

## SAFEGUARDING AND PROMOTING A SAFER CHARITY POLICY

<b>Policy Adopted</b>	January 2019 <sup>1</sup>
<b>Last Reviewed</b>	March 2026
<b>Next Review Due</b>	2027

Date	Reviewed by	Approved by	Date Accepted by Trustees
January 2022	Operations Manager	Policy Review Group	31/01/2022
December 2022	Operations Manager	Policy Review Group	31/01/2023
January 2024	Safeguarding Officer	Policy Review Group	16/01/2024
December 2024	Safeguarding Officer Operations Manager	Policy Review Group	27/01/2025
January 2026	Safeguarding Officer	Chair of Trustees	23/03/2026

<sup>1</sup> January 2019 was when this particular model of Safeguarding Policy was adopted. There had been previous Safeguarding Policies dating back to the beginning of the work of Triple C.

## INTRODUCTION

In accordance with the Church of England's Promoting a Safer Church Policy<sup>2</sup> (accessible on the website or paper copy in the office) Triple C (Liverpool), hereafter referred to as Triple C, is committed to the good practice outlined in the Parish Safeguarding Handbook<sup>3</sup>, Safer Environment and Activities<sup>4</sup>, Safer Recruitment and Management of People Guidance<sup>5</sup> and other relevant policies.<sup>6</sup>

Since the middle of 2025, the Church of England has worked towards having all such policies online, so as to enable advice to always be current. These will become a 'Safeguarding Toolkit' and are currently in an e-manual on the Church of England website.<sup>7</sup>

Triple C will achieve this by:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within Triple C.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

## COMMITMENTS

Triple C will:

- Create a safe and caring place for all.
- Have a named Safeguarding Officer (SO) to work with the Chair and Trustees to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of Triple C.
- Display in premises used regularly by Triple C and on Triple C website [www.triplecliverpool.org](http://www.triplecliverpool.org) the details of the Safeguarding Officer who can be contacted if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any person known within the work of Triple C who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.

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<sup>2</sup> <https://www.churchofengland.org/sites/default/files/2017-11/promoting-a-safer-church-policy-notes.pdf>

<sup>3</sup> <https://liverpoolcofe.org/wp-content/uploads/2024/09/The-procedures-and-guidance-of-The-Church-of-Englands-Parish-Safeguarding-Handbook-1-1.pdf>

<sup>4</sup> [https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19\\_0.pdf](https://www.churchofengland.org/sites/default/files/2019-11/safer-environment-and-activities-oct19_0.pdf)

<sup>5</sup> <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

<sup>6</sup> <https://liverpoolcofe.org/safeguarding-matters/>

<sup>7</sup> <https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who engages in the activity of Triple C will abide by this policy and the guidelines established by Triple C.

## **CODE OF SAFER WORKING PRACTICE<sup>8</sup>**

*The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those who have contact with Triple C. It sets out what we expect from anyone within Triple C, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.*

### **Upholding the Code**

All members of staff and volunteers are expected to report any breaches of this code to the Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

### **All those working on behalf of Triple C with children, young people and adults must:**

- Treat all individuals with respect and dignity.
- Respect people's rights to personal privacy.
- Ensure that their own language, tone of voice and body language are respectful.
- Ensure that children, young people and adults know who they can talk to about a personal concern.
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Safeguarding Officer. All written records should be signed and dated.
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

### **In addition, those working with children and young people must:**

- Always aim to work with or within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

### **All those working on behalf of Triple C with children, young people and adults must not:**

- Use any form of physical punishment.
- Be sexually suggestive about or to an individual.
- Scapegoat, ridicule or reject an individual or group.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Show favouritism to any one individual or group.

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<sup>8</sup> This Code of Safer Working Practice is based on the Church of England's and has been adapted and adopted by Triple C.

- Allow an individual to involve them in excessive attention seeking.
- Allow unknown adults access to children, young people and adults who may be vulnerable.
- Visitors should always be accompanied by an approved person.
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group.
- Befriend children, young people and adults who may be vulnerable on social media.
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

**In addition, for children and young people, must not:**

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child, and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity).
- Smoke or drink alcohol in the presence of children and young people, except when this is a social situation with family members/carers present, e.g. a celebration party
- Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

**Acceptable Touch**

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to ‘normalise’ physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves and kept to the minimum. In addition to this, always follow the guidelines below:

- Ask permission before you touch someone.
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention).
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive.
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be in response to a person’s needs and not related to the worker’s needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.

**SAFEGUARDING OFFICERS AND CONTACT INFORMATION**

The trustees of Triple C have appointed Sue Chambers as the Safeguarding Officer. Sue can be contacted by email [safeguardingofficer@triplecliverpool.org](mailto:safeguardingofficer@triplecliverpool.org) or by phone 07747 635309.

Jacque Ayton, Chair of Triple C can be contacted by email [Jacque@triplecliverpool.org](mailto:Jacque@triplecliverpool.org) or by phone 07927 299767