

# **CHEDDAR VALLEY COMMUNITY CHURCH**

**Registered office: The Oasis, Tweentown, Cheddar, Somerset, BS27 3JB**

01934 744353    cvcch@hotmail.co.uk    www.cheddarvalleycommunitychurch.org.uk

A company limited by guarantee

Registered in England and Wales - Company no: 10135450

Registered charity no: 1166903

## **CHEDDAR VALLEY COMMUNITY CHURCH (CVCC)**

### **SAFEGUARDING POLICY**

**CVCC Safeguarding Policy was agreed by the Leadership of the Church on 13/10/2016. This 31/01/2020 revision has been signed on their behalf by**

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**It sets out the policies which the Leadership has adopted to help ensure that the Church provides a safe and caring environment for children, young people and vulnerable adults. Practices to be followed in the implementation of this Policy are contained in a complementary document issued by the Safeguarding Co-ordinator**

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## SAFEGUARDING POLICY

### OUR COMMITMENT

#### Who we are

Cheddar Valley Community Church (CVCC) is an independent evangelical community church which is a member of the Evangelical Alliance and a charity registered with the Charity Commission (number 1166903) and the churches child protection advisory service, ThirtyOne:Eight. CVCC is also a company limited by guarantee<sup>1</sup> registered in England and Wales whose founding Articles of Association are dated 18 April 2016. It is led by a Leadership Team.

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<sup>1</sup> The Charitable Company was incorporated on 20 April 2016 and registered as a charity on 4 May 2016. It was set up to take over all the assets, functions and employees of an unincorporated charity also called Cheddar Valley Community Church (charity number 288139)

The Church undertakes a range of activities with people of all ages including children, young people and vulnerable adults. For full details of the church, contact information and our activities, see Appendix 1.

### **Why we have a policy**

The Leadership Team recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. Accordingly we have developed this Safeguarding Policy, which is based on a model provided by ThirtyOne:Eight. We have also issued a “Leadership Safeguarding Statement” which summarises the essence of our Safeguarding Policy. This is at Appendix 2.

The Policy applies to all CVCC “workers” which, wherever that word is used without qualification, includes all those working with children, young people and vulnerable adults irrespective of whether they are employed, self-employed or volunteers.

We recognise that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We agree with the United Nations’ Universal Declaration of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth [therein], without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

We also support 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, maltreatment 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 a Leadership we have therefore adopted the procedures set out in this Safeguarding Policy, in accordance with statutory guidance. We are committed to working constructively as needed with statutory and voluntary agencies involved in safeguarding.

This Policy and the Practice Guidelines issued by the Safeguarding Co-ordinator are based on the ten Safe and Secure safeguarding standards published by ThirtyOne: Eight.

### **What we will do**

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures
- provide on-going safeguarding training for our employees and volunteers who have responsibility for children, young people and vulnerable adults
- review its policy and procedures regularly
- ensure that the Practices document issued by the Safeguarding Co-ordinator is reviewed regularly
- ensure that appropriate disclosure and barring checks have been completed on all those who seek to work with children, young people and vulnerable adults; and the Leaders and Trustees of the Church
- comply with the relevant Code of Practice requirements concerning the handling of disclosure information and the fair treatment of applicants to work with children, young people and vulnerable adults
- maintain a safe and welcoming environment for everyone including by ensuring that disruptive behaviour is addressed appropriately (Appendix 3)
- where practicable, ensure that the Church's premises are accessible to disabled people in accordance with the requirements of relevant legislation
- encourage all workers to report immediately to the Safeguarding Co-ordinator any suspicions of abuse
- support the Safeguarding Co-ordinator(s) in their work and in any action they may need to take in order to protect children, young people and vulnerable adults
- suspend any worker who is the subject of an allegation of abuse while an investigation is undertaken. Suspension does not assume the worker is guilty but is necessary to safeguard the welfare of the child, young person or vulnerable adult, and to protect the worker

- make every effort to maintain confidentiality for all concerned, and consider what support might be appropriate for all those involved
- follow the procedure set out in Appendix 4 where concerns or allegations of abuse are expressed in respect of any worker

As this Policy is based upon ThirtyOne:Eight model Safeguarding Policy, which is copyrighted by them, in accordance with their instructions, the Leadership has agreed not to allow its Policy to be copied by other organisations.

## **RECOGNISING AND RESPONDING TO AN ALLEGATION OR SUSPICION OF ABUSE**

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are set out in Annex 3 of the Safeguarding Co-ordinator's Practices document.

