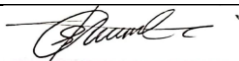




## Safeguarding Statement

### Safeguarding Policy

Policy number	<b>SG001</b>
Date of policy creation	<b>February 2026</b>
Version Number	<b>1.1</b>
Date policy ratified by Trustees	<b>1<sup>st</sup> February 2026</b>
Signed by Trustee	
Date policy next due review	<b>February 2027</b>
Details of changes made to this version of the policy	<b>New church safeguarding poster included as Appendix 6</b> <b>Added to website and church notice board</b>

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Newsong Community Church

Safeguarding Policy

February 2026

The Statement & policy and procedures have been divided into six sections covering THIRTYONE:EIGHT 10 safeguarding standards to assist the Organisation to operate safely and in a manner that complies with relevant Uk law and good practice.

**Section 1. Safeguarding Statement**

Pages 4 – 5

**Section 2. Definitions**

Page 6

**Section 3 Policy terms explained**

Page 7

**Safeguarding Policy**

**Section 4. Place of Organisation details**

Pages 8 - 11

**Organisational activities & our commitment**

Safe and Secure – Standard 1

**Section 5. Recognising and responding appropriately**

Pages 12 - 17

**to an allegation or suspicion of abuse**

Safe and Secure – Standards 2 and 7

**Section 6. Prevention**

Page 18 - 19

Safe and Secure –  
Standards 3 and 4

**Section 7. Pastoral care**

Page 20

Safe and Secure –  
Standards 8 and 9

**Section 8. Practice guidelines**

Pages 21 - 22

Safe and Secure –  
Standards 5, 6 and 10

Page 23

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**10 Safeguarding Standards**

- 1. Governance**
- 2. Culture**
- 3. Safeguarding Policy**
- 4. Safer Recruitment**
- 5. Training & Awareness**
- 6. Working Safely**
- 7. Managing Workers**
- 8. Partnership Working**
- 9. Responding to concerns**
- 10. Those who pose a risk of harm**

Appendix 1. Pages 24	Newsong Safeguarding Statement Poster
Appendix 2. Page 25 – 28	Safeguarding Incident Report Form
Page 29	Intentionally left blank
Appendix 3. Page 30 - 37	Safe Practices
Page 38	Intentionally left blank
Appendix 4. Page 39 - 41	Support organisation contact details
Appendix 5. Page 42	Body of legislation
Page 43	Intentionally left blank

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## **Section 1. Safeguarding Statement**

Newsong Community Church

Safeguarding Policy

February 2026

Name of Organisation:

**Newsong Community Church**

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The following statement was agreed by the Trustees on:

**Add Date:**

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- Newsong Community Church is committed to the safeguarding of all children and adults with care and support needs and ensuring their well-being.

The Organisation recognises that we have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.

- The Organisation recognises the personal dignity and rights of adults and children and will ensure all our policies and procedures reflect this.
- The Organisation believes that all people should enjoy and have access to every aspect of the life of the Organisation.
- The Organisation undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- The Organisation recognises that every child and adult should be valued, safe and happy. We to make sure that all those we have contact with know this and are empowered to tell us if they have any concerns regarding experiencing significant harm.

**The Organisation is committed to:**

- Following statutory specialist guidelines (<https://thirtyoneeight.org>) in relation to safeguarding children and adults and will ensure that as an Organisation all Trustees, Employees and Volunteers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including Working Together to Safeguard Children 2018, 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 to work, with children and adults with care and support needs.

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Newsong Community Church

Safeguarding Policy

February 2026

- Ensuring that the Organisation is keeping up to date with national and local developments relating to safeguarding, using THIRTYONE:EIGHT monthly updates and annual review of relevant legislation and the Organisation's Safeguarding policy.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the Organisation affected by abuse.

**We recognise that:**

- Children's Social Services has a 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 one of the following who have been approved as safeguarding co-ordinators for this Organisation.

