



Safeguarding Children Policy

Approved by:	NLCC Trustees
Date:	9/10/25
Next review due by:	October 2026
Version number:	1.4
Status:	Statutory
Where published:	https://newlifecommunitychurch.co.uk/safeguarding-policy/

Charitable Organisation
Charity Number: 1179497

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Statement of Commitment

The Eldership and Trustees of New Life Community Church recognises its duty to safeguard and promote the welfare of its children and young people. This requires NLCC to establish a Safeguarding and Child Protection Policy and procedures which promote the welfare of children and young people. It is expected that all staff, volunteers, church members, visitors and children share this commitment.

The Eldership and Trustees will also ensure that NLCC carries out its duty to report suspected abuse to the local authority children's services and the police and assist them in acting on behalf of the children and adults at risk of harm.

New Life Community Church is one church family that meets together across different locations. This policy will seek to address the governing principles & protocols that will function across the whole church whilst identifying any changes that relate to geographical location. The scope of this policy also encompasses any community projects and events coordinated by NLCC staff and volunteers that are intended for engaging with children and young people.

This policy has regard to the '[Working Together to Safeguard Children](#)', '[Strategy for Dealing with Safeguarding Issues in Charities](#)', & [Children Act 1989](#)

The purpose of this policy is to:

- Afford protection to children aged 0-18 years of age
- Enable staff and volunteers to safeguard and promote the welfare of children
- Promote a culture which makes NLCC a safe community to belong to

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Definition of Safeguarding

Safeguarding children is defined in [Working together to safeguard children](#) as:

- Protecting children from maltreatment
- Preventing impairment of a child's health or development
- Ensuring that children grow in circumstances consistent with the provision of safe and effective care
- Taking action to enable children and adults at risk of harm to have the best outcomes

Definitions of Abuse

There are four main categories of abuse

- Physical
- Sexual
- Neglect
- Emotional

Please note this is not an exhaustive list Further information and elaboration on these four categories can be found in Appendix A

1.0 Responsibilities

1.1 Elders and Trustees

The Eldership and Trustees have appointed a Safeguarding Lead within NLCC for Safeguarding and Child Protection. The operational role will also be completed by a Deputy Safeguarding Lead . In the absence of the Safeguarding Co-ordinator, the Deputy will assume the role. The safeguarding team will work alongside the Elders & Trustees to provide and implement the safeguarding policy within NLCC.

1.2 Safeguarding Elder / Trustee

- Ensure the Safeguarding Lead has experience & training relevant to the role and supporting deputy to implement and manage safeguarding policies across all sites.
- Ensure that the Child Protection and Safeguarding Policies are reviewed following a serious incident, when necessary and at least annually.
- Ensure that NLCC has procedures in place for responding to allegations of abuse against workers and volunteers.
- Ensure that workers and volunteers with access to children across NLCC have read the Child Protection and Safeguarding Policy and completed the online Safeguarding training (commodious.co.uk).

1.3 Safeguarding Lead (SL) and Deputy Safeguarding Lead (DSL)

- Be responsible for referring cases of suspected abuse to the relevant investigating agencies.
- Ensure procedures and practice for record keeping, have regard to confidentiality of records.
- Ensure safer recruitment of workers and volunteers.
- Ensure that E-Safety procedure, policy and training is in place.
- Ensure that parental permission is obtained and given before any photographs of children are used for promotional purposes.
- Ensure that workers and volunteers with direct responsibility for children are suitably trained.

- Ensure that workers and volunteers with access to children have read the Child Protection and Safeguarding Policy.

2.0 Worker and Volunteer responsibilities

The SL, Elders and Trustees will ensure relevant workers and volunteers:

- Undertake regular training including 'E' safety.
- Be made aware of who the SL, DSL, are and have read the Safeguarding and Child Protection Policy.
- Recognise their responsibility for child protection and promotion of wellbeing for children.
- Be trained to identify and respond to abuse.
- Be able to identify and refer to the SL/DSL children who are in need or at risk.
- Be aware of the procedure to be followed when an initial concern/allegation/disclosure of harm about a child, young person is identified.

3.0 Safer Recruitment of Workers and Volunteers

The SL, DSL, Elders and Trustees will:

- Have recruitment and selection procedures to help risk assess & manage those holding convictions or identified of posing a risk to young people.
- Ensure that worker / volunteer specifications include specific reference to suitability to work with children.
- Keep a secure single central record and in confidence detailing a range of child protection checks carried out on workers and volunteers.
- Will ensure that all workers and volunteers with access to children undergo appropriate level check with the Disclosure and Barring Service (DBS).
- Require two references and where appropriate¹. These references should be verbally checked to contribute to the information within them and/or to clarify any issues arising from them.
- Ensure that workers and volunteers responsible for recruitment/advertising receive training
- Have safeguarding children as part of their job description.

