
 - 11.1.4. Ensuring that adequate First Aid cover is available, and that only qualified First Aiders administer First Aid, except in emergency situations and where instructed to do so by Emergency Services

General provisions

- 11.2. Biblical Counselling UK will ensure that information relating to safeguarding, including contact details and other relevant information is prominently displayed online
- 11.3. Leaders will promote the need for all those involved in the work of BC UK to be vigilant to safeguarding concerns through the processes, teaching and culture of the organisation and by personal example

12. Management of ex-offenders who may pose a risk or to others who pose an actual or potential risk to others; particularly to vulnerable people

As an organisation, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

- 12.1. The areas of BCUK's ministry which are most likely to involve an individual who is an ex-offender are the Certificate Course, the Intern Scheme and the annual conference. Where BCUK becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, BCUK staff will enter into an open and frank discourse with that individual to understand the context and the risks
- 12.2. With the consent of the individual, BCUK will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate
- 12.3. BCUK staff will assess the risk posed by the individual and a formal risk assessment will be formulated in consultation with an appropriate safeguarding agency
- 12.4. A formal agreement with the individual will be drawn up and will be signed by both the individual and BCUK. The agreement will include:
 - 12.4.1. BCUK's commitments to the individual who poses the risk
 - 12.4.2. The steps BCUK will take to support the individual while simultaneously protecting everyone involved in the ministry of BCUK
 - 12.4.3. The restrictions and conditions that will be applied to the individual's involvement in the ministry of BCUK
 - 12.4.4. The consequences of failure to comply with the agreement
 - 12.4.5. When and how the risk assessment and formal contract will be reviewed
- 12.5. All decisions and agreements will be formally recorded and securely stored
- 12.6. The individual who poses a risk will be fully involved in the planning process and information will only be shared with others involved in BCUK's ministry either:
 - 12.6.1. With the agreement of the individual who poses a risk

12.6.2. Where information needs to be shared to protect vulnerable people and then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared

13. Conferences

- 13.1. Our national and regional conferences often focus on topics that are sensitive in nature, such as depression or anxiety. Delegates often engage with speakers during breaks or after an event, though most conversations will not involve safeguarding matters. Where a safeguarding concern is disclosed, the following pathways are identified:
- 13.2. Where an event is hosted by a church or organisation that has a designated safeguarding officer, those working with BC UK will pass the concern on to the designated safeguarding officer.
- 13.3. Example: A BCUK speaker is asked to present at a women's brunch for a church. A safeguarding concern is brought to the attention of the BCUK speaker. The speaker passes on the name and nature of the concern to the church's safeguarding officer.
- 13.4. The speaker will also notify BCUK's safeguarding lead to make a record of the action taken.
- 13.5. Where there is not a clearly identified safeguarding officer for an event (ie a conference hosted by multiple churches or by a parachurch organisation), the BCUK speaker or team member will contact the named BCUK safeguarding lead for advice and follow it accordingly. A record will be kept of actions taken.

14. Training

- 14.1. Some modules in the Certificate Course require students to meet with an adult in their church or local setting for a series of conversations to practically grow in wise conversations. Wherever possible, students will be asked to meet with someone from their own church and then to agree this arrangement with someone from their church's senior pastoral staff. Any other arrangement must be communicated to the tutor of the course and will require written consent from them,
- 14.2. In the context of these conversations matters may be disclosed that have a safeguarding implication, such as suicidal thoughts, past or present experiences of abuse or harm to self / others and in such circumstances, students will be expected to liaise with the local accountability person they identified at the beginning of the module or another senior pastoral leader in their church.
- 14.3. Students taking these courses will be reminded of the importance of safeguarding and will be given guidance to help them decide when a safeguarding referral is needed. Students will be encouraged to seek advice from their own church's safeguarding officer.
- 14.4. Students will be required to read (and sign to confirm that they have read) their church's safeguarding policy.
- 14.5. Students will be asked to report any risk of harm to self or others or any indication of abuse to their church's safeguarding officer and/or the police and/or social services.
- 14.6. Tutors and RIs will be alert to the possibility of a safeguarding concern being mentioned in students' written assignments, in conversation at seminars or in email correspondence. Where they suspect that a situation may constitute a safeguarding concern, they will direct the student to speak to their church's safeguarding officer.

