



# **CPAS Safeguarding Policy and Overview Document**

**VERSION: 1 February 2024**

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## Contents

<b>1.</b>	<b>Our Commitment to Safeguarding</b> .....	<b>3</b>
1.1.	Introduction from the CPAS Board of Trustees .....	3
1.2.	Safeguarding and Theology .....	4
1.3.	Definition of Safeguarding .....	5
1.4.	The Policy for Safeguarding Children in the Church of England .....	5
1.5.	Safeguarding Policy Statement for CPAS .....	6
1.5.1.	LEGAL FRAMEWORK .....	6
1.5.3.	TRUSTEES RECOGNISE THAT: .....	6
1.5.4.	CPAS SEEKS TO KEEP CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK SAFE BY: .....	7
1.6.	Ventures and Falcons Safeguarding Policy and Operating Procedures .....	7
1.7.	Safeguarding Procedures When Working With Other Organisations .....	7
<b>2.</b>	<b>Delivering On Our Commitment</b> .....	<b>8</b>
2.1.	Handling a Safeguarding Concern .....	8
2.2.	Roles and Responsibilities for Safeguarding Within CPAS .....	9
2.5.	Lead Safeguarding Trustee .....	10
2.6.	Safeguarding Training Overview of Current CPAS Staff .....	10
2.7.	Safeguarding Within the Ventures and Falcons Community .....	10
2.7.1.	SAFER RECRUITMENT PROCESS .....	11
2.7.1.1.	Recruitment of ex-offenders policy .....	11
2.7.2.	SAFEGUARDING GUIDANCE PROVIDED TO VENTURES AND FALCONS VOLUNTEERS .....	12
2.7.3.	TRAINING MATERIALS .....	12
2.7.4.	REPORTING .....	13
2.7.4.1.	Emergency Calls .....	13
2.7.4.2.	Safeguarding Incident Log Form VFC036 .....	13
2.8.	An Open Door .....	13
<b>Annex A – Safeguarding Policy Statement for Ventures and Falcons</b> .....		<b>14</b>
<b>Annex B – Operating Documents Covering Venture and Falcon Holidays and Activities and CPAS Processes and Procedures</b> .....		<b>16</b>
<b>Annex C – Safeguarding Information Flow, Reporting and Escalation</b> .....		<b>17</b>
<b>Annex D – Definitions</b> .....		<b>18</b>
<b>Annex E – Useful Links, References and Contacts</b> .....		<b>20</b>



# 1. Our Commitment to Safeguarding

## 1.1. Introduction from the CPAS Board of Trustees

CPAS is one of the Church of England's Mission Agencies<sup>1</sup>. At the same time, CPAS is an independent charity and therefore operates under requirements issued by the Charity Commission, Church of England, Disclosure and Barring Service and other UK legislation.

CPAS is absolutely committed to safeguarding children, young people and adults at risk of harm. The trustees ensure that all who use services provided by CPAS are kept safe by:

- Specifying appropriate policies;
- Implementing procedures;
- Monitoring activity to ensure policies and procedures are followed;
- Holding the executive to account for the day-to-day running of the activities of the charity;
- Allocating sufficient resources to the management of safeguarding activity; and
- Leading a culture which promotes excellence in safeguarding.

This commitment applies across all activities including patronage, leadership training/resourcing as well as in our work with children and young people via our Venture and Falcon activities. As a body CPAS trustees affirm the Principles of the House of Bishops' Policy for Safeguarding<sup>2</sup> that:

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

CPAS trustees endorse the following statement in Promoting a Safer Church – The Church of England's Safeguarding Policy for Children, Young People and Adults:

'Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused.'<sup>3</sup>

CPAS trustees have implemented policies based on guidance from the Charity Commission for England and Wales<sup>4</sup> and in their Strategy For Dealing With Safeguarding Vulnerable Groups Including Children Issues in Charities. In particular, CPAS trustees acknowledge their responsibility as stated in this strategy paper that:

'Trustees of charities which work with vulnerable groups and children have a duty of care to their charity which will include taking the necessary steps to safeguard and take responsibility for those children and vulnerable adults. They must always act in their best interests and ensure they take all reasonable steps to prevent any harm to them.'<sup>5</sup>

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<sup>1</sup> **Mission Agencies**, <https://www.churchofengland.org/more/church-resources/world-mission/mission-agencies>, (The Church of England, March 2019).

<sup>2</sup> **Promoting a Safer Church**, <https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>, (The Church of England, Accessed December 2020).

<sup>3</sup> As above, p2.