4.0 Worker and Volunteer Induction and Training

The SL/DSL will ensure that all staff with direct access to children and young people should, as part of their induction into their role, understand:

- The reporting process and procedures for Child Protection and Safeguarding.
- The guidance available in relation to information sharing where there is a concern about child abuse.
- The guidance in responding to disclosures.
- The need for accurate and detailed record keeping where there are concerns for the safety and wellbeing of a child or adult at risk of harm in accordance to NLCC procedures.
- Appropriate 'E' safety use.

Those responsible for ministry areas relating to children and young people will be used to identify any requests/needs for child protection training and refer these to the SL/DSL who will respond appropriately to these requests.

¹ This may apply to those carrying senior leadership responsibilities e.g. Kid's work / Safeguarding Lead.

5.0 Worker and Volunteer Accountability

All workers and volunteers should understand their individual responsibilities for the safety and wellbeing of children and young people, as well as their personal accountability through their ministry leads.

Any member of staff who has access to sensitive information about a child or child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Workers and volunteers must be aware that it is not their responsibility to investigate a specific case of abuse. If there are worries about a child or young person the relevant agencies need to be involved at an early stage. If any worker or volunteer has any concerns about a child's or young person's welfare, or if a disclosure is made that they are suffering abuse or reveals information that gives grounds for concern, the worker/volunteer must share this with the SL/DSL immediately.

6.0 Partnership with Parents and Carers

NLCC share the goal with parents and carers to educate, keep children and young people safe from harm and have their welfare promoted

NLCC is committed to working with parents and carers openly and honestly. We ensure that all parents and carers are treated with respect, courtesy and dignity. We respect parents and carers rights to privacy and confidentiality and will seek consent to share sensitive information (If information sharing is deemed necessary). If necessary, information will be shared without consent if the child or adult is at risk of harm.

We will share with parents and carers any concerns we may have about their child unless to do so would place them at greater risk.

7.0 Safer Working Practices

The Elders, Trustees and SL/DSL will ensure that;

- Key personnel will have knowledge, understanding and training in order to establish a safe environment for children and young people
- There are processes and procedures in place to both assess and manage risk with regard to children. This includes risk to children and young people from access to certain people, physical environments, equipment, and particular on-site and off-site activities such as residentials. This will incorporate when necessary a risk assessment.
- All workers and volunteers will ensure appropriate behaviour applies amongst workers, volunteers and children
- They should be aware of the risk in working with alone with a child. They should also be aware of the dangers of;
 - Physical interventions
 - Giving to and receiving gifts from children, parents, and carers
 - Contacting children through private telephones, including texting, email, WhatsApp, Instant Messenger, or social networking sites
 - Disclosing personal details appropriately
 - Meeting young people outside of planned activities, NLCC timetabled meeting times

8.0 Concerns about another Worker or Volunteer

Any worker or volunteer who is concerned about the conduct of another worker or volunteer towards a child or young person is undoubtedly in a difficult situation. They may worry they have misunderstood the situation and wonder if they should report it. In such circumstances the welfare of the child or young person is of utmost importance. Any concern about the conduct of a worker or volunteer must be reported to the SL/DSL.

9.0 Photography and Images

To protect children, NLCC will;

- Seek their, and/or their parents/carers' consent for photographs to be taken or published
- Use only the child's first name with an image
- Ensure that children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them

10.0 Significant Areas of Concern around Children's Safety and Welfare

10.1 Child going missing

A child going missing from home, especially regularly or for extended periods of time, can be an indicator of potential abuse or neglect. If a parent/carer or child communicates a child goes missing on a regular basis New Life Community Church will follow its procedures to report this to the local authority or police if a child is in immediate risk

10.2 Children Engaging in Under-Age Sexual Activity

Sexual activity where one of the partners is under the age of 16 is illegal, although prosecution of children who are consenting partners of a similar age is not usual. SL/DSL will exercise judgement when deciding whether or not to refer to the local authorities' children's services, taking into account whether concerns about imbalance of power, wide difference in ages or developmental stages are present.

Any sexual activity where a child is under the age of 13 involving penetrative sex is classified as rape under the Sexual Offences Act 2003 so must be reported to the local authority's children's services in every case.

10.3 Children Making Allegations about Other Children

On occasions children may be harmed by other children. This can be in the form of physical, emotional or sexual harm. The nature of the allegation or concern will determine the appropriate response from the SL/DSL or whether a referral to be made to the relevant local authorities². The SC/DSC may consider a risk assessment necessary to protect the welfare of others.