15. Summer Intensives

- 15.1. At the start of the intensives all students will be reminded what constitutes a safeguarding concern.
- 15.2. Students with safeguarding concerns arising during the intensive week will be asked to communicate these to one of the tutors.

- 15.3. Tutors who become aware of a safeguarding concern during a Summer Intensive, must contact the BCUK safeguarding lead for advice and follow actions as directed, making a record as appropriate.

16. Intern Scheme

- 16.1. BC UK will ensure that interns are recruited and appointed in accordance with relevant best practice (e.g. Diocesan Safer Recruitment policy), which must include an enhanced DBS check. Biblical Counselling UK will confirm that this has happened before the Intern Scheme begins.
- 16.2. The Intern's church will be asked to confirm that the Intern is trained in the recognition and response to the needs of children and of adults who may be at risk of harm and regularly refresh their training. Interns and local supervisors must sign their agreement to follow safeguarding procedures and if this is not agreed, an Internship will not be offered.
- 16.3. The Intern must be informed and supported by their church to behave in a way that is appropriate and above reproach.
- 16.4. The Intern must be familiar with, and must always follow, their church's Safeguarding Policies and Procedures. They must know who to contact within the church and outside of the church when they have a concern about a child or adult. The lead safeguarding person's name and contact details should be recorded in the relevant section on the application to the Intern Scheme.
- 16.5. The primary responsibility for safeguarding concerns arising during the Intern Scheme, lie with the Intern's church or organization as they have direct oversight of the Intern and the Intern's activities.
- 16.6. Where Biblical Counselling UK has reasonable concerns about a church's mishandling of or failure to pass on safeguarding concerns, Biblical Counselling UK may make a safeguarding referral
- 16.7. Sustained concern about failures to manage safeguarding concerns appropriately may lead to termination of the church's involvement in the Intern Scheme.
- 16.8. While Interns are provided with an overview of safeguarding practices at the beginning of each year, this is not a substitute for the more rigorous safeguarding training that must be provided by the Intern's church.
- 16.9. Where Interns raise safeguarding concerns in Peer Supervisions or Training Meetings, they will be asked to clarify the safeguarding response that has been taken but Peer Supervisions and Training Meetings are not the first port of call for advice regarding such concerns. The Intern should speak to their church's appointed safeguarding officer or call the appropriate helpline or make the appropriate referral as soon as possible when a concern arises. Where necessary, Biblical Counselling UK will contact the relevant Safeguarding Officer to ensure the concerns have been passed on.
- 16.10. All Mentors working in the Intern Scheme will be required to confirm that they have an enhanced DBS and undergone appropriate safeguarding training.
- 16.11. Biblical Counselling UK generally discourages Interns from meeting with those under the age of 18 because of their increased vulnerability. However, where this is requested, Interns must discuss the request with the child's parents (or those with parental responsibility), someone from their pastoral leadership, the local supervisor (if different) and the Intern's Biblical Counselling UK mentor. They should only proceed when all parties are satisfied with the arrangements.
- 16.11.1. The Intern must follow their church's safeguarding policy in this regard and ensure they meet in public places with other people around. The Intern must ensure that others in leadership in their church know when and where they are meeting with a child.

- 16.11.2. The Intern must ensure their enhanced DBS covers working with children as well as vulnerable adults.

17. Responding to and reporting safeguarding concerns and disclosures

Managing immediate risk

- 17.1. Upon identification of a concern or receipt of a disclosure, the worker involved should make an assessment as to whether any immediate action is necessary to protect the individual
- 17.1.1. The worker may seek advice from the team leader or from the DSL, however, the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm
- 17.1.2. In such urgent situations and if the DSL cannot be immediately contacted, the worker should contact either the police on 999 or children's Social care to obtain support. Under such circumstances, the DSL should be notified at the earliest possible opportunity