### **Appointment of a Safeguarding Co-ordinator**

The Leadership has appointed Mrs Anita Worcester (hereafter referred to as the "Safeguarding Co-ordinator") to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including referring the matter on to the statutory authorities. The Leadership will support the Safeguarding Co-ordinator and her Deputies 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.

### **Training and information**

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

The Leadership will also ensure that children, young people and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern: for example, by displaying a ThirtyOne:Eight poster (Appendix 6) at meetings; and making available a note based on the text at Appendix 5.

## **Procedures to be followed**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The procedures set out in Annex 1 of the Practices Guidelines should always be followed.

## **PREVENTION**

### **Safe recruitment**

The Leadership will follow government guidance on safe recruitment. This includes ensuring where work with children, young people or vulnerable adults is involved that:

- Employees have a written job description/person spec for the post
- Those applying for employment have completed an application form, and a self declaration form
- Potential employees have been interviewed
- Safeguarding has been discussed at any interview
- Written references have been obtained, and followed up where appropriate
- Qualifications have been verified where relevant
- A check has been completed with the Disclosure and Barring Service (DBS) - or an existing certificate checked using DBS's update service
- The Code of Practice requirements concerning the fair treatment of applicants and the handling of information is complied with
- Suitable training is provided
- New employees will complete a probationary period
- Individuals have been given a copy of the Church's safeguarding policy and told how to report concerns
- Individuals coming from outside of the UK to work in the Church are considered only for supervised work with children, young people and vulnerable adults, and only where CVCC has good links with their home church. CVCC will verify their suitability for work with children, young people and vulnerable adults from the Leadership of their home church by obtaining references and, if available and appropriate, seek a 'fit person' check from their home country.

## **Management of Workers – Code of Conduct**

It is unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Everyone is required to abide by the Code of Conduct towards children, young people and vulnerable adults set out in Annex 4 of the Practices document issued by the Safeguarding Co-ordinator.

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with this Code of Conduct towards children, young people and vulnerable adults.

## **PASTORAL CARE**

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

The Leadership is committed to offering pastoral care and support, working with statutory agencies as appropriate, to all those who have contact with or are part of CVCC who have been affected by abuse.

Individual support needs will be identified through discussion with the Safeguarding Co-ordinator. Support offered may include pastoral care or pastoral counselling provided within CVCC, or access to external support services.

### **Working with offenders**

When someone attending the Church is known to have abused children, young people or vulnerable adults or is known to be a risk, the Leadership will supervise the individual concerned and offer pastoral care.

As part of its safeguarding commitment to the protection of children, young people and vulnerable adults, the Leadership will set boundaries for that person which they will be expected to keep. This may include a written contract which will be tailored specifically to individual circumstances and will be informed by a risk assessment undertaken in consultation with statutory agencies and other parties where appropriate.

Annex 5 of the Practices document issued by the Safeguarding Co-ordinator sets out model clauses which might be considered in a Contract for a Sex Offender.

## **GOOD PRACTICE GUIDELINES**

### **Promotion of good practice**

As a Church working with children, young people and vulnerable adults the Leadership wishes to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as the general code of conduct mentioned above which applies to all workers, we also have some good practice guidelines for activities. These are in Annex 6 of the Practices document issued by the Safeguarding Co-ordinator. All workers should follow these guidelines.

The guidelines include the need to obtain signed consent forms from a parent (guardian or carer as appropriate). There is a general consent form which should be signed every year and specific consent forms for particular activities. These forms are at Annex 7 of the Practices document issued by the Safeguarding Co-ordinator.

### **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 vulnerable 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 in regards to our expectations of those with whom we work in partnership, whether in the UK or not.

**We** expect everyone with whom we work to safeguard children, young people and vulnerable adults. Accordingly, any concerns which are reported to us or the Safeguarding Co-ordinator will be raised with the appropriate organisations.

## **Communications**

We believe good communication is essential in promoting safeguarding, to those we wish to protect, to everyone involved in working with children, young people and vulnerable adults and to all those with whom we work in partnership. As part of that, the Leadership has developed a “Leadership Safeguarding Statement” (LSS) which summarises the essence of our Safeguarding Policy. The LSS is at Appendix 2 and will be displayed in the Church Office, where the full Safeguarding Policy will also be available.

In addition, the ‘Thirtyone:Eight Safeguarding Poster (Appendix 6) with their 24 Hour helpline number, will be displayed in the Church Office, Church Centre and at Sunday Services.