Child protection procedures will be followed if a child or young person displays harmful sexual behaviour. This involved one or more children engaging in sexual discussions or acts that are *inappropriate for their age or stage of development*. It is also considered harmful if it involves coercion or threats of violence or if one of the children is much older than the other.

² Appendix B will indicate the relevant local authorities related to each site location of New Life Community Church.

10.4 Children at Risk of CSE (Child Sexual Exploitation) and CCE (Child Criminal Exploitation)

CSE and CCE involves exploitive situations, context and relationships where young people receive something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, mobile phones) as a result of their performing and/or another or others performing on them sexual acts or in exchange for conducting criminal activity. CSE can occur through the use of technology without the child's immediate recognition, e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. Criminal activity could involve delivering stolen goods, running drugs for dealers, and can be linked to wider concerns such as County Lines.

Any child or young person may be at risk of sexual exploitation, regardless of family background or other circumstances, and can experience significant harm to physical and mental health. Due to the grooming methods used by abusers and perpetrators, it is common for young people not to recognise they are being abused or exploited and may feel they are 'in a relationship' and act voluntarily.

Any concerns about CSE or CCE must be referred to the SL/DSL. This will then be referred to the relevant local authority and/or police.

10.5 Forms of Abuse Linked to Culture, Faith or Belief

Some forms of abuse can be linked to cultural, faith and belief-based ideologies. Any concerns should be promptly reported to the SL/DSL. Significant forms of cultural, faith and belief-based abuse are;

- Female Genital Mutilation (FGM). The practice is illegal and involves genetically altering or injuring female genital organs for non-medical reasons. It can have serious implications for physical and mental health and emotional well-being. Possible indicators include sudden holidays for a prolonged period of time or talk of a special procedure or celebration. There is a legal requirement to report FGM concerns.
- Forced Marriage (FM). The practice is also illegal and occurs where one or both people do not or, in cases of people with learning difficulties, cannot consent to the marriage and pressure or abuse is used. It is not the same as an arranged marriage. Young people at risk of forced marriage might have their freedom unreasonably restricted or are 'monitored' by siblings.
- So called 'Honour-Based' Abuse. So called honour-based abuse is a crime or incident which has or may have been committed to defend the honour of the family and/or community. It can exist in all communities and cultures and occurs when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. Females are predominantly, but not specifically, the victims and violence is often committed with some degree of approval and/or collusions from family or community partners.

10.6 Anti-Radicalisation and Extremism

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associate with terrorist groups.

Extremism is defined by HM Government as 'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and / or calls for the death of members of our armed forces, whether in this country or overseas'.

Anyone can be radicalised, but there are some factors that make young people more susceptible to radicalisation. They are;

- Easily influenced and/or impressionable
- Low self-esteem or being isolated

- Feeling rejected, discriminated against, or feeling there is injustice in society
- Experiencing tension in the community amongst different groups
- Harboursing disrespect or anger towards family or peers
- Strong desire for acceptance and belonging
- Experiencing grief such as loss of a loved one

It is important to note that these factors will not always lead to radicalisation.

Any concerns about a child or young person being drawn into extremism must be reported to the SL/DSL who *will not speak* to the parents/carers or other family members at this stage but will take prompt advice from the police by ringing the Safeguarding Referral Unit.

11.0 Pastoral Care and Early Help

At NLCC we promote collaborative working between the church and local early help and child protection services accessible through the borough. Providing pastoral care and early help is more effective in promoting the welfare of children than reacting later. It requires those who have leadership responsibility over NLCC to provide support as soon as a problem or concern emerges.

Pastoral care and early help must be reviewed constantly with consideration given to relevant local authorities if the child's situation does not appear to be improving. To do this, we will look to other ministries and local services/agencies to identify children and families who would benefit from early help. We will;

- Undertake an assessment of the need for pastoral care/early help
- Provide pastoral care and/or access to early help services through borough council
- Refer to appointed services e.g. CAMHS, YADAS, Early Help, ChAD

Any concerns regarding a child or young person should be referred initially through the NLCC referral system for concerns where they will be assessed and allocated or referred to the appropriate level of pastoral care or appropriate agency.

12.0 Service User Confidentiality and Information Sharing

In accordance to the Data Protection Act 2018, NLCC keeps confidential records, information on a child/young person and his or her family that is of a personal and sensitive nature. The Elders, Trustees, SL/DSL & those with key leadership responsibilities at NLCC will respect confidentiality and ensure that all data is handled in accordance with GDPR legislation.

