



# **SAFEGUARDING POLICY**

**February 2026**

**WATERLOO ROAD CHURCH**  
Waterloo Road, Uxbridge, Middlesex UB8 2QX  
[www.waterlooroadchurch.org.uk](http://www.waterlooroadchurch.org.uk)  
01895 257663

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## **SECTION 1 - Details of our organisation**

Name: Waterloo Road Church (often referred to in this policy as “the church”)  
Address: Waterloo Road, Uxbridge, Middlesex UB8 2QX  
Tel: 01895 257663  
Website: [www.waterlooadchurch.org.uk](http://www.waterlooadchurch.org.uk)

Pastor: David Dargue  
Email: [daviddargue@waterlooadchurch.org.uk](mailto:daviddargue@waterlooadchurch.org.uk)

Safeguarding Co-ordinator: Chris Gillen  
Tel: 07890 335470  
Email: [safeguarding@waterlooadchurch.org.uk](mailto:safeguarding@waterlooadchurch.org.uk)

Member of the ThirtyOne:Eight  
Member of the Fellowship of Independent Evangelical Churches (FIEC)  
Member of the Evangelical Alliance  
Member of the London Gospel Partnership

Registered Charity Number: 1207961  
ThirtyOne:Eight Membership Number: 3091

We hold Public Liability Insurance with ‘Congregational’ insurers.

### **What activities do we provide?**

Reference should be made to the Waterloo Road Church website: <http://www.waterlooadchurch.org.uk> for information regarding activities.

## **SECTION 2 - Introduction**

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise.

The Trustees are appointed to have independent authority and legal responsibility for how the church operates and have a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The values, 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.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

### **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.

As of April 2022, it is illegal (England and Wales) for those in Positions of Trust in a faith setting to engage in sexual activity with a child aged 16 or 17, who is under their care or supervision.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in the day-to-day actions and behaviours of its people
- and there is open communication

## **Our commitment**

The Trustees of Waterloo Road Church recognise the need to provide a safe and caring environment for all who attend our church. We acknowledge that children, young people, and adults at risk 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 Trustees of the church, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

This policy is based on the ten safeguarding standards published by ThirtyOne:Eight.

## **Definition of terms**

Throughout this policy we will use the following terms:

**CHILD:** a person under the age of 18.

**ADULT WITH CARE AND SUPPORT NEEDS:** a person aged 18 or over, whose risk of harm through abuse, exploitation or neglect may be increased by their personal characteristics or life circumstances.

**PARENT / CARER:** A person who has parental responsibility for a child or young person, or who cares for a child with additional needs. This could be a biological parent, adoptive parent, step-parent, guardian, or other relative.

**VOLUNTEER:** A person aged 18 and over who is appointed and vetted by the Trustees to lead or support an activity run by the church, and who has direct contact with and responsibility for children or adults at risk.

**YOUNG LEADER:** A person aged 16-17 who regularly helps with an activity but is not included as a leader in the Adult : Child ratios.

## **SECTION 3 – Prevention**

### **Safeguarding Awareness**

Defining child abuse or abuse against an adult at risk is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults with care and support needs may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

To safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse are included in Appendix 2 and 3. Advice on how to respond to a specific disclosure of abuse is outlined in Section 5.

### **Safer recruitment**

The Trustees will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post.
- Those applying have completed an application form.
- Those short listed have been interviewed.
- Safeguarding has been discussed at interview.
- Written references have been obtained and followed up where appropriate.
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.

- The applicant has completed a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

For all Trustees and those volunteering in a role which involves direct contact with children and young people the following requirements must be met:

- They are in agreement with the Waterloo Road Church basis of faith.
- They have completed a self-declaration form
- They have been given a copy of this safeguarding policy and know how to report safeguarding concerns.
- At least one written reference must be obtained in relation to the individual's character, and ideally their previous experience of working with children.
- A Disclosure and Barring Service (DBS) check must be completed where necessary (we will comply with the Code of Practice requirements concerning the fair treatment of applicants and the handling of information).

The requirements outlined above do not apply to **Young Leaders**.

All Young Leaders must be connected to the church for at least 3 months before they help with the group.