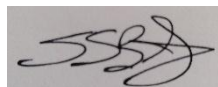
Graham Bayley -	Safeguarding Co-Ordinator
James Thompson -	Deputy Safeguarding Co-Ordinator (Children)
Laura wright –	Deputy Safeguarding Co-ordinator (Adult)

A copy of this Organisation's Safeguarding Policy can be seen

Dropbox - Newsong Leadership and Newsong Go  
 @ <https://newsongbromsgrove.org.uk/safeguarding/>

Signed by Newsong Leadership

Signed: Graham Bayley  
 Safeguarding Co-Ordinator



Signed: Adeniyi Adetoki



Date: 01/02/2026

Trustee responsible for Safeguarding

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Newsong Community Church

Safeguarding Policy

February 2026

Date :

## Section 2

## Definitions

<b>Organisation</b>	Newsong Community Church
<b>Trustees</b>	Leadership responsible for the governance of the Organisation
<b>Employees / Volunteers</b>	Anyone working within the Organisation or on behalf of the Organisation
<b>Safeguarding Coordinator</b>	Appointed person to oversee / manage / monitor / Report Safeguarding practices for the Organisation  <a href="#">Appointed 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.</a>
<b>Safeguarding Deputy</b>	Responsible for Adult or Children Safeguarding in the absence of Safeguarding Coordinator.  <a href="#">Appointed 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.</a>
<b>THIRTYONE:EIGHT</b>	Safeguarding support organisation <a href="https://thirtyoneeight.org/">https://thirtyoneeight.org/</a> PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550.

### **Section 3**

### **Policy terms explained:**

A "child" is anyone under the age of 18. This is regardless of their personal circumstances; whether they are living at home or living independently; are a child of a service user; are in further education; are a member of the armed forces; or live in hospital, prison or a Young Offenders' Institution.

We use the term "young person" to refer to those children under 18 but in their teens and engaged with our Organisation.

Under the duties of the Care Act 2014, an "adult with care and support needs" is a person aged 18 years or over who has needs for care and support (whether or not the Local Authority is meeting any of those needs); is experiencing, or is at risk of, abuse or neglect, and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. Care and support is a mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent – including older people, people with a disability or long-term illness, people with mental health problems, and carers. Care and support includes the assessment of people's needs, provision of services and the allocation of funds to enable a person to purchase their own care and support. It could include home care, personal assistants, day services, or the provision of aids and adaptations.

## Section 4

## The Safeguarding Policy

Details of the Organisation

Name of Organisation:

**Newsong Community Church**

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Address: Broad Street, Sidemoor, Bromsgrove  
Worcestershire  
B60 8LW

Tel No: 07482073142

Email address: [newsong.bromsgrove@gmail.com](mailto:newsong.bromsgrove@gmail.com)

Membership of Organisation: Place of Worship

Charity Number: 701018

Insurance: Faith and Community Insurance (ACCESS)

The following is a brief description of the Organisation and the type of work / activities undertaken with children and adults who have care and support needs (Including those with disabilities and additional needs).

### **Our commitment extends through our member affiliations, which include:**

Newsong Community Church acts as a Place of worship in the Sidemoor area of Bromsgrove. The Organisation is a non-denominational church, with affiliation to Churches Together in Bromsgrove, Evangelical Alliance, New wine & the Further Faster Network.

This safeguarding policy is made available to anyone with a legitimate interest in the safety and well-being of children, young people and adults in the Organisation and external areas. Newsong Community Church is registered with THIRTYONE:EIGHT and the Charity Commission.

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Newsong Community Church

Safeguarding Policy

February 2026

The following is a brief description of the Organisation and the type of work / activities undertaken with children and adults who have care and support needs:

**Newsong Community Church – we exist for more to know Jesus and to know Jesus more.**

**We meet on *Sunday mornings @ 09:45am and 11:30am***

We also come together through a variety of different Link Groups throughout the week.

Pastoral Care is a big part of our support network in the Church

Newsong GO is an opportunity for young people to **GO Create / GO Active / GO Deeper.**

We meet in the Church Hall during the main services every Sunday morning.

A safe place for all ages to explore together the riches of God's word, learning His Way, Truth, and Light in their lives.

Led by our fabulous Newsong GO Team, children and young people will be able to meet, having a choice of 3 activities around the same theme as the adults.

Creative activity / physical and active program / or spend time exploring faith and going deeper with God.

Every Sunday starts with Church family worship in Church and then a chance to **GO Big** where all children and young people will start their **Newsong Go** experience.

