

Safeguarding Policy

Faith in Kids (FiK) is committed to the safeguarding, care and nurture of everyone including all our churches, members, supporters, staff, volunteers and their families and households. We fully adopt the UN Universal Declaration of Human Rights (<https://www.un.org/en/universal-declaration-human-rights/>) and the UN Conventions on the Rights of the Child (<https://www.unicef.org/child-rights-convention>)

To support this commitment FiK will:-

- Promote a safe environment and culture
- Safely recruit and support all those with any responsibility related to children and adults at risk within Faith in Kids
- Respond promptly to every safeguarding concern or allegation
- Offer appropriate support to victims and survivors of abuse and other affected persons
- Offer appropriate support to those who are the subject of concerns or allegations of abuse and other affected persons
- Deal appropriately with those that may pose a present risk to others
- Refer safeguarding concerns, where appropriate, to statutory authorities

Recognising safeguarding and the need to protect

FiK recognises that all children and adults are at risk of abuse or harm. We recognise that those who suffer or are at risk of suffering abuse or harm require protection from this and that they may require direct support from FiK in accessing such protection. FiK is committed to ensuring that our organisation, staff and volunteers are equipped to recognise safeguarding concerns and respond appropriately to them.

Commitment to safeguarding policies and procedures

FiK has produced this Safeguarding Policy which outlines our ethos and commitment towards safeguarding. This policy will be reviewed annually by the Risk & Compliance Committee.

Commitment to safeguarding staffing and representation

FiK demonstrated its commitment to safeguarding by appointing a Designated Safeguarding Lead. The Designated Safeguarding Lead is currently the Operations Director who can be contacted by email: safeguarding@faithinkids.org. The Designated Safeguarding Lead reports to the Ministry Director and Trustees of FiK. All staff know who the Designated Safeguarding Lead is and how to report concerns to them. FiK also has a Risk & Compliance committee that meets to ensure compliance with legislative and best practices. FiK is also a member of and receives safeguarding support and training from Christian Safeguarding Services.

Commitment to safeguarding training and development

Training and professional development is central to FiKs safeguarding commitment. All new employees will read the safeguarding policy as part of their induction. Thereafter all employees will complete basic safeguarding training. FiK is committed to the role of Designated Safeguarding Lead and provides training at a higher level for this role including

external training as appropriate through Christian Safeguarding Services or equivalent organisation.

Recording and record keeping

FiK understands the importance of recording safeguarding incidents and concerns clearly and in a confidential manner, and this forms part of all employees' and volunteers' safeguarding training. The Designated Safeguarding Lead will create an entry in the FiK safeguarding log, which forms part of the Risk Register. FiK recognises the need for confidential records. Only essential employees & trustees have access to these logs. The central record is only accessible by the DSL.

Safer Recruitment

FiK has a commitment to ensuring that unsuitable applicants are deterred from applying for posts within FiK and in ensuring that they are identified and rejected if they do so. The Designated Safeguarding Lead will decide which roles/posts require DBS checks. FiK believes that Safer Recruitment Training is vital as part of our safeguarding. Our Operations Director has completed Safer Recruitment training and all staff involved in recruitment at FiK will be expected to follow safer recruitment standards.

Recruitment Process

Prior to appointment, all staff will be required to submit an application form.

Paid staff positions

- Prior to recruitment a decision will be made as to whether a DBS check will be required for the role.
- Prior to appointment all paid staff will be required to attend a formal interview.
- Prior to appointment of staff, references will be sought including, where possible, a reference from the current or previous employer, in addition to a church leader, if the role has a genuine occupational requirement to be a Christian.
- Upon commencement of their position, all staff will be required to complete a formal induction process including any matters identified during the recruitment process.
- The Personnel file will be updated as appropriate throughout the process.

Volunteer positions

- Prior to recruitment a decision will be made as to whether a DBS check will be required for the role.
- 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.
- Following appointment, volunteers will be required to complete an informal induction process and training as required for the role
- Volunteers will be required to sign the volunteer agreement form

DBS Checks

- Prior to an event a decision will be made as to whether a DBS check will be required for existing employees or volunteers.