If the Elders, Trustees, or those connected to the NLCC church family have a reason to believe a child or young person is at risk of harm, they must report this information, without delay and regardless of the duty of confidentiality, to the SL/DSL. Any information relating to possible abuse of a child or young person should be noted contemporaneously, recording verbatim any comments made by the child or young person.

13.0 Monitoring Compliance

The NLCC Safeguarding and Child Protection Policy will be monitored annually by the Elders, Trustees & Safeguarding Lead.

NLCC's own self review procedures will ensure annual monitoring of the Safeguarding Policy. The nominated Trustee will monitor the policy, its review and implementation with the SL/DSL.

Appendix A – Types of Abuse and Neglect

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children

Physical Abuse: a form of abuse which 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: the persistent emotional maltreatment of a child or young person such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only 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 the child or young person. These may include interactions that are beyond the child or young person's developmental capacity as well as overprotection and limitation or exploration and learning, or preventing the child participating in normal social interactions. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, although it may occur alone.

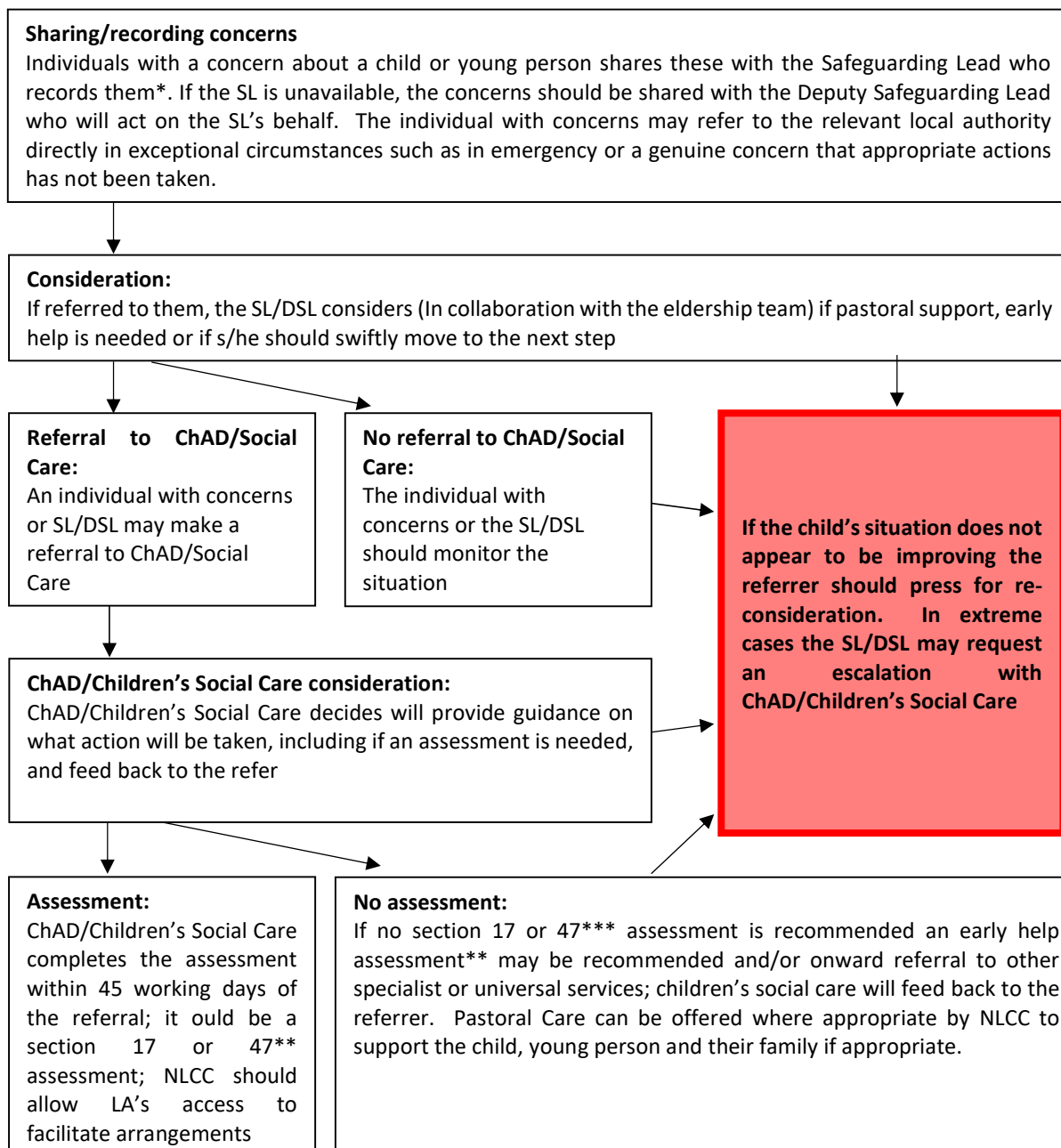
Sexual Abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example 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 and young people 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 assault, as can other children and young people.