<sup>4</sup> **Safeguarding Duties for Charity Trustees**, <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>, (Charity Commission of England and Wales, March 2019).

<sup>5</sup> **Strategy for Dealing With Safeguarding Vulnerable Groups Including Children Issues in Charities**,



The CPAS trustees are aware that the work of CPAS involves adults as well as children, for example through the Ventures and Falcons community, leadership training, mentoring and patronage activities. During delivery of this work, CPAS staff may become aware of adults who need additional support, and whilst running events will ensure all adults (staff and delegates) are in a safe environment. Whilst CPAS is not a social care provider, the Care Act of 2014 provides 6 safeguarding principles which are useful to inform CPAS' work with adults, particularly adults at risk of harm or those with care and support needs:

- **Empowerment:** People being supported and encouraged to make their own decisions and informed consent.
- **Prevention:** It is better to take action before harm occurs.
- **Proportionality:** The least intrusive response appropriate to the risk presented.
- **Protection:** Support and representation for those in greatest need.
- **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability:** Accountability and transparency in safeguarding practice.

## 1.2. Safeguarding and Theology

As an evangelical mission agency, the trustees' commitment to safeguarding is born of their understanding of and commitment to the gospel and commitment to the teaching of Scripture and the good news of Christ. In particular they affirm the following from Protecting All God's Children (2010) – the numbering is preserved from that document.

'1.6 Every human being has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm. Christ saw children as demonstrating a full relationship with God. He gave them status, time and respect.

'1.7 Every person is equally precious to God. Each one needs the assurance that respect for this brings. Individuals who suffer abuse often experience a loss to their identity and worth; there is often shame and a misplaced guilt. The Church is intended to be a place where men, women and children, including those who are hurt and damaged, may find healing and wholeness. It is our calling to be agents of healing and recovery in such a way that enables all who have suffered from abuse to lead lives with dignity in a context that is as safe as possible. It is about speaking words of peace. It is communication of "shalom"; that is, of justice, healing and peace for the whole of the individual, as well as for the community.

'1.8 God is present and at work in the world in many ways. A Church empowered by the Holy Spirit is especially a place where the wonderful character of God is manifested. The Church is called to witness to that truth. As individual Christians and as part of the Church, our vocation is to reflect the character of God. We are called to welcome and care for the oppressed, the marginalized, and the victims of injustice. Safeguarding good practice concerns the development of safer expressions of care to all and underpins the love and welcome of God for all people.

'1.9 Justice is part of the outworking of love. The Church must hold in tension concerns for both justice and compassion. Nevertheless, those who have suffered child abuse have

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/406885/Safeguarding\\_strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/406885/Safeguarding_strategy.pdf), (The Charity Commission for England and Wales, Accessed March 2019), p5.



sometimes found an unsympathetic hearing. They may be disbelieved, discouraged and damaged further. Some people may side with the alleged perpetrator. This occurs in all parts of society, but it is particularly hurtful when it occurs within the Church. Such actions compound the sense of injustice that many feel. In answer to the question “What does God require of us?” the need to act justly is set alongside the need to love mercy and to walk humbly with God (Micah 6.8).<sup>6</sup>

### **1.3. Definition of Safeguarding**

Safeguarding is everyone’s responsibility.

Safeguarding is defined in Working Together to Safeguard Children 2018<sup>7</sup> as:

- Protecting children from maltreatment;
- Preventing impairment of children’s health and development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

‘Trustees of charities which work with vulnerable groups, including children, must always act in their best interests and ensure they take all reasonable steps to prevent harm to them. Having safeguards in place within an organisation not only protects and promotes the welfare of children but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public.’<sup>8</sup>

While CPAS primarily works in the UK and Republic of Ireland we understand that the necessity to safeguard children also applies to working in other countries where children may face different or additional risks of abuse or exploitation.

The definition CPAS works to is that the term ‘child’ refers to anyone up to the age of 18 years.

### **1.4. The Policy for Safeguarding Children in the Church of England**

As a Church of England Mission Agency, CPAS endorse the Church of England’s policy Promoting a Safer Church – The Church of England’s Safeguarding Policy for children, young people and adults.<sup>9</sup>

Ventures and Falcons are engaged primarily in children’s and young people’s ministry. The Board of Trustees of the charity takes seriously its responsibility to safeguard and protect the welfare of children and young people entrusted to the care of agents of the charity, i.e. volunteer leaders of Ventures and Falcons. Safeguarding is given paramount importance, for the sake of the children and those who volunteer. Children and young people cannot flourish and grow in faith where they are being abused or bullied. Thus, safeguarding supports our vision and our work.