We also have a creche facility on a Sunday morning for families with children ages 0-3 years of age.

**All members of our Newsong Go Team have completed Safeguarding Training and DBS checks to ensure all children feel safe and secure during their time in the Newsong Go and creche environment.**

## **Our commitment**

Newsong Community Church recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. The Organisation accepts the United Nations 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”. The Organisation also concurs 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, 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.

The policy and attached practice guidelines are based on the ten Safe and Secure Safeguarding Standards published by the Child Protection Advisory Service (THIRTYONE:EIGHT) and prepared in consultation with the Organisation.

The Trustees undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, as well as the international conventions outlined above.
- Provide ongoing safeguarding training for all employees and volunteers, and regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act and all other relevant legislation, and that they are welcoming and inclusive.
- Support the Safeguarding Coordinator in their work and in any actions they may need to take to protect children and adults with care and support needs.

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Newsong Community Church

Safeguarding Policy

February 2026

The Trustees agree not to allow this document to be copied by other organisations.

#### Safeguarding Statement:

- The Organisation believes that it is everyone's right to live free from harm and abuse in accordance with the principles of respect, dignity, autonomy, privacy and equity.
- Safeguarding is everybody's responsibility, and the Organisation is fully committed to preventing abuse and harm and promoting the well-being of individuals.
- The Organisation will work together, and co-operate, in a multi-agency approach to prevent and protect children, young people and adults with care and support needs from abuse and recognises the lead role of the Local Authority in the protection of adults with care and support needs and children and young people.
- The Organisation will ensure all safeguarding practices are adhered to by all trustees, employees, volunteers, and affiliated organisations.
- The Organisation will ensure that all of the Trustees, employees and volunteers are carefully selected, trained and supervised and have read this policy & received adequate training on safeguarding practices on an annual basis.
- The Organisation recognises that everyone can play an important role in the prevention of harm to adults and children at risk and provides appropriate training and policies to develop and support the knowledge and understanding of its trustees, employees, volunteers and partner organisations.
- The organisation expects all of its Trustees, employees, volunteers and any affiliated organisations, whether purchasers or providers, to conform to this policy, principles and procedures for adults, adults with care and support needs, young people and children.
- Failure to comply with this policy will result in disciplinary action for employees as stated in the Organisation's employee Terms and Conditions of employment. Also, Trustees and volunteers could have their role terminated should an investigation find them guilty of negligence.

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Newsong Community Church

Safeguarding Policy

February 2026

- The responsibility for introducing, implementing, and maintaining this Safeguarding policy and those associated with it rests with the Trustees, who will appoint a designated Trustee with responsibility for the monitoring of Safeguarding.
- It is the duty of the Organisation to take all reasonable steps to create and maintain an environment where children, young people, adults with care and support needs and the adults working with them are safe and valued, and in which they can develop in all aspects of their life, e.g. physically, emotionally or spiritually.
- Within the constraints of the building, the premises of the Organisation will meet health and safety requirements with furnishings and equipment suitable for the activities to be undertaken.
- The Organisation will make available information to all on how to obtain advice, support and help if anyone has a concern or suspects a child, young person or adult with care and support needs is being harmed.

Accountability and transparency in delivering safeguarding:

The Organisation will make absolutely clear the roles and responsibilities of all those involved in the solution to any problem or issue raised and deal with it in a safe, professional and courteous manner.

## Section 5

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect:

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

To safeguard those in the Organisation, we adhere to the United Nations Convention on the Rights of the Child and have as the starting point a definition of abuse, Article 19, which states:

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Newsong Community Church

Safeguarding Policy

February 2026

*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 reference to Article 5, which states:

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

Detailed definitions, signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in the Organisation's Safeguarding Policy, and are as follows:

Definitions of abuse

Signs and indicators of abuse

How to respond to a child wishing to disclose abuse

(Please go to THIRTYONE:EIGHT website for more information)

Safeguarding awareness:

The Trustees are committed to ongoing safeguarding training and development opportunities for all employees and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All employees and volunteers will receive induction training and undertake recognised annual safeguarding training with the Organisation's in-house training program using THIRTYONE:EIGHT's training resources.