Neglect: 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 or young person's health or development. Neglect may occur during the 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 caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child or young person's basic emotional needs.

Appendix B – Safeguarding concerns

This diagram illustrates the process (Relevant to each site location) that should be taken if there are concerns about a child or young person. If, at any point, there is a risk of immediate serious harm to a child a referral should be made. **Anybody can make a referral.**

Site Location – Wimborne & Verwood (Dorset)



* In cases which also involve an allegation against a worker or volunteer within NLCC, see Section 8 of this guidance which explains actions NLCC should take in respect to workers / volunteers.

** Where a child and family would benefit from a coordinated support from more than one agency (e.g. NLCC, education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child, young person and family require to prevent needs escalating to a point where intervention would be needed by a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be an elder, teacher, special educational needs coordinator, GO, family support worker, and/or health visitor.

***Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (Children in Need). Where there are child protection concerns local authorities services must make enquiries and decide if action must be taken under section 47 of the Children Act 1989

Appendix C – Responding to Disclosure – Guidance for Workers and Volunteers with access to children

Site location – Wimborne & Verwood (Dorset)

If a child of young person wishes to confide in you the following guidelines should be adhered to:

- **Be honest**
 - Do not make promises you cannot keep
 - Explain that it is possible that you might have to share your concerns to other people in order to stop what is happening
- **Create a safe environment**
 - Stay Calm
 - Reassure the child or young person and stress that he/she is not to blame
 - Tell the child that you know how difficult it must have been to confide in you
 - Listen to the child and tell them you believe them and are taking what is being said seriously
- **Record on the appropriate form exactly what the child has said to you and include**
 - Child's name, address and date of birth (if known, or ask)
 - Date and time of any incident
 - What the child said and what you said
 - Your observations e.g. child or young person's behaviour and emotional state
 - Any action you took as a result of your concerns – specific information about who you spoke to, names, phone numbers and resulting actions
 - Sign and date the record and provide a copy to SL/DSL
- **Be clear about what the child says and what you say**
 - Do not interview the child and keep questions to a minimum
 - Who was involved?
 - When did it happen?
 - Where did it happen?
 - What happened?
 - Encourage the child or young person to use his/her own words and do not try to lead them into giving particular answers – avoid leading questions
- **Maintain Confidentiality**
 - Only tell those people it is necessary to inform
- **Do not take sole responsibility**
 - Immediately consult the SL, or the DSL if the SL is not available so that any appropriate action can be taken to protect the child or young person if needed
 - The SC/DSC should raise the concerns with ChAD/Children's Social Care as soon as possible. ChAD/Children's Social Care will decide whether to convene a strategy meeting; undertake a social care or joint investigation to provide alternative services or advice
 - Although referrals to social care would normally be made by the SL/DSL, any other individual with concerns can make a referral.

ChAD/Children's Social Care will advise about if and when to share information with parents or carers if there are concerns that this may be putting the child at further risk of harm e.g. domestic violence towards the child within the home

Reporting to Social Care

Dorset Council Children's Advice and Duty Service (Non-professionals number): 01305228866

Dorset Council Children's Advice and Duty Service (Professionals number): 01305228558