Young Leaders must be always supervised by an approved WRC Leader.

**Safeguarding Training will be provided to all Trustees and Volunteers working with children and/or adults at risk.**

### **Safeguarding Training**

The Trustees are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Trustees will provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every three years.

The Safeguarding Co-ordinator will keep up to date with guidance published by ThirtyOne:Eight and this information is shared with the leaders and helpers of all church activities.

The Trustees will also ensure that children and adults at risk are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **Practice Guidelines**

As a church working with children, young people, and adults with care and support needs, we wish to operate and promote good working practice. This will enable the church to run activities safely, develop good relationships, and minimise the risk of potential harm or abuse and false or unfounded accusations.

We have specific good practice guidelines to cover the variety of activities we are involved in, and these can be found in the Appendix 5.

## **SECTION 4 – Partnership Working**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults at with care and support needs. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own Safeguarding policy that meets ThirtyOne:Eight’s safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## SECTION 5 - Responding To Allegations of Abuse

Under no circumstances should a Trustee or Volunteer carry out their own investigation into an allegation or suspicion of abuse. The following procedure must be followed:

- The person in receipt of an allegation or suspicion of abuse must report concerns as soon as possible to the **Safeguarding Co-ordinator** (see Appendix 6 for details), who is nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the **Deputy Safeguarding Co-ordinator** (see Appendix 6).
- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to **ThirtyOne:Eight 0303 003 11 11** (Membership no. 3091). Alternatively contact the London Borough of Hillingdon (see Appendix 6), or the Metropolitan Police: 101.
- If the concern relates to a child who has been harmed or is in need of protection the Safeguarding Co-ordinator will seek advice from ThirtyOne:Eight, before contacting the Local Children's Social Services. Where the concern is regarding an adult in need of protection advice will be sought from ThirtyOne:Eight as above, and then contact will be made with Adult Social Services.
- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees to log that a safeguarding concern is being dealt with, the Insurance company to log that there is a possibility of a serious incident concerning safeguarding, or a Designated Officer at the Local Authority (formerly LADO) if allegations have been made against a Worker or Volunteer within the organisation.)
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police, or taking advice from ThirtyOne:Eight.
- The Trustees will support the Safeguarding Co-ordinator and Deputy in their roles. The Trustees accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from ThirtyOne:Eight, although the Trustees

hope that members of the church and connected persons will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Trustees demonstrate their commitment to effective safeguarding and the protection of everyone, including children and adults at risk.

The role of the Safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

Detailed procedures for responding to specific types of abuse or neglect can be found at Appendix 4.

## **SECTION 6 - Pastoral Care**

### **Supporting those affected by abuse**

The Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with or are part of the church.

When situations are made known, the Pastor in discussion with the Elders will allocate an appropriate person to offer pastoral care on a case by case basis. This could be through the existing church youth work or house groups. Information will only be shared with the consent of the individual it relates to.

### **Working with those who may pose a risk**

Waterloo Road Church has always opened its doors to all. It follows therefore that people with a whole range of life experiences are coming into the church building week by week, including those who have committed abuse in the past.

When someone attending the church is known to pose a potential risk to children, or 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 external parties.

If a Registered Sex Offender wishes to regularly attend the church, a meeting will be held between the individual, the Pastor (or an Elder), and the Safeguarding Co-Ordinator. A contract will be drawn up outlining boundaries and conditions which must be kept. If the individual is not willing to attend this meeting, sign the contract, or does not adhere to the contract, the Elders reserve the right to ask the individual not to attend the church.

Any concerns or information relating to adults who may pose a risk to children or adults must be shared with the Elders at the earliest opportunity. The Elders will inform the Safeguarding Co-ordinator and work with them to ensure the procedures noted above are put into place.

## Final note

It has not been possible to cover every situation that may arise at Waterloo Road Church. Further guidance for anything not covered in this policy should be sought from the Safeguarding Co-ordinator who will consult the ThirtyOne:Eight resources and helpline if required.

## Signatures

This policy was agreed and adopted by the Trustees in February 2026.