Reporting concerns to the Designated Safeguarding Lead

- 17.2. Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL
- 17.2.1. The concerns will be discussed with the DSL at the earliest opportunity, to ensure clarity of understanding
- 17.2.2. Details of the concern must be recorded on the "Incidents and concerns reporting form" (See appendix D) either before, during, or immediately after the discussion with the DSL

Managing the risks: the role of the DSL

- 17.3. In discussion with the worker reporting the concern, the DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required
- 17.4. Upon receipt of the completed form, the DSL will establish a "Confidential File" in relation to the person at risk
- 17.4.1. A Chronology (See appendix D) will be established and inserted at the front of the confidential file
- 17.4.2. The confidential file will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis
- 17.4.2.1. The DSL will confirm to the person raising the concern that the matter has been actioned. The DSL will not provide any unnecessary information. Information is only shared on a "need to know" basis
- 17.5. Where the concern meets the statutory threshold, the DSL will notify the parent or carer of the individual concerned (or the individual themselves if they are an adult) that a referral is being made to Social Care
- 17.5.1. Information will not be shared with the parent / carer in situations where:
- 17.5.1.1. To do so would place a child at increased risk of harm or neglect
- 17.5.1.2. To do so would place an adult at increased risk of harm or abuse
- 17.5.1.3. The concern relates to Fabricated or Induced Illness
- 17.5.2. The referral will be made to the appropriate Social Care service (See appendix B for contact details)
- 17.5.3. If the referral has not been acknowledged within 3 working days, the DSL will follow up with Children's Social Care
- 17.5.4. The DSL will work with the Local Authority and other partners on behalf of the church to ensure that we fully participate in the safeguarding process

- 17.5.5. All conversations, correspondence, and documentation etc will be placed into the confidential file and the “Record of action” and Chronology will be maintained on an ongoing basis
- 17.6. Confidential files will be stored in a secure electronic folder
- 17.7. The DSL will share information as necessary with other individuals in the organisation to facilitate effective safeguarding

18. Allegations against or concerns about staff and volunteers

BC UK takes allegations against our staff and volunteers very seriously and will ensure that they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise that that we have a responsibility to take the allegation seriously, to manage the situation effectively while the investigation takes place and to and to support the person accused throughout the process.

- 18.1. Allegations against staff or volunteers should be reported to Steve Midgley, Executive Director of BC UK on steve@cccam.org.uk or 01223 750450
 - 18.1.1. If the allegation is against the Executive Director, it should be reported to Mike Warren, Chair of the Board of Trustees on m.p.warren@live.com
- 18.2. Full details of the allegation will be recorded
- 18.3. Those receiving such reports must first assess whether any immediate action is required to ensure the safety of everyone involved
 - 18.3.1. Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable
 - 18.3.2. If so, care should be taken not to compromise the gathering of evidence.
 - 18.3.3. If it is necessary to notify the individual at this stage, details of the allegation should not be divulged
 - 18.3.4. Support must be offered to the subject of the allegation as well as any potential victims
- 18.4. At the earliest opportunity, the LADO (Local Authority Designated Officer) should be consulted
 - 18.4.1. If the LADO cannot be contacted due to working hours, initial advice can be sought from Christian Safeguarding Services (CSS)
- 18.5. If the allegation meets the threshold for LADO, the organisation’s investigating officer will work with LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed
- 18.6. If the allegation does not meet the threshold for LADO, the investigating officer will consult with CSS, who will provide independent support and advice to ensure transparency
- 18.7. Thorough records of all aspects of the handling of the allegation will be retained throughout the process.
 - 18.7.1. These records will be held confidentially in a secure, password protected electronic folder
- 18.8. The DSL will seek and follow specialist advice throughout the process

19. Concerns about practice and whistleblowing

- 19.1. Concerns about the culture or practice within the organisation should be raised with the Executive Director
- 19.2. Those concerns will be carefully considered, and a formal response will be provided to the individual
- 19.3. If the complainant is not satisfied with the response, they should formally raise the matter with the Chair of the Board of Trustees, explaining their concerns about the adequacy of the initial response. Details of how this can be done will be communicated at the same time as the initial response
- 19.4. Once the Board of Trustees have considered the matter, they will formally respond to the complainant in writing, explaining their findings and the rationale for their decision