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<sup>6</sup> **Protecting All God’s Children**, <https://www.churchofengland.org/sites/default/files/2017-11/protectingallgodschildren.pdf>, (The Church of England, Accessed March 2019), pp1-2.

<sup>7</sup> **Working Together to Safeguard Children 2018**, [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf), (UK Government, Accessed March 2019), p6.

<sup>8</sup> **Strategy For Dealing With Safeguarding Vulnerable Groups Including Children Issues in Charities**, [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/406885/Safeguarding\\_strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/406885/Safeguarding_strategy.pdf), (The Charity Commission for England and Wales, Accessed March 2019), p5.

<sup>9</sup> **Promoting a Safer Church**, <https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>, (The Church of England, Accessed December 2020).



### **1.5. Safeguarding Policy Statement for CPAS**

This policy applies to all staff, the Board of Trustees, , volunteers, sessional workers, agency staff, students or anyone working on behalf of CPAS.

The purpose of this policy is:

- To protect children, young people and adults at risk who receive CPAS' services.
- To provide our staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Trustees have a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe. They are committed to ensure that this responsibility is fulfilled.

In line with the Principles of the House of Bishop's Policy for Safeguarding Children of the Church of England<sup>10</sup>, trustees recognise that every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

#### **1.5.1. LEGAL FRAMEWORK**

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable groups. A list of these can be found in Annex D.

As CPAS is a regulated activity provider it has a legal duty to refer to Disclosing and Barring Service where prescribed conditions are met.

#### **1.5.2. POLICIES AND PROCEDURES**

This policy should be read alongside CPAS policies and procedures on:

- Recruitment, induction and training.
- Role of the designated Safeguarding Officer.
- Dealing with disclosures and concerns about a child or young person.
- Managing allegations against staff and volunteers.
- Recording and information sharing.
- Safer recruitment.
- E-safety.
- Anti-bullying.
- Complaints.
- Whistleblowing.
- Health and safety.
- Training, supervision and support.
- Lone working policy and procedure.

#### **1.5.3. TRUSTEES RECOGNISE THAT:**

- The welfare of the child is paramount, as enshrined in the Children Act 1989.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

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<sup>10</sup> As above.



#### **1.5.4. CPAS SEEKS TO KEEP CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK SAFE BY:**

- Valuing them, listening to them and respecting them.
- Appointing:
  - A Safeguarding Officer and Deputy Safeguarding Officer on each of our Venture and Falcon activities;
  - The CPAS Ventures and Falcons Principal as the lead Safeguarding Officer for children and young people involved with Ventures and Falcons;
  - The CPAS CEO as the lead safeguarding officer for non-Venture and Falcon safeguarding issues;
  - The CPAS CEO as lead on all other items of safeguarding; and
  - A CPAS trustee with designated safeguarding responsibility.
- Adopting child protection and safeguarding practices through developing procedures and guidance for staff and volunteers.
- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support (including via independent external safeguarding consultant), training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks including DBS checks at the appropriate level for the role are made.
- Recording and storing information securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, young people, adults at risk, parents, families and carers appropriately.
- Using our procedures to manage any allegation against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying culture and ensuring that there is a policy and procedure to help deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

#### **1.6. Ventures and Falcons Safeguarding Policy and Operating Procedures**

CPAS runs around 85 residential holidays each year attended by 3,500 young people and led by 2,000 volunteers. Trustees are mindful that residential holidays and activities for young people and the high turnover of relatively young volunteers mean that the nature of the risks it needs to mitigate will be different from those of a 'typical' parish church.

Please see Annex A for the Ventures and Falcons Safeguarding Policy Statement and Annex B for a list of the documents available, which cover the operating procedures for Ventures and Falcons activities.

#### **1.7. Safeguarding Procedures When Working With Other Organisations**

When CPAS work with other organisations, consideration of both parties' safeguarding policies and practices will be taken in to account and a working approach to safeguarding agreed for specific events, meetings and project, including clarity about responsibility for reporting concerns/incidents and escalation procedures.





## 2. Delivering On Our Commitment

### 2.1. Handling a Safeguarding Concern

Some safeguarding concerns will need immediate and urgent attention – in such cases staff and volunteers are authorised to take appropriate and immediate action consistent with training that has been received.

In other circumstances, a safeguarding concern could be notified to the CPAS head office via three main routes. These are most likely to be:

- During a Venture or Falcon activity, a concern/disclosure is raised with the Safeguarding Officer about a child or young person (member).
- A concern or disclosure about a Venture or Falcon member or leader is raised directly with the CPAS office – this may be a current or non-recent concern.
- A concern or disclosure about a CPAS member of staff, trustee or CPAS associated person/organisation is raised with the CPAS office.