Signed by:

David Dargue, Pastor: David Dargue  
(on behalf of the Trustees)

Date: 16/02/2026

Chris Gillen, Safeguarding Co-Ordinator: Chris Gillen

Date: 1/3/2026

Glyn Harman, Deputy Safeguarding Co-Ordinator: G. Harman

Date: 24/02/2026

## **APPENDIX 1: The Trustees Safeguarding Statement**

The Trustees of Waterloo Road Church recognise the importance of its ministry to children and adults with care and support needs. We acknowledge our responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Trustees on: **15<sup>th</sup> February 2026**

- Waterloo Road Church is committed to the safeguarding and well-being of children and adults with care and support needs.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and adults and will ensure that as a place of worship all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

**We recognise:**

- Children's Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy annually.**

If you have any concerns for a child or adult, then speak to our Safeguarding Coordinator or Deputy Safeguarding Coordinator (details of which are displayed on church notice boards and can be found at Appendix 6 of our Safeguarding Policy).

A copy of the full policy is available to view from the Pastor's Office or on the church website.

***Signed on behalf of the Trustees***

Signed: David Dargue David Dargue, Pastor

Date: 6/2/2026

## **APPENDIX 2: Statutory Definitions of Abuse - Children**

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

### **What is abuse and neglect?**

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. They may be abused by an adult or adults or another child or children. Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

### **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 children 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 participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another (e.g. domestic abuse between parents). It may involve serious bullying (including cyberbullying), 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 solely 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:

- 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); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **APPENDIX 3: Statutory Definitions of Abuse – Adults at risk**

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

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 consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

### **Physical Abuse**

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

### **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.

### **Psychological or Emotional Abuse**

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

### **Financial or Material Abuse**

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

### **Neglect or Act of Omission**

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

### **Discriminatory Abuse**

This is the inappropriate treatment of a vulnerable adult 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 a vulnerable adult 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 4: Detailed procedures where there is a safeguarding concern**

### **Allegations of physical injury, neglect or emotional abuse.**

If a child has a physical, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact ThirtyOne:Eight for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home, before contacting Children's Social Services.
- Do not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact ThirtyOne:Eight directly for advice.
- Seek and follow advice given by ThirtyOne:Eight, who will confirm their advice in writing.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Leader for children and families or Police Child Protection Team direct.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by ThirtyOne:Eight if for any reason they are unsure whether to contact Children's Social Services or police. ThirtyOne:Eight will confirm its advice in writing for future reference.

### **Suspicions or allegations of abuse or harm against an adult with care and support needs**

Concerns or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, the Safeguarding Co-ordinator/Deputy will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

If there is a concern regarding spiritual abuse, the Safeguarding Co-ordinator/Deputy will:

- Identify support services for the Survivor i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a Leader (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator will:

- Make a referral to the Local Authority Designated Officer (LADO), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer if they are involved.
- Share information about the concern with the police.

### **Allegations of abuse against a person who works with adults at risk.**

The safeguarding co-ordinator will:

- Liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service DBS following the advice of Adult Social Services.
- Share information about the concern with the police.

The Care Act 2014 places the duty upon Adult Social Care to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care to decide not the organisation

### **Allegations of non-recent sexual abuse from an adult:**

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police. If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

## APPENDIX 5 - Practice Guidelines

### Ratios

In order to supervise children's activities safely it is necessary to have sufficient adult Volunteers. The following ratios should be applied for any activity at Waterloo Road Church where children are left in our care without their parents; this includes activity groups held during a Sunday morning service when parents are in a different room:

Children aged 0-2 years - 1 adult to 3 children  
Children aged 2-3 years - 1 adult to 4 children  
Children aged 4-8 years - 1 adult to 6 children  
Children aged 9-12 years - 1 adult to 8 children  
Children aged 13-18 years - 1 adult to 10 children

In every meeting there should always be a minimum of two Volunteers with the group.

If there is a mix of ages present in the group, the ratio should correspond to the age of the youngest child in the room.

### Registration and consent forms:

When a child first joins an activity run by the church where they will be left in the building without a parent or taken out of the church building without parents (e.g youth group socials), as soon as reasonably practical a General Information and Consent Form is to be completed and returned giving contact details of parents/carers, medical needs, and other details such as allergies or special dietary requirements. This form should be renewed annually.