## **APPENDIX 1 - DETAILS ABOUT CHEDDAR VALLEY COMMUNITY CHURCH (CVCC)**

**Address:** The Oasis, Tweentown, Cheddar, Somerset BS27 3JB

**Telephone number:** 01934 744353

**Email address:** cvcch@hotmail.co.uk

**Website:** www.cheddarvalleycommunitychurch.net

### **CVCC is:**

- An independent evangelical community church
  - A member of the Evangelical Alliance
  - A member of ThirtyOne:Eight (churches child protection advisory service)
  - A charity registered with the Charity Commission (number 1166903)
  - A company limited by guarantee (number 10135450)
  - Insured by Ansvar and has Public, Product and Employee Liability Insurance.
- Normal Church Activities:- Policy no : CHP 27847;  
Activities at The Oasis:- Policy no: CCP 2237937

Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR  
Phone: 0345 60 20 999 or 01323 737541  
Email: [ansvar.insurance@ansvar.co.uk](mailto:ansvar.insurance@ansvar.co.uk) Website: [www.ansvar.co.uk](http://www.ansvar.co.uk)

The Church is led by a Leadership Team consisting of:

- Mr Colin Evans (also a Trustee)
- Dr Samantha Hart
- Mr Phillip Russell
- Mrs Jackie Thomas

Supported by an Advisory Board, consisting of:

- Rev. John Reynard
- Mrs. Julie Reynard
- Rev. Russell Howell

CVCC Trustee Board:

- Mr. Colin Evans
- Mr. Paul Hart

- Mr. John Heather
- Mrs. Anne Mehlig
- Mr. Richard Timm

Safeguarding Co-ordinator: Mrs Anita Worcester  
 Mobile: 07816 295160. Email anita.worcester@icloud.com

Deputy Safeguarding Co-ordinator: Mrs Bella Nothard,  
 Mobile: 07799 754953. Email: nothard@tiscali.co.uk

Deputy Safeguarding Co-ordinator: Mrs Jackie Thomas,  
 Mobile: 07952 317909. Email: jackiethomascvcc@gmail.com

Trustee with Responsibility for Safeguarding: Mrs Anne Mehlig  
 Mobile: 07729 588942. Email: anne.mehlig@icloud.com

The following is a brief description of our places of worship and the types of activities we undertake with children, young people and vulnerable adults:

- The Church's main meeting is on a Sunday morning at the Kings of Wessex Academy, Station Road, Cheddar, BS27 3AQ.
- Some Church meetings are held during the week at the Church Centre, The Oasis, Tweentown, Cheddar, BS27 3JB

The Church is in partnership with a café for the community at The Café, Bath Street, Cheddar, Somerset, BS27 3AA. The Café also provides a venue for some church meetings, including for some youth meetings and outreach events.

CVCC runs children's groups that meet during the Sunday morning service  
 In addition, there is a children and young people's group that meets during the week on The Oasis site.

The Church also runs a Parent and Toddler Group on one morning a week in the Church Centre, which welcomes families from the community.

There are currently up to 10 groups of adults and teenagers that meet during the week in people's homes or at the Church Centre for fellowship and worship (Connect Groups)

## **APPENDIX 2 - LEADERSHIP SAFEGUARDING STATEMENT (LSS)**

The Leadership Team of Cheddar Valley Community Church (CVCC) recognises the importance of its ministry / work with children, young people and vulnerable adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement has been agreed by the Leadership and summarises the essence of its Safeguarding Policy for CVCC.

The Church is committed to the safeguarding of children, young people and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, and emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect
- We believe that every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm
- We believe that all children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this
- We believe all adults should enjoy and have access to every aspect of the life of CVCC unless they pose a risk to the safety of those we serve
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults

## **We are committed to:**

- Following the requirements of UK legislation in relation to safeguarding children, young people and vulnerable adults and good practice recommendations
- Respecting the rights of children as described in the UN Convention on the Rights of the Child
- Addressing disruptive behaviour appropriately so that everyone feels safe
- Implementing the requirements of legislation in regard to disabled people
- Ensuring that workers (paid and volunteer) adhere to the agreed procedures of our safeguarding policy
- Keeping up to date with national and local developments relating to safeguarding
- Supporting the Safeguarding Co-ordinator/s in their work and in any action they may need to take in order to protect children, young people and vulnerable adults
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by CVCC
- Supporting parents and families
- Nurturing, protecting and safeguarding children and young people
- Supporting, resourcing, training, monitoring and providing supervision to those who undertake this work
- Supporting all in CVCC affected by abuse
- Adopting and following the 'Safe and Secure' safeguarding standards developed by ThirtyOne:Eight.