In each of these situations, CPAS have a safeguarding chain of report which is followed. The following outlines the process for handling each of these situations.

#### ROUTE 1 – WHERE A SAFEGUARDING CONCERN ABOUT A CHILD OR YOUNG PERSON IS RAISED DURING A VENTURE OR FALCON ACTIVITY

**Initial point of contact:** Safeguarding Officer or Deputy Safeguarding Officer for the holiday/activity (or reported to them if information is shared with or noticed by another leader/person).

**Form Used:** Safeguarding Incident Log Form (VFC036)

**Actions:** Advice sought from external safeguarding consultant, thirtyone:eight over the phone, via their helpline. Advice given by thirtyone:eight is emailed to the person making the call and copied to the Ventures and Falcons (VF) office. Safeguarding Officer actions the advice.

**Monitoring and review:** Guidance is forwarded to the VF Co-ordinator for the holiday. They cross check it against any associated Emergency Call logs and check to see if further information/action is required and ensure any follow up action is completed. They liaise with the holiday/activity and VF Principal as required. The CEO may also liaise with the designated Safeguarding Trustee if required.

#### ROUTE 2 – WHERE A SAFEGUARDING CONCERN IS RAISED ABOUT A VOLUNTEER OR ADULT ON A VENTURE OR FALCON ACTIVITY

**Community (current, recent or non-recent).**

**Initial point of contact:** Ventures and Falcons Principal

**Form used:** Safeguarding Incident Log Form (VFC036)

**Actions:** VF Principal records the concern, and seeks advice from external safeguarding consultants thirtyone:eight on how to proceed. The VF Principal may choose to share and/or escalate the concern with the CEO depending on the nature, severity and individuals involved. The CEO may also liaise with the designated Safeguarding Trustee if required.





**Monitoring and review:** This route may include statutory bodies contacting CPAS to ask about previous leaders. Notes made and relevant evidence recorded are referred to the Disclosing and Barring Service and other external parties where criteria is met.

**ROUTE 3 – WHERE A SAFEGUARDING CONCERN IS RAISED WHICH RELATES TO CPAS STAFF/TRUSTEE/ASSOCIATED INDIVIDUAL/ORGANISATION ( i.e. NON-VENTURES AND FALCONS RELATED)**

**Initial point of contact:** CEO, unless it is about the CEO and the Director of Operations and Finance will be the initial point of contact

**Form used:** Formal notes taken

**Actions:** Details received or taken over the phone are referred to the CEO who liaises with external safeguarding consultants, thirtyone:eight and the Board as required.

**Monitoring and review:** Depending on the nature and severity of the concern and advice provided, the CEO may also liaise with the designated Safeguarding Trustee.

This concern could be related to any part of CPAS’ work including patronage and leadership (except ventures and Falcons activity which is covered in routes 1 and 2). For example, it may be a concern about a vicar at a patronage church, or someone with whom CPAS is interacting during a patronage recruitment activity.

For all scenarios:

- All notes are filed securely and confidentially, with restricted access.
- Please see Annex C for escalation/reporting chain diagram.

**2.2. Roles and Responsibilities for Safeguarding Within CPAS**

The following table outlines the key roles and responsibilities within CPAS with regard to safeguarding processes and procedures.

Role	Responsibilities
Chair of Trustees	Effective running of Board of Trustees. Ensure training of trustees. Independent adjudicator if escalation required.
Board of Trustees	Authorises safeguarding policy and procedures. Owns Safeguarding Policy for CPAS. Holds CPAS staff to account for delivery of agreed policies and procedures. Allocates sufficient resources to safeguarding.
Designated Safeguarding Trustee	Initial safeguarding contact at trustee level for General Director.
CEO	Overall Safeguarding Lead for CPAS.
Safeguarding Manager	This new post, commenced Jan 24 and will be overseeing casework and advising on systems, processes and training for all staff and activities within CPAS.
Director of Operations and Finance	Initial point of contact for safeguarding concerns outside VF work
Director of Ministry	Provides pastoral care and support during the safeguarding process for staff/volunteers who are involved in safeguarding cases or issues



VF Principal	<p>Safeguarding Lead for Ventures and Falcons related concerns, including:</p> <ul style="list-style-type: none"> <li>• Liaison with statutory bodies.</li> <li>• Liaison with parents.</li> </ul> <p>Owens Safer Recruitment Policy for Ventures and Falcons.  Owner of Safeguarding Policy for Ventures and Falcons.  Ensures training for Ventures and Falcons volunteers is up to date.  Responsible for strategic relationship with thirtyone:eight (external safeguarding consultant).</p>
VF and School Ventrues Lead	<p>Ensures safeguarding guidance regularly reviewed and handbooks updated.  Completes Emergency Logs relating to safeguarding emergency calls from VFs.</p>
VF Coordinator	<p>Receives and stores thirtyone:eight guidance for individual activities.  Completes Emergency Logs relating to safeguarding emergency calls from VFs.</p>

### 2.3. Escalation Routes

Please see Annex C for escalation routes/contacts when a safeguarding query/concern is raised.