For activities and groups where children are left in the building without a parent, the Group Leader should keep a register of all children who attend each session, this should include time of arrival and departure if the children come and go at different times during the group session.

### Filming and Photography

Waterloo Road Church is committed to safe practice when dealing with images of children. No names or other personal information that could enable identification of a child should be used. Photographs of children will not be displayed on the church website without the previous agreement of the parents, guardians or carers of those children. All images must be securely stored on the church OneDrive and password-protected when shared. The period of time between transferring images from a camera to a church computer should be kept to an absolute minimum and the images should then be immediately erased from the camera. Children's workers should not have photos of children on their personal devices which were taken at a children's event.

**Accident reporting:**

All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carer of a child or young person should be fully informed.

Whether an adult with care and support needs can sign the book will depend on the nature and extent of their disability.

**Home visits:**

Group Leaders and Volunteers may need to make home visits from time to time. Guidelines for visiting:

- Inform another Leader of the proposed visit.
- In the case of children and young people never go into a home if a parent/carer is absent unless the child would be at risk of significant harm if you do not do so.
- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them.
- Keep a written record of the visit detailing the following:
  - Purpose
  - Time you arrived and left
  - Who was present
  - What was discussed
- No leader should invite an individual child to their home.

**Parents/Carers staying with Children's Groups:**

There may be occasions where parents ask if they can stay to watch the children's activity. It is important not to appear guarded but there may be concerns. The expectation is that all adults who work with children at the church in any capacity should follow our recruitment processes. Therefore, we adopt the following guidance for when a parent or carer requests to stay with a child during a group activity at Waterloo Road Church:

- Parents can be permitted to observe groups but not take part. A distinction should politely be made at the start.
- It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay at each session, consideration could be given to them becoming a regular Volunteer but they would be required to undertake the same recruitment and selection procedure as with any other Volunteer.
- Be mindful that whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
- We accept that for some children with additional needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

## **Anti- bullying Policy and Practice (children & young people)**

Bullying is the use of aggression with the intention of hurting another person. Children 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 any organisation. Some common forms of bullying can be:

- Verbal - name-calling, sarcasm, spreading rumours, teasing including both online and in person
- 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 - 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

Waterloo Road Church has a zero tolerance to bullying. If it does occur during any activities run by the church children and leaders are able to report the matter to the Activity Leader and it will be dealt with promptly and effectively. There is an expectation that anyone who knows that bullying is happening will report it. In serious cases of bullying where a child has been harmed, the Safeguarding Co-coordinator will be informed.

### **Tobacco and Alcohol**

Waterloo Road operates a no smoking and no alcohol policy throughout the building and in the car parks. Activity leaders will inform parents/carers if a child/young person has been drinking, particularly if they are under the influence of alcohol at the group or there are concerns for their health or safety.

### **Solvents and Illegal Substances**

Waterloo Road Church operates a zero tolerance to solvents or illegal substances being used throughout the building and in the car parks.

If a member of staff or Volunteer becomes aware a child or adult with care and support needs may be abusing solvents they should be encouraged to seek professional help from their doctor or a counsellor specialising in this area.

If a member of staff or Volunteer is aware that a child is under the influence or in possession of solvents or an illegal substance the following process must be followed:

- Ask them to stop, warning them of the consequences if they do not.
- Inform parents/carers if the child is under 16 years.
- Inform the parents/carers with the young person's permission if the child is over 16 years.
- Discuss with the child the proposed course of action, particularly if they re-offend (e.g. informing the police).

- Write down the content of any discussion with the child, including the action taken and keep this in a secure place.

If this becomes a recurring problem at a church activity, the Elders and Safeguarding Co-ordinator will liaise with the local police to devise a strategy for dealing with the use of illegal substances.

### **Additional Needs and Disabilities**

Waterloo Road Church is aware that any child, young person or adult attending an activity who has an additional need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). They may also display behaviours not usually associated with their age, particularly in displaying physical affection. It is important to set appropriate boundaries that take their needs into account, to safeguard the child or adult and also protect Leaders from false accusation.