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Newsong Community Church

Safeguarding Policy

February 2026

The trustees will signpost (to THIRTYONE:EIGHT) children and adults with care and support needs that require information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should an employee or volunteer carry out their own investigation into an allegation or suspicion of abuse. The correct response to allegations of abuse is outlined below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Graham Bayley

Contact no: 07916668783

Email: gb.newsong@outlook.com

- 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:

James Thompson

Contact no: 07790957024

Email: brighthouse11@gmail.com

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Trustees, who will gain advice from THIRTYONE:EIGHT. Alternatively, contact Social Services or the police.

- Where the concern is about a child, the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from THIRTYONE:EIGHT as above.
- 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, Insurance company to log that there is a possibility of a serious incident concerning Safeguarding or a Designated Officer if allegations have been made about a person who has a role with under 18's or vulnerable Adults)

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Newsong Community Church

Safeguarding Policy

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- 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/Deputy in their role and 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 Organisation 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(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope that by making this statement, the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

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 who have a legal duty to investigate.

What to do if Abuse is Suspected or Disclosed:

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse.

Everyone has their part to play in helping to safeguard children and adults at risk within the life of the Organisation:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern.

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> <li>• Listen and be attentive to what is being said. Ask open questions.</li> <li>• Remain calm and reassure them</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Keep them informed of timescale for when and how you or the lead Safeguarding officer will contact them again.</li> <li>• Be supportive, take action and don't ignore any information.</li> <li>• Let them know they were right to inform you.</li> <li>• Make sure you are taking what they have said seriously; It was not their fault.</li> <li>• That you would like to pass this information on to the appropriate people, with their permission.</li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not promise confidentiality and you may need to share certain information with the authorities.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions, or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay in contacting the Lead Safeguarding Co-ordinator.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>• Do not pass on information to those who don't need to know.</li> </ul>

## **Detailed procedures where there is a concern about a child:**

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

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

- Contact Children's Social Services (or 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.
- 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 lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant 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 Children's Social Services direct for advice.
- Seek and follow advice given by THIRTYONE:EIGHT (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **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 Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by THIRTYONE:EIGHT if, for any reason they are unsure whether or not to contact Children's Social Services/Police. THIRTYONE:EIGHT will confirm its advice in writing for future reference.

## **Detailed procedures where there is a concern that an adult is in need of protection:**

### **Suspicious 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, Safeguarding Co-ordinator/Deputy will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, THIRTYONE:EIGHT can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

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

- Identify support services for the victim 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 worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer.

### **Allegations of abuse against a person who works with adults with care and support needs.**

The Care Act places the duty upon **Adult Services** 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 Services to decide, not the organisation.

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Newsong Community Church

Safeguarding Policy

February 2026

**Safer recruitment**

The Trustees will ensure all employees and volunteers 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 and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A Disclosure and Barring (DBS) check have been completed where necessary (the Organisation 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.
- Volunteers will be given a working agreement to be followed which will include information regarding the Organisation's Safeguarding practices.
- All volunteers who look after children will complete an enhanced DBS check before appointment.

## **Management of Workers – Codes of Conduct**

The trustees are committed to supporting all employees and volunteers and ensuring they receive support and supervision. All employees and volunteers have been issued with a code of conduct towards children, young people and adults with care and support needs.

**Supporting those affected by abuse**

The Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the Organisation, to assist in the personal physical and emotional care of individuals in the Organisation and fully follow the guidelines set out in this policy.

When an allegation/suspicion arises in the Organisation, a period of investigation will follow, which will be stressful for all involved. The Organisation will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint professional intervention to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

In supporting those who have experienced abuse, the Organisation recognises that it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Can be confident that those in the Organisation who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support.

**Working with offenders**

When someone attending the Organisation is known to have abused children, or is known to be a risk to adults with care and support needs the trustees & elders 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.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

## SECTION 8

## Practice Guidelines

- A copy of the safeguarding policy statement Poster will be displayed permanently on the Church noticeboard. The whole policy and procedures document is available on the Church website – [newsongbromsgrove.org.uk](https://newsongbromsgrove.org.uk)
- Each employee or volunteer engaging with children and/or adults at risk will have full access the Organisation's safeguarding policy and procedures.
- A full copy of the policy and procedures will be made available on request to any covenant partner, or other person associated with the Organisation.
- The policy and procedures will be monitored and reviewed annually by the Trustees, and any necessary revisions adopted into the policy and implemented through the Organisations procedures.
- The policy statement will be amended on the outcome of the annual safeguarding review.