19.4.1. Details of how to raise the complaint externally will also be provided as part of the response

19.4.2. This will include contacting the Charity Commission, details of the NSPCC whistleblowing helpline and any other measures that the trustees wish to offer

20. Basis of policy and legal framework

This policy is consistent with:

- Current legislation
- National guidance
- Local arrangements
- Our charitable objectives, governing documents and doctrinal statements

Full details are available in appendix B

21. Related policies and procedures

This policy should be read in conjunction with:

- Our statement of Faith
- Our governing documents

Appendix A - Safeguarding role allocation	
<i>The specific duties of each role are defined in the relevant role description</i>	
<u>Legal responsibility</u>	
Governance / strategic level Legal compliance and final responsibility for safeguarding rests with the Board of Trustees	
Allegations against staff or volunteers and concerns about practice Concerns about conduct of our staff or volunteers or about practice within the organisation should be addressed to:	<p>Name: Steve Midgley Role: Executive Director Email: steve@cccarn.org.uk Phone: 01223 750450</p> <p>If they are unavailable, their deputy is:</p> <p>Name: Mike Warren Role: Chair of the Board of Trustees Email: m.p.warren@live.com Phone: 01892 530384</p>
Operational management level:	<p>Designated Safeguarding lead</p> <p>Name: Sydnie Jordan Role: Senior Administrator Email: sydnie@biblicalcounselling.org.uk Phone: 0333 344 4341</p> <p>Deputy Designated Safeguarding Lead</p> <p>Name: Amanda Naves Role: Director of the Intern Scheme E-mail: amanda@biblicalcounselling.org.uk Phone: 01223 750450</p>
Any other specific roles that are relevant should be included here – e.g. DBS checking, training etc if different from the above	
Details of external specialist support:	<p>Christian Safeguarding Services advice line</p> <p>Phone: 0333 303 4101 E-mail: info@thecss.co.uk</p>

Appendix B - Basis of the policies and procedures and the legal framework

- We have adopted the following doctrinal and confessional statements:
 - [The UCCEF Doctrinal Basis](#)
 - The Biblical Counseling Coalition [Doctrinal Statement](#)
 - The Biblical Counseling Coalition [Confessional Statement](#)
- Our governing documents: Charity Commission Constitution and our Vision and Ends Statement

Safeguarding Children	Safeguarding Adults
<ul style="list-style-type: none"> ● National legislation and guidance (Safeguarding Children) <ul style="list-style-type: none"> ○ Children Acts (1989 & 2004) ○ Children and Families Act 2014 ○ Children and Social Work Act 2017 ○ Working together to safeguard children (2018) ○ What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015) ○ Protection of Children Act 1999 ○ Safeguarding vulnerable groups act 2006 ○ Protection of freedoms Act 2012 ○ Disqualification under the childcare act 2006 (2018 amended) ○ Prevent duty guidance 2016 ○ Sexual offences Act 2003 ○ The Safe Network Standards (available from the NSPCC website) ○ The policy also takes account of the principles outlined in: <ul style="list-style-type: none"> ▪ Keeping Children Safe in Education 2019 ▪ FGM duty guidance 	<ul style="list-style-type: none"> ● National legislation and guidance (Safeguarding adults) <ul style="list-style-type: none"> ○ The Care Act 2014 ○ Human Rights Acts 1998 ○ Care Standards Act 2000 ○ Mental Capacity Act 2005 ○ Deprivation of Liberty Safeguards 2007 ○ Sexual Offences Act 2003 ○ Police and Criminal Evidence Act 1984 ○ Fraud Act 2006 ○ Public Interest Disclosure Act 1998 ○ Health and Social Care Act 2008 ○ Disclosure and Barring Service (DBS) ○ Multi-Agency Public Protection Arrangements (MAPPA) ○ Multi-Agency Risk Assessment Conference (MARAC) ○ LSAB Multiagency Policy and Procedures

Appendix C - Standard Document Samples	
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	Concerns reporting form
	Confidential file chronology
	Confidential file record of conversations and actions
	Template report from DSL to trustees