When a child, young person or adult who has care and support needs attends an activity at Waterloo Road Church the Activity Leader should:

- Ask the child, young person or adult attending the activity, and their parents/carers how their needs can be met.
- Ensure all Leaders involved with them are aware of the expectations. This includes the number of Leaders needed to assist for a specific activity to prevent injury.
- Ideally ensure that a Leader of the same gender assists if they need help with toileting.
- Make the activity area accessible for everyone (e.g. ramps, accessible toilets, and a hearing loop system) and encourage full integration within the group as far as possible.
- If the Pastor or Group Leader takes the view that an individual's needs cannot be safely met by the group volunteers, a parent/carer will be asked to remain in the building during the activity.

### **Transportation**

These guidelines apply when children are transported by mini-bus or in a Volunteer's private car for journeys carried out on behalf of and with the knowledge of Waterloo Road Church. This does not apply to private arrangements for transportation made, for example, between the parents of two friends attending the same activity.

The guidelines for transporting children, young people, or adults with care and support needs are as follows:

- Parents will normally make transport arrangements for their own children.
- If lifts are given, two leaders should normally be present in the car.
- Leaders will not give lifts to a child on their own and only give a lift to a lone child when the risk of leaving them outweighs the risk of taking them. It may be possible to wait with a child in a public place for a parent to collect rather than to take them in a car.

- If the parents of a lone child cannot be contacted, another leader, an elder or staff member must be contacted by the leader for permission to transport him/her in the car. This person will note the time of the phone call and be contacted after the drop-off to make a note of the conclusion of the journey.
- Children/young persons must always be asked to sit in the back of the car.

### **Touching**

- Touch should be related to a child's needs. A hand shake, pat on the shoulder, restraining touches if necessary, are all appropriate.
- Touch should be age-appropriate and generally initiated by the child. Children have the right to decide how much physical contact they have from others.
- Activities involving inappropriate or intrusive touching must be avoided, as should activities that involve excessive physical contact or those which might encourage sexual behaviour.
- When giving first aid (or applying sun cream), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.

### **Toileting**

- Leaders should encourage young children to be independent.
- If a leader needs to escort a young child to the toilet, they must inform another adult.
- If a baby's nappy needs changing, a parent will be called or two leaders will be present.
- If a toddler soils him/herself, one of the child's parents will be called to clean and change their child.

### **Engaging young people via phones / online**

#### **Direct communication:**

- No one under the age of 16 should be contacted directly via phone / online under any circumstance.
- The written consent of parents / carers should be sought to communicate directly with young people aged 16 and over. The written consent should be stored in the WRC SharePoint folder.
- Direct communication can only happen via email (preferred), text message (if necessary) and call (if essential).
- All online communications should be saved. They are to be reviewed by a named individual, known to the WRC leadership, at least once a year. Direct communication should only happen between 9:00-19:00.
- Direct communication, when instigated from an adult, should always have a clear purpose.

#### **Group communication:**

- Young people over the age of 13 are able to join an official WRC Youth WhatsApp group.

- Written consent of parents / carers should be obtained prior to any young person joining the group. The written consent should be stored in the WRC SharePoint folder.
- Only adults with a valid DBS who have completed the WRC Safeguarding training can be added to the group.
- A minimum of two adults must have access to group messages at all times.
- Phone numbers should be hidden from other members in the group.
- Communication should only happen between 9:00-19:00, unless there are extenuating circumstances.

## **APPENDIX 6: Contact details for Safeguarding Team**

(Correct as of July 2025)

<b>Safeguarding Co-ordinator:</b>	Chris Gillen	07890 335470
<b>Deputy Safeguarding Co-ordinator:</b>	Glyn Harman	07880 608967

### **Other useful contacts:**

#### **ThirtyOne:Eight**

Tel: 0303 003 11 11  
(Membership no. 3091).

#### **London Borough of Hillingdon**

Adult social care (Social Care Direct)  
Tel: 01895 556633

Children's social care (Stronger Families Hub)

Tel: 01895 556006

#### **Metropolitan Police (non-emergency)**

Tel: 101