Working with children, young people and adults with care and support needs, the Organisation will operate and promote good working practice. This will enable employees and volunteers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general Code of Conduct for workers we also have specific good practice guidelines for every activity we are involved in. (please see separated good practice guidelines- THIRTYONE:EIGHT)

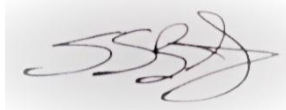
## **Working in Partnership**

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

We therefore have clear guidelines regarding our expectations of those with whom we work in affiliation with. It is also our expectation that any Organisation using our premises, as part of the letting agreement will have their own policy that meets THIRTYONE:EIGHT safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership.

This safeguarding policy is just one means of promoting safeguarding.



**Signed by:**

**Graham Bayley (Safeguarding Co-Ordinator)**

**Date: 1<sup>st</sup> February 2026**

**Newsong Community Church safeguarding policy will be updated every year and will receive and act on regular updates sent through THIRTYONE:EIGHT.**

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**APPENDIX 1:**

**Newsong Safeguarding Statement Poster**

Contact us @ [gb.newsong@outlook.com](mailto:gb.newsong@outlook.com)

# Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



**CALL US ON:**  
**07482073142**

**Newsong safeguarding team:**

**Children's safeguarding lead:**  
(for anyone under 18 years)

**James Thompson**



**DBS & Safeguarding lead:**  
(Adult & Children)

**Graham Bayley**



**Adult's safeguarding lead:**  
(for anyone 18 years or over)

**Laura Wright**



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A copy of our safeguarding policy is available upon request.

**In an emergency, or for independent advice call thirtyone:eight on:**  
**0303 003 11 11**

With safeguarding support from:



**thirtyone:eight**  
Creating safer places. Together.



Thirtyone:eight is an independent Christian safeguarding charity.  
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

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## Appendix 2:

### Safeguarding Incident Report Form

Newsong Community Church Safeguarding Incident Report Form
<b>Details of person filling in this form</b>
<b>Name</b>
<b>Position:</b>
<b>Contact No:</b>
<b>Details of Child or Vulnerable adult reporting an incident</b>
<b>Name:</b>
<b>Address:</b>
<b>Child or vulnerable adult age and date of birth:</b>
<b>Child or vulnerable adult ethnic origin:</b>
<b>Does the Child or vulnerable adult have any disability? If yes give details:</b>
<b>Parents / Guardians / Carers name / address / Contact No:</b>
<b>Date and Time of disclosure:</b>

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**Details of action required for you to take:**

**Name and contact details of any witnesses to the incident:**

Newsong Community Church  
**Safeguarding Incident Report Form**

**Contact details to whom this information has been passed to:**

**Name:**

**Position:**

**Organisation:**

**Date and time that the information was forwarded:**

**Agree action, including feedback from statutory agency:**

**Signature:**

*(Person filling in report.)*

**Date of Report:**

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***This form should be placed in a sealed envelope, marked Confidential and for the attention of  
Lead Safeguarding Co-ordinator, Newsong Community Church ,***

***Lead Safeguarding Co-ordinator Contact Telephone: [07916668783](tel:07916668783).***

**Newsong Community Church will only collect and process personal information provided on  
this form for no other purpose than for the purpose of safeguarding children / vulnerable  
adults.**

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**Appendix 3:**  
**Safe practices**

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## **Young leaders under 18 years of age**

Young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.

## **Lone Working**

If unplanned occasions occur and employees or volunteers do find themselves in the premises on their own with children or adults at risk, they should:

- Assess the risk of sending the child or adult at risk home against the risks of being alone with them.
- Phone another team member, leadership team or the designated person for safeguarding to report the situation.
- Make a written report immediately afterwards and give a copy to the safeguarding Lead and the designated person for safeguarding.