## **We recognise that:**

- Children's Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency
- Where working outside of the UK, concerns should be reported to the appropriate agencies in the country in which we operate, and their procedures followed
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures regularly.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as Safeguarding Co-ordinators for CVCC

#### Safeguarding Co-ordinator

Mrs Anita Worcester,

Mobile: 07816 295160. Email: anita.worcester@icloud.com

#### Deputy Safeguarding Co-ordinator

Mrs Bella Nothard,

Mobile: 07799 754953. Email: nothard@tiscali.co.uk

#### Deputy Safeguarding Co-ordinator

Mrs. Jackie Thomas,

Mobile: 07952 317909. Email: jackiethomascvcc@gmail.com

#### Trustee with Responsibility for Safeguarding

Mrs. Anne Mehlig,

Mobile: 07729 588942. Email: anne.mehlig@icloud.com

A copy of the full policy and procedures is available from the Church Office, The Oasis, Tweentown, Cheddar, Somerset. BS27 3JB. Tel: 01934 744353.

### **APPENDIX 3 - POLICY WHEN DISRUPTIVE BEHAVIOUR OCCURS**

The Leadership is committed to maintaining a safe and welcoming environment for everyone who takes part in our worship and other activities. When any person's physical and/or emotional well-being or freedom to safely express their beliefs or opinions is threatened, the Leadership believe that the source of this threat must be addressed responsibly and promptly. Concern for the safety and well-being of the congregation as a whole is to be given priority over the privileges and inclusion of any one individual. Accordingly, the Leadership will ensure that disruptive behaviour is addressed but will do so with compassion and in the hope of reconciliation.

In particular, the Leadership has identified the following four types of disruptive behaviour:

- behaviour which threatens the physical or emotional well-being of children, young people or adults;
- behaviour which interferes with church activities;
- behaviour which diminishes the appeal of CVCC to current or potential members;
- behaviour which endangers the property of CVCC or of others.

Disruptive behaviour may be severe and dramatic and may require an immediate response. On the other hand, disruptive behaviour may be chronic or mild, and may not require an immediate response. This is a matter for judgement when a particular situation arises and will need to be made on-the-spot by the appropriate person or persons. For example, at a Sunday worship meeting this might be: the person with designated responsibility for security; the person leading the meeting; a member of the Leadership team or of CVCC's pastoral team who is in the congregation; or a person who has received appropriate training as a result of their occupation. When more than one such person is available, they will need to assess the particular situation quickly and decide who should take lead responsibility for containing it.

The following are guidelines for how situations might be handled:

- When disruptive behaviour requires an immediate response, the disruptive person should be told that the behaviour is not acceptable and that it must stop. The disruptive person may be asked to leave the building. The activity that was taking place when the disruptive behaviour occurred may be suspended until the activity can be safely resumed. If it cannot be resumed safely, the activity should be stopped. If necessary, the police should be called. If they haven't already been involved, a report of the situation should be made as soon as practicable to a member of the Leadership team (see Appendix 1 for names).

- When disruptive behaviour does not require an immediate response, any individual affected by it may choose to speak directly to the person responsible for this behaviour, requesting that the disruptive behaviour cease, while seeking mutual understanding and, if possible, personal reconciliation. However, if an individual believes that it would be dangerous to confront the person responsible for the disruptive behaviour, or if they do not feel confident enough to do so, then that individual should make a report of the situation as soon as practicable to a member of the Leadership team. If the disruptive behaviour has occurred because of interpersonal conflict, then the individuals will be encouraged by the Leadership to find more appropriate ways of resolving conflict.

When the Leadership has to respond to a situation involving a person identified as disruptive, they will seek to collect as much information as practicable, including interviews with the parties involved, and to treat people as individuals avoiding stereotypes. To help in evaluating the situation, the following points will be considered:

- Dangerousness: is the individual the source of a threat to persons or property?
- Disruptiveness: how much interference with church activities is going on?
- Offensiveness: how likely is it that prospective or existing members will be driven away?

To determine the necessary response, the following points will be considered by the Leadership:

- Causes: why is the disruption occurring?
- History: what is the frequency and degree of disruption caused in the past?
- Probability: how likely is it that the problem behaviour will diminish in the future?

The Leadership will decide on the appropriate response on a case-by-case basis. However, the following are possible responses:

- a formal meeting with the disruptive individual to communicate the concern, including a description of the disruptive behaviour and the choices the individual has to change that behaviour;
- excluding the disruptive individual from CVCC and/or specific CVCC activities for a limited period of time, with reasons and the conditions of return made clear;
- permanently excluding the disruptive individual from CVCC and/or specific CVCC activities with reasons for this given.

If disruptive behaviour has occurred because someone has mental health problems, they will be encouraged to find appropriate treatment. However, concern for the safety and proper functioning of the congregation as a whole will take priority over the privileges and needs of any individual person.