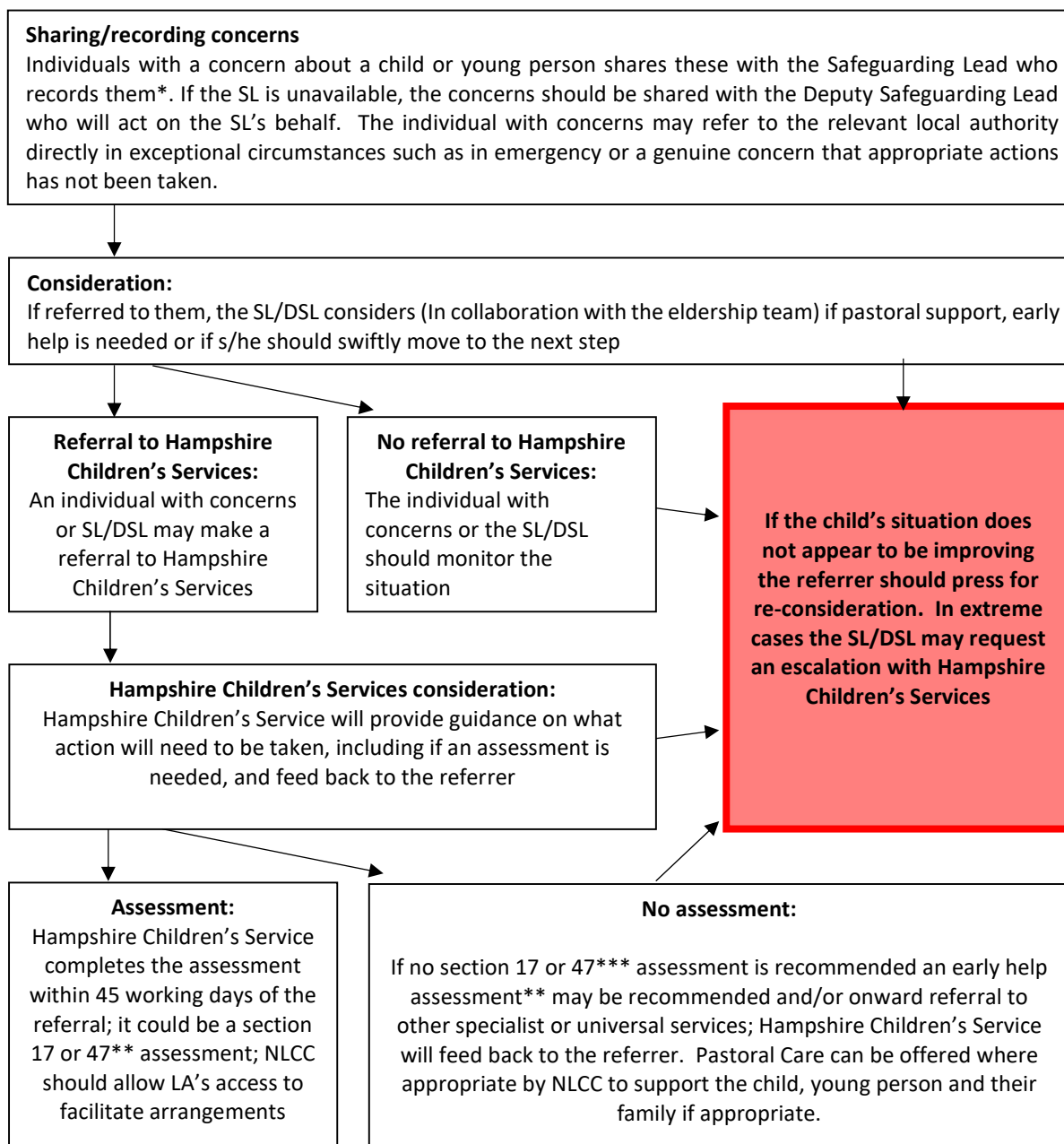
Police non-emergency number: 101

Police emergency number: 999 (for when a child is at immediate risk of harm)

Appendix D – Safeguarding concerns

This diagram illustrates the process (Relevant to each site location) that should be taken if there are concerns about a child or young person. If, at any point, there is a risk of immediate serious harm to a child a referral should be made. **Anybody can make a referral.**

Site Location – Fordingbridge (Hampshire)



* In cases which also involve an allegation against a worker or volunteer within NLCC, see Section 8 of this guidance which explains actions NLCC should take in respect to workers / volunteers.

** Where a child and family would benefit from a coordinated support from more than one agency (e.g. NLCC, education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child, young person and family require to prevent needs escalating to a point where intervention would be needed by a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be an elder, teacher, special educational needs coordinator, GO, family support worker, and/or health visitor.

***Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (Children in Need). Where there are child protection concerns local authorities services must make enquiries and decide if action must be taken under section 47 of the Children Act 1989

Appendix E – Responding to Disclosure – Guidance for Workers and Volunteers with access to children

Site location – Fordingbridge (Hampshire)

If a child of young person wishes to confide in you the following guidelines should be adhered to:

- **Be honest**
 - Do not make promises you cannot keep
 - Explain that it is possible that you might have to share your concerns to other people in order to stop what is happening
- **Create a safe environment**
 - Stay Calm
 - Reassure the child or young person and stress that he/she is not to blame
 - Tell the child that you know how difficult it must have been to confide in you
 - Listen to the child and tell them you believe them and are taking what is being said seriously
- **Record on the appropriate form exactly what the child has said to you and include**
 - Child's name, address and date of birth (if known, or ask)
 - Date and time of any incident
 - What the child said and what you said
 - Your observations e.g. child or young person's behaviour and emotional state
 - Any action you took as a result of your concerns – specific information about who you spoke to, names, phone numbers and resulting actions
 - Sign and date the record and provide a copy to SL/DSL
- **Be clear about what the child says and what you say**
 - Do not interview the child and keep questions to a minimum
 - Who was involved?
 - When did it happen?
 - Where did it happen?
 - What happened?
 - Encourage the child or young person to use his/her own words and do not try to lead them into giving particular answers – avoid leading questions
- **Maintain Confidentiality**
 - Only tell those people it is necessary to inform
- **Do not take sole responsibility**
 - Immediately consult the SL, or the DSL if the SL is not available so that any appropriate action can be taken to protect the child or young person if needed
 - The SL/DSL should raise the concerns with Hampshire Children's Services as soon as possible. Hampshire Children's Services will decide whether to convene a strategy meeting; undertake a social care or joint investigation to provide alternative services or advice
 - Although referrals to social care would normally be made by the SL/DSL, and other individual with concerns can make a referral.

Hampshire Children's Services will advise about if and when to share information with parents or carers if there are concerns that this may be putting the child at further risk of harm e.g. domestic violence towards the child within the home

Reporting to Social Care

Hampshire Children's Services (Non-professionals number): 0300 555 1384

Professionals should complete the online [Interagency Referral Form](#)

Hampshire Children's Services (Professionals number): 01329 225379

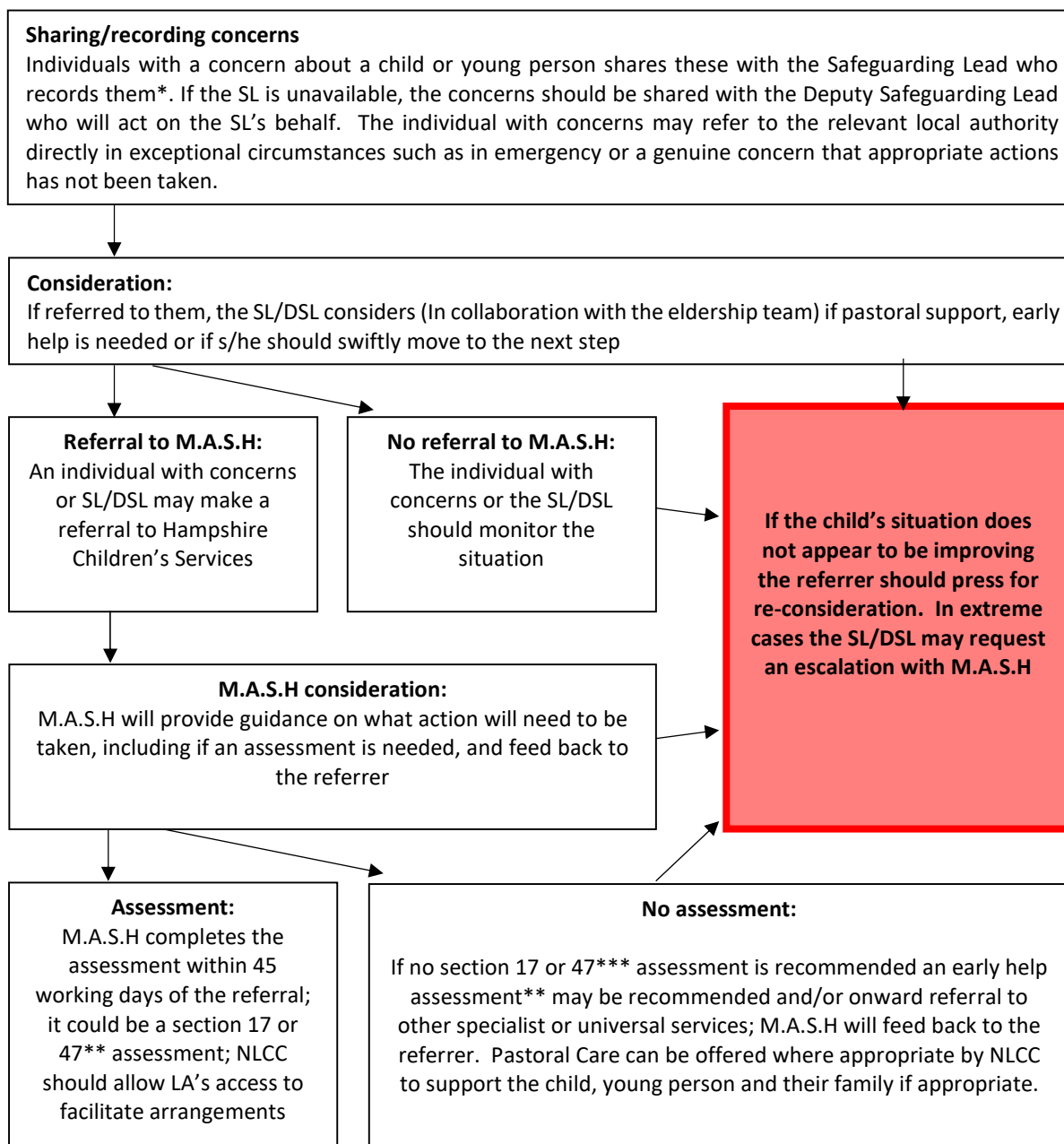
Police non-emergency number: 101

Police emergency number: 999 (for when a child is at immediate risk of harm)