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- You insist that another worker is present if the employee or volunteer feels this would place them in a vulnerable position
- You try to hold the conversation in a corner of a room where other people are present.
- If you are in a room on your own, you either leave the door open or ensure there is visibility into the room for other leaders i.e. through a window in the door
- Another team member knows where you are.
- You agree a time limit
- You do not invite a child or adult at risk to your home alone nor go to the child or adult at risk's home if they are alone.

Consideration should be given to how many young leaders should be involved with the group and whether they should be male or female workers, or both. The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained, or, if occasional helpers, appropriately supervised. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

## **Children with Special Educational Needs**

Children who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc, and may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

## **Visiting Children or Young People at Home**

It is unlikely that workers will need to make visits to children and their families at home on behalf of the Organisation. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Trustees.

## **Cyber Safety – online activity**

### **Modern Technologies and Safe Communication**

An employee or volunteer role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people.

Young people also need to be aware of the protocols that employees or volunteers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want an employee or volunteer to have their contact details and should not be pressurised otherwise. It is not appropriate to use these communication methods with children aged 11 years and younger.

### **Email**

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used employees or volunteers will ensure that they are accountable. It is important they use clear and unambiguous language to reduce the risk of misinterpretation.

### **Communicating using Instant Messaging (e.g. Snapchat, WhatsApp, Instagram, Facebook messenger)**

Instant messaging, where there is no record of what has been posted to any group or where there is no evidence of messaging threads, should not be used as method of communicating with young people. The Organisation will only use age-appropriate apps.

### **Mobile Phones**

Employees or volunteers need to take care in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the safeguarding coordinator.
- Employees or volunteers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.

## **Video conferencing**

- An appropriate platform should be used. Safeguarding procedures apply as for face-to-face meetings.

## **Social Networking**

- Employees and volunteers shall only use the Organisation Facebook page, Instagram and X (previously known as Twitter) account for children's / youth work communications. An employees or volunteers own personal site is not to be used. This is to ensure that all communication with children and young people is kept within public domains.
- Employees and volunteers shall not send private messages to children on social networks. They should ensure that all communications are transparent and open to scrutiny.
- Employees and volunteers shall not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them.
- When appropriate to do so and where permissions are in place, Newsong Go leaders may "post" videos and photographs of group activities. In such instances, it is a requirement that any "posts" are checked by a second person to ensure the post is appropriate and confirm all permissions are in place before it is published.

## **Taking and storing Videos and Photographs of Children**

Since the introduction of the General Data Protection Regulations, organisations must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- The Newsong Go leader will respect the request of any child not to take their photograph, even if permission has been given by the parent. The worker will not put pressure on the child to be involved.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at youth events or shows.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.
- All photos of children and young people will only be stored on the Newsong Go Dropbox storage and managed electronic location, with access limited as appropriate. The photos

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stored will be reviewed by Newsong Go Leaders on an annual basis and deleted as appropriate.

## **Bullying**

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within Churches, and it is not isolated to the children and young people. Anyone can be a victim of bullying, just as anyone can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that Churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any Church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- The children and young people will be involved in talking about and agreeing on acceptable behaviour thus making it clear that bullying is unacceptable
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously, and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated, and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.

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- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a Church or group leader, advice will be sought from the safeguarding team and or THIRTYONE:EIGHT.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

### **Sexting**

Sexting is defined as generating and sharing sexually provocative material (including photos, videos and sexually explicit text) between young people and/or adults via a mobile phone, handheld device, computer, 'tablet' or website with people they may not even know. There are many different types of sexting, and it is likely that no two cases will be the same, so it will be necessary to carefully consider each case on its own merit.

Sexting can cause a great deal of pain and harm for those involved. The procedure to be followed when sexting is reported or alleged will be similar to those outlined above in relation to Bullying.

### **Confidentiality**

In implementing this policy, employees and volunteers must be aware that in order to protect children, young people and adults with care and support needs, in some circumstances it will be necessary to share what might normally be regarded as confidential information. The following principles should be adhered to:

- information will be shared on a need-to-know basis
- information will be shared when it is in the best interests of the child, young person or adults with care and support needs
- confidentiality must not be confused with secrecy
- informed consent should be obtained, but if this is not possible and a child, young person or adult with care and support needs is at risk, it may be necessary to take action.