The Leadership consider that the following strategies may be helpful when handling an incident of disruptive behaviour. However, if the person or persons dealing with the incident consider the behaviour too violent for them to handle, or if they consider themselves likely to be attacked, the police should be called:

- Choose a private place for discussion
- Speak slowly and confidently
- Encourage the person to talk; listen closely and patiently
- Arrange yourself so your access to exits are not blocked
- Acknowledge the person's feelings
- Point out alternatives eg breaking big problems into smaller problems
- Have a means of notifying others or the police if disruptive behaviour becomes threatening.

## **APPENDIX 4 - PROCEDURE FOR WORKERS WHERE THERE ARE CONCERNS ABOUT ABUSE (“WHISTLE BLOWING”)**

The vast majority of adults who work with children, young people and vulnerable adults do act professionally. However, some individuals will actively seek employment or voluntary work in order to harm them.

It can be very difficult to report concerns about fellow team members, but ALL CVCC workers have a duty to do this. It is important that any concerns for the welfare of children, young people and vulnerable adults arising from suspected abuse or harassment by any member of the CVCC team should be reported immediately.

Any allegation or suspicion of abuse should be reported initially to

the Safeguarding Co-ordinator **Mrs Anita Worcester, Mobile: 07816 295160.**

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 one of her Deputies:

**Mrs Bella Nothard, Mobile: 07799 754953.** or

**Mrs. Jackie Thomas, Mobile: 07952 317909**

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputies, then the report should be made in the first instance to:

**one of CVCC’s Leadership Team (names at Appendix 1).**

The procedure to be followed will be different for employees and those who are volunteers or self-employed. But in all cases every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to young people, parents, members of staff and volunteers.

ThirtyOne:Eight will be informed and CVCC is committed to following any advice given. This may include referral to Social Services, guidance regarding investigation etc.

### *Employee*

Where an allegation of abuse is made about an employee, or where there is suspicion of abuse, the matter will be handled in accordance with the disciplinary procedures set out in the individual's Written Statement of Terms and Conditions.

In brief, this means that minor disciplinary offences may initially be dealt with through discussion and, if necessary, an oral warning. Repeated disciplinary offences, or more serious offences where an oral warning would not be appropriate and / or action such as dismissal or suspension without pay may be imposed, will involve a three stage process: first written warning; final written warning; dismissal. However, as sexual or physical abuse of a child or vulnerable adult is considered by CVCC to be gross misconduct, the employee will be suspended during any investigation and if abuse is proved will normally be dismissed. Suspension during an investigation does not assume they are guilty but would be necessary to safeguard the welfare of the young person / vulnerable adult, and to protect the employee.

The employee can appeal against any disciplinary decision (including dismissal) and has a final right of appeal to CVCC's Trustees.

### *Volunteer or self-employed person*

Where an allegation of abuse is made about a volunteer or self-employed person engaged by CVCC, or where there is suspicion of abuse, the person will be suspended from their role at CVCC while an investigation is conducted. Suspension does not assume they are guilty but would be necessary to safeguard the welfare of the young person / vulnerable adult, and to protect the worker.

CVCC's Leadership will appoint one or more people to investigate the allegations / concerns. The individual will be informed of the allegations / concerns in writing and given an opportunity to present their side of the case. Once the investigation has been completed, CVCC's Leadership will invite the individual to a meeting to discuss the findings, at which they may be accompanied by a friend. The Leadership will then decide what should happen next.

If the Leadership conclude that:

- there is sufficient evidence that a volunteer or self-employed person has abused someone, the outcome would be termination of their role / contract
- there is suspicion that a volunteer or self-employed person has abused someone but there is no proof, consideration may be given to moving the person to another role that does not involve direct contact with young people / vulnerable adults, if such a role is available
- there is sufficient proof that a volunteer or self-employed person is not guilty of abuse, they may return to their role.

In all cases (ie irrespective of whether the person is an employee, volunteer or self-employed), Social Services will be informed of the outcome of the investigation. If an employee is dismissed or a volunteer or self-employed person's role terminated, the police would also be informed.

Questions about the suitability of people to work with children, young people or vulnerable adults are not limited to situations where there is positive evidence of abuse. This could also include the failure to respond appropriately to the needs of the person.

If CVCC's Leadership feels that an employee, volunteer or self-employed person is unsuitable to care for or work with young people / vulnerable adults, the Leadership may decide to discuss their concerns with Social Services.

## APPENDIX 5 - THIRTYONE:EIGHT SAFEGUARDING POSTER

**Safeguarding is a priority here**

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



**Your safeguarding team:**

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

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**Contact details**

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

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**Contact Details**

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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: SC040578. Company No: 2646487