- Following appointment and prior to commencement of the role, staff and volunteers involved in regulated activity, as decided by the DSL, will be required to complete a DBS check.
- Under normal circumstances, the individual will not commence their role until the result of the DBS check has been received.
- Under exceptional circumstances and where it is necessary for the person to commence prior to receipt of the DBS check result, a formal risk assessment will be completed by the DSL or their deputy and signed off by the Safeguarding Trustee. The person will not be permitted to have unsupervised access to children and must be supervised by someone who is DBS checked.
- A formal agreement that outlines the duties that are permitted, and all measures implemented to prevent the individual having unsupervised access to vulnerable people will be drawn up and signed by the appointee and the DSL or the Safeguarding Trustee.
- Once formal notification of a clear DBS check has been received, the Central Record will be updated with the relevant information.
- Failure to complete a DBS check (if required for the role) within the 6 month probation period will be reason to extend or fail the probation.

Blemished DBS Checks

- The applicant will be asked to present the DBS certificate to the Lead Recruiter (the DSL).
- The applicant may, if they wish to, withdraw their application.
- If the application is withdrawn, consideration will be given to whether this required the triggering of the procedure for the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people”
- If the applicant self-declared the blemish and it has been discussed previously, the recruiter will check to ensure that the detail provided in the self-disclosure is consistent with the information on the DBS certificate.
- If the applicant did not self-disclose, an open conversation about the circumstances of the blemish will be discussed with the applicant.
- Whether the discussion arises from self-disclosure or examination of the certificate, a formal assessment will be conducted to ascertain the applicant’s suitability for the role by the DSL and / or the Safeguarding Trustee, and the outcome will be recorded in the personal file.
- Advice will be sought from Christian Safeguarding Services if required.
- The applicant will be given every opportunity to provide input to the assessment and the outcome will be explained to them.
- A blemished DBS check does not necessarily prevent the individual from engaging in regulated activity. The risk assessment may conclude:
 - That the individual is unsuitable for the role.
 - That further investigation is required.
 - That the person is suitable for the role with restrictions.
 - That the blemish does not indicate unsuitability.
- If the risk assessment concludes that the individual is unsuitable for the role, consideration will be given to:
 - Whether there are other roles for which the individual would be suitable.

- Whether the “Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people” process needs to be triggered.
- Once the details of the certificate have been recorded in the Central Record, the certificate will be returned to the applicant and no copies will be retained.

Management of ex-offenders or those 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.

- Where the organisation becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, the trustees and the DSL will enter into an open and frank discourse with that individual to understand the context and the risks.
- With the consent of the individual (if required), the organisation will seek to work in partnership with probation services or other agencies supporting the individual where this is appropriate.
- The trustees will assess the risk posed by the individual and a formal risk assessment will be formulated.
- A formal agreement with the individual will be drawn up and will be signed by both the individual and a senior representative of the organisation. The agreement will include:
 - The organisation’s commitments to the individual who poses the risk.
 - The steps the organisation will take to support the individual while simultaneously protecting others.
 - The restrictions and conditions that will be applied to the individual’s role.
 - The consequences of failure to comply with the agreement.
 - When and how the risk assessment and formal contract will be reviewed.
- All decisions and agreements will be formally recorded and securely stored.
- The individual who poses a risk will be fully involved in the planning process and information will only be shared with other employees by the senior leaders either:
 - With the agreement of the individual who poses a risk.
 - 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.
- If the individual chooses to leave the organisation to avoid the management of the risks, the senior leaders will take specialist advice as to whether this information should be passed on to.

All records of risk assessments and formal agreements will be stored in a secure folder on a password protected, cloud-based drive.

Support for all beneficiaries and their families

FiK is committed to providing appropriate support for all FiKs beneficiaries and their families. Safeguarding training for all staff and advice/support from the Designated Safeguarding Lead ensures that FiK staff are equipped to do this. FiK understands the importance of people who have suffered abuse or are at risk of this, receiving the best support and advice possible. FiK recognises that there are a range of statutory and voluntary agencies who

specialise in supporting people with different issues. FiK aims to support people in accessing these services in order to meet their needs.

FiK recognises its statutory safeguarding duties and the priority that must be given to safeguarding concerns. FiK will always seek to work with beneficiaries and their families sensitively, respectfully and in accordance with our faith beliefs whilst ensuring that these statutory duties are met and that all adults and children who have suffered or are at risk of abuse are protected.

FiK recognises that it has a duty to respond to people who may pose a risk to children and/or adults at risk. FiK will always work professionally and sensitively with people who may pose a risk whilst ensuring that safeguarding policies and procedures are followed. Faith in Kids will liaise and work with statutory authorities in addressing risks that are identified in these situations.

Contacting the Designated Safeguarding Lead

The Designated Safeguarding Lead can be contacted by emailing safeguarding@faithinkids.org

Internally reviewed and approved by the Faith in Kids Risk & Compliance Committee: 25th June 2024

Next internal review date: June 2025