## **Breach of this Policy**

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly and dealt with through our Disciplinary Procedure for employees or Problem-Solving Procedure for volunteers. Serious breaches may lead to dismissal of an employee or termination of the Volunteer Agreement as this would be classed as gross misconduct.

## **Working with Alleged or Known Offenders**

When someone attending Newsong is known to have abused children or adults at risk, or a serious allegation has been made, the Safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending the Church, it is important that their behaviour within the Church is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse but hasn't been convicted.

In determining the details of the contract:

- The Safeguarding team will inform and take advice from THIRTYONE:EIGHT Safeguarding Contact.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The Safeguarding Coordinator will always be informed.
- The Safeguarding Coordinator should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, they should make contact with the offender's Specialist Probation Officer (SPO) who will inform the Church of any relevant information or restrictions that they should be aware of.

If the contract is broken certain sanctions will be discussed and considered with the Trustees.

## **Alleged or known offenders who are themselves adults at risk**

A formal contract may be quite a daunting process for someone with learning difficulties or a young person, yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for an adult at risk. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

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## Appendix 4:

### Support organisations contact details

<p><b>THIRTYONE:EIGHT</b></p> <p>Call help line: 03030 031 111</p> <p>Website: <a href="http://thirtyoneeight.org">thirtyoneeight.org</a></p>
<p><b>Local Authority Designated Officer (LADO) Worcestershire</b></p> <p>01905 846221</p> <p><a href="mailto:LADO@worcschildrenfirst.org.uk">LADO@worcschildrenfirst.org.uk</a></p>
<p><b>Police</b></p> <p>Contact 101, or 999 in an emergency</p>
<p><b>Adult Social Services</b></p> <p>(9am—5pm, Monday to Thursday, 9am – 4.30pm on Friday)      01905 768 053</p> <p>Out of hours (Emergency Duty Team)      01905 768 020</p>
<p><b>Family Front Door – Worcestershire Child Social Services</b></p> <p>8.30am—4:30pm      01905 822 666</p> <p>Out of hours (Emergency Duty Team)      01905 768 020</p>

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## Further Support Organisation

Worcestershire Safeguarding Children Board Raising public awareness of safeguarding children in Worcestershire <http://www.worcestershire.gov.uk/info/2/0054/> safeguarding children Email: [WSCBtraining@worcestershire.gov.uk](mailto:WSCBtraining@worcestershire.gov.uk)

Access Centre: Emergency Duty Team Worcestershire 01905 768054 Out of hours 01905 768020

Worcestershire Forum Against Domestic Abuse 0800 980 3331  
[www.worcestershiredomesticandsexualabuse.co.uk](http://www.worcestershiredomesticandsexualabuse.co.uk) Worcestershire Domestic Abuse Service  
Delivered in partnership by West Mercia Women's Aid and Stonham. The service delivers free, confidential advice and support to female and male survivors, young people and children. The helpline deals with any queries from people who have or are experiencing domestic abuse, or from those who may be worried about someone experiencing it. 24-hour Helpline 0800 980 3331 Women's Aid: [www.westmercia womensaid.org](http://www.westmercia womensaid.org) Stonham: [www.homegroup.org.uk](http://www.homegroup.org.uk)

National 24hr Domestic Abuse There is a national helpline, which is provided in partnership between Women's Aid and Refuge to offer a listening ear, advice, referrals and support. Helpline 0800 2000 247

Worcestershire Rape and Sexual Abuse Support Centre (WRSASC) WRSASC is a free, confidential and non-judgemental service for men, women and children (aged 11 years or over) who have experienced rape, sexual assault, incest, sexual abuse, sexual harassment or any form of sexual attack, whether physical, verbal or emotional. Our services include telephone support for survivors and their family or friends via our telephone helpline and face to face counselling support for women aged 16 years and over. 01905 724514 [www.wrsasc.org.uk](http://www.wrsasc.org.uk)

Broken Rainbow Support for lesbian, gay, bisexual and transgender people experiencing domestic abuse. 0300 999 5428 [www.brokenrainbow.org.uk](http://www.brokenrainbow.org.uk)