Appendix F – Safeguarding concerns

This diagram illustrates the process (Relevant to each site location) that should be taken if there are concerns about a child or young person. If, at any point, there is a risk of immediate serious harm to a child a referral should be made. **Anybody can make a referral.**

Site Location – Downton (Wiltshire)



* In cases which also involve an allegation against a worker or volunteer within NLCC, see Section 8 of this guidance which explains actions NLCC should take in respect to workers / volunteers.

** Where a child and family would benefit from a coordinated support from more than one agency (e.g. NLCC, education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child, young person and family require to prevent needs escalating to a point where intervention would be needed by a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be an elder, teacher, special educational needs coordinator, GO, family support worker, and/or health visitor.

***Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (Children in Need). Where there are child protection concerns local authorities services must make enquiries and decide if action must be taken under section 47 of the Children Act 1989

Appendix G – Responding to Disclosure – Guidance for Workers and Volunteers with access to children

Site location – Downton (Wiltshire)

If a child of young person wishes to confide in you the following guidelines should be adhered to:

- **Be honest**
 - Do not make promises you cannot keep
 - Explain that it is possible that you might have to share your concerns to other people in order to stop what is happening
- **Create a safe environment**
 - Stay Calm
 - Reassure the child or young person and stress that he/she is not to blame
 - Tell the child that you know how difficult it must have been to confide in you
 - Listen to the child and tell them you believe them and are taking what is being said seriously
- **Record on the appropriate form exactly what the child has said to you and include**
 - Child's name, address and date of birth (if known, or ask)
 - Date and time of any incident
 - What the child said and what you said
 - Your observations e.g. child or young person's behaviour and emotional state
 - Any action you took as a result of your concerns – specific information about who you spoke to, names, phone numbers and resulting actions
 - Sign and date the record and provide a copy to SL/DSL
- **Be clear about what the child says and what you say**
 - Do not interview the child and keep questions to a minimum
 - Who was involved?
 - When did it happen?
 - Where did it happen?
 - What happened?
 - Encourage the child or young person to use his/her own words and do not try to lead them into giving particular answers – avoid leading questions
- **Maintain Confidentiality**
 - Only tell those people it is necessary to inform
- **Do not take sole responsibility**
 - Immediately consult the SL, or the DSL if the SL is not available so that any appropriate action can be taken to protect the child or young person if needed
 - The SL/DSL should raise the concerns with Hampshire Children's Services as soon as possible. Hampshire Children's Services will decide whether to convene a strategy meeting; undertake a social care or joint investigation to provide alternative services or advice
 - Although referrals to social care would normally be made by the SL/DSL, and other individual with concerns can make a referral.

Hampshire Children's Services will advise about if and when to share information with parents or carers if there are concerns that this may be putting the child at further risk of harm e.g. domestic violence towards the child within the home

Reporting to Social Care

Multi-Agency Safeguarding Hub (M.A.S.H) Standard working hours: 0300 456 0108

Multi-Agency Safeguarding Hub (M.A.S.H) Out of hours service: 0300 456 0100

Police non-emergency number: 101

Police emergency number: 999 (for when a child is at immediate risk of harm)



NLCC Safeguarding Concern/Disclosure Record

Please complete this form accurately and return to NLCC's Safeguarding Co-ordinator. You can do this in person or by sending the form to safeguarding@newlifecommunitychurch.co.uk This form will be confidentially and securely stored.

Person Completing the Form	
Name	
Site Location	
Ministry Area/Role	
Main Contact Numbers	
Email Address	

Details about the child/young person (if known)	
Name	
Date of Birth	
Address	

Details of Concern/Disclosure – <i>please be accurate as possible</i>	
Date and time/s of incident/s	
What the child/young person said (please use their words and language)	

What you said	
Child/Young person's behaviour and body language (how did they present whilst disclosing/raising concern)	
Actions you took (who you referred concern to, anyone else consulted such as ministry area lead, contact numbers and resulting action)	

Person Completing this Form	
Signature	
Date	

Please submit with this form any additional notes you wrote down when recording the disclosure/concern.