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Incident / concern reporting form

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your e-mail address
Are you reporting: <i>Please tick the appropriate box(es)</i>	An incident	A disclosure	A concern
Department /Group / ministry area			Date completed
About the person or people we are concerned about or involved in the incident			
Their name(s)	Their Address and contact details	Their Date of birth	Name & contact details for parent / (where appropriate)
<i>Please insert more lines as required</i>			
Details of the incident / disclosure / concern			
<i>What happened / was said / have you noticed etc?</i>			
Context of the incident / disclosure / concern			
<i>Where / when / who else was present etc.</i>			

Date of incident / disclosure	Time of incident / disclosure
Action taken to ensure immediate safety	
Other action taken or advice sought	
Signature	
For office use only: Form reference –	

Notes for completion

About this form and the person completing it

Please complete all sections

About the person or people we are concerned about or involved in the incident

When reporting a concern involving a child or young person, please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

Details of the incident / disclosure / concern

Please include as much relevant detail as you can

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

Context of the incident / disclosure / concern

Please include as much relevant detail as you can

Action taken to ensure immediate safety

Please provide details. If no action was required, please indicate by writing "None".

Other action taken or advice sought

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

Signature

Please ensure that you sign the form.

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Record of safeguarding conversations and actions

Date of action / conversation	Document reference
Description of record	
Information given	
Advice received	
Actions to take	
Outcomes	
Recorded by	Date recorded

Biblical Counselling UK

Safeguarding report to the trustees and officers

Report from the Designated Safeguarding Lead and Deputy covering the period from 1 st April 2020 to 31 st March 2021		
Report completed by:	Date	
Summary of safeguarding activity		
Number of concern / incident reports received in relation to children		
Number of concern / incident reports received in relation to adults		
Number of cases referred to Children's Social Care		
Number of cases referred to Adult Social Care		
Number of allegations received		
Number of allegations investigated by Local Authority		
Number of reportable incidents reported to charity commission		
Were there any common themes or issues in the reports submitted?	Yes / No	
If so, what?		
Do you have any concerns about the effectiveness of the safeguarding arrangements that are in place?	Yes / No	
If so, what?		
What training or informal update activity been completed this year?		
Any recommendations to or requests of the trustees?		
Declaration from Safeguarding Leads	Yes	No

Has the policy been reviewed for legal compliance and effectiveness? <i>(CSS can be consulted to check whether any significant changes have occurred)</i>		
Are DBS checks up to date for all staff and volunteers?		
Is the Single Central Record up to date?		
Is staff and volunteer training up to date?		
Is DSL training up to date?		
Is the training log up to date?		
Any other comments		

Appendix D -Codes of Conduct

Code of conduct for staff and volunteers providing pastoral care

(please note: this code of conduct is not intended to cover disciplinary issues, although the broad principles would still apply)

Those involved in providing pastoral care will:

- Ensure that support provided is led by the person receiving the support
- Ensure that the dignity and wishes of the individual are respected at all times
- When delivering challenge or difficult messages, will do so in a respectful, compassionate and gentle way that is in line with their best interests (including their emotional and spiritual wellbeing)
- Will seek to ensure that the individual's right to question or ignore any advice or suggestions is fully understood
- Attend safeguarding training on the frequency stipulated in this policy
- Work in a transparent and responsible manner that ensures that they are accountable to the church leaders and that they are open to discussion with and challenge
- Maintain a state of vigilance to identify and report any safeguarding concerns, including concerns about people who may pose a risk to them
- Refrain from any abuse of their power or position and will always seek to act in the best interest of the individual
- Only engage in activity for which they are physically and mentally fit
- Ensure that appropriate professional boundaries are maintained
- Ensure that any physical contact is client led
- Ensure that proportionate physical intervention is only used as a last resort to ensure the safety of an individual or the group
- Will not engage in any sexualised, aggressive, humiliating, demeaning or discriminatory (etc) language or behaviour with them
- Act with fairness and treat each person equitably; avoiding discrimination or favouritism
- Seek to avoid any language or behaviour or adopting any attitude that could lead to misunderstanding