Sexual Assault Referral Centre (The Glade) The Glade in West Mercia offers a free and confidential service to men, women and children who have been victims of rape or sexual assault. Where appropriate clients will be offered a forensic medical examination to gather evidence, advice about pregnancy and sexual health, medication where appropriate, referrals for ongoing and long-term support and/or to the client's GP and counselling. 0808 178 2058 24hr Self-Referral Number: 01886 833555 (Office Hours for professionals) [www.theglade.org.uk](http://www.theglade.org.uk)

National Stalking Helpline The Helpline provides guidance and information to anybody who is currently or has previously been affected by harassment or stalking 0808 802 0300  
[www.stalkinghelpline.org](http://www.stalkinghelpline.org)

Child Exploitation and Online Protection Centre National Crime Agency dedicated to eradicating the sexual abuse of children. <http://www.ceop.police.uk/> Email: [communication@nca.x.gsi.gov.uk](mailto:communication@nca.x.gsi.gov.uk)  
Telephone: 0370 496 7622 (24/7)

PACE – Parents Against Child Sexual Exploitation “Equip yourself with the knowledge to protect your children against sexual exploitation” <https://keepthemsafe.safeguardingchildrenea.co.uk>

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Action for Children Supports and speaks out for the UK's most vulnerable and neglected children and young people <https://www.actionforchildren.org.uk/> Email: [ask.us@actionforchildren.org.uk](mailto:ask.us@actionforchildren.org.uk)

ChildNet Advice and info on how to talk to a child about Internet Safety. <http://www.childnet.com/>  
<http://www.childnet.com/parents-andcarers/hot-topics>

EACH – Educational Action Challenging Homophobia EACH has a freephone action line for children experiencing homophobic bullying <http://www.each.education/> Call 0808 1000 143

StopBullying.gov Information for young people on cyber bullying, bullying on social networks, Internet and email bullying, bullying on mobile phones, bullying at school, what to do about bullying, and information and advice for people who are bullying others and want to stop.  
<http://www.stopbullying.gov/kids/>

Think U Know The Child Exploitation and Online Protection Centre (CEOP) maintains a website for children and young people, and parents and carers about staying safe online.  
<http://www.thinkuknow.co.uk/>

Teenage Relationship Abuse Campaign Advice and guidance for parents of teenagers regarding teenage relationship abuse. <https://www.gov.uk/government/publications/teenage-relationship-abuse>  
Page 36 of 36 Organisation What they Offer Contact Details Website link or phone number

Men's Advice Line Confidential helpline for men experiencing domestic violence from a partner or ex-partner (or from other family members). 0808 801 0327 [www.mensadviceline.org.uk](http://www.mensadviceline.org.uk)

Diversity Role Models Vision is a world where all children and young people can live, learn, grow and play safely, regardless of issues relating to gender and sexuality. Mission is to eliminate homophobic and trans phobic bullying. <https://www.diversityrolemodels.org/>

Samaritans Helpline: The Samaritans confidential helpline for young people experiencing feelings of distress or despair. Website: [www.samaritans.org](http://www.samaritans.org) Email [jo@samaritans.org](mailto:jo@samaritans.org) Phone 08457 90 90 90

Victim Support (Local) Here to help anyone affected by crime, not only victims but their friends, family and any other people involved. 0300 303 1977

Preventing extremism in schools and children's services <https://www.gov.uk/government/publications/preventing-extremism-in-schools-and-childrens-services/> Email: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk) 020 7340 7264

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## **Appendix 5:**

### **Body of Legislation**

Body of legislation designed to ensure that children, young people and adults with care and support needs are protected, and it is important to understand that everyone is responsible for their safety.

Protection of Children Act 1999/Criminal Justice and Court Services Act 2000

Safeguarding Vulnerable Groups Act 2006

The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997

The Police Act 1997 • The United Nations Convention on the Rights of the Child 1990

Rehabilitation of Offenders Act 1974

Health and Safety at Work Act 1974

Care Standards Act 2000

Conduct of Employment Agencies and Employment Business Regulations 2003

The Human Rights Act 1998

The Sexual Offences Act 2003

The Children Act 1989 England and Wales

Working together to Safeguard Children, Department of Health 1999

Caring for the Young and Vulnerable, Home Office, 1999

Public Interests Disclosure Act 1998

Mental Capacity Act 2005 (Updated 2014)

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