### 2.4. Raising concerns about our policy and how it is implemented

CPAS actively seeks to create an environment where there is an open and honest dialogue about how well our safeguarding processes are working and how well our staff team are delivering them. If a member of staff or volunteer has concerns about how a CPAS staff member is discharging their safeguarding duties they are encouraged to raise their concerns with a more senior member of the CPAS team within the escalation chain (see Annex C).

Staff should also be aware of escalation routes provided by the grievance and whistleblowing procedures.

### 2.5. Lead Safeguarding Trustee

Trustees support the right of individuals to report concerns directly and in confidence to the designated Safeguarding Trustee who will take action as appropriate. They are also free to contact an external agency (such as thirtyone:eight).

### 2.6. Safeguarding Training Overview of Current CPAS Staff

Trustees ensure that all staff involved with safeguarding activity have an appropriate level of training. Training requirements for specific roles within CPAS are discussed at the trustees' annual review of safeguarding plus external guidance is sought as necessary during the year.

### 2.7. Safeguarding Within the Ventures and Falcons Community

CPAS runs around 100 residential holidays, plus additional School Ventures and other non-residential activities each year. These are delivered via teams of volunteers, each led by an Overall Leader. In each year, around 3,000 volunteers help out across our holidays and activities.

CPAS seeks to be proactive in its safeguarding procedures, e.g. using its Safer Recruitment Policy in order to ensure a strong and appropriate group of volunteers are on its holidays and non-residential activities, including clear policy, procedures and guidance for its volunteers to ensure the appropriate handling of any safeguarding concerns raised during holidays and activities or more generally within the Ventures and Falcons community.



### 2.7.1. SAFER RECRUITMENT PROCESS

The VF office manages the take-up of references, declaration forms and DBS checks for Overall Leaders.

Ventures and Falcons will not accept as a volunteer anybody who is known to have harmed children or who is listed as barred from such work by the Disclosure & Barring Service (DBS), and will take all reasonable steps to ascertain the background of potential volunteers.

Our vetting procedure is as follows:

- Application forms and references: ALL volunteers complete a volunteering form every year (either online or in paper format), which includes, as part of it, a Declaration Form. Overall Leaders will review applications and raise any concerns with the VF office. There are two versions:
  - *Returning volunteers* (those who were on the team during the previous year's Venture or Falcon) can be invited, through OBS, to complete an online returning leader application (see OBS Handbook), with the volunteer providing their church leader details as part of the process. A short online reference is then requested from the church leader to confirm on-going suitability.
  - *New volunteers* (those who were not on the team in the previous year) complete an online application which request the details of two referees, from whom the Overall Leader must obtain references (see below for more information on references) - one of these two referees must be the potential volunteer's church leader, unless they are related. If volunteers have lived overseas for more than 12 months during the preceding three years, they must give details of a third referee who must be someone who can provide a reference to cover the period spent abroad.
- References cannot be given by a family member or an Overall Leader of the Venture or Falcon (or a closely related Venture or Falcon). Where a church leader is also related to the volunteer applicant another person in a position of leadership in the church must provide the reference. A husband and wife cannot be used by an applicant to provide both their church and personal references.
- References for new leaders must be taken up in writing rather than verbally. One of these referees must be the volunteer's church leader. If the volunteer is themselves a church leader, this means someone to whom they are accountable in that role. If the volunteer has been on a team for a different Venture or Falcon in the past, one reference can come from the Overall Leader of that Venture or Falcon.

ALL volunteers will be required to obtain an Enhanced DBS check through the Disclosure and Barring Service before being accepted onto a team. This includes Junior Leaders as young as 16.

#### 2.7.1.1. Recruitment of ex-offenders policy

Ventures and Falcons will not accept as a volunteer anybody who is known to have harmed children or who is listed as barred from such work by the Disclosure and Barring Service (DBS) and will take all reasonable steps to ascertain the background of potential volunteers.

As noted on the volunteer application form, a criminal record will not necessarily prohibit the appointment of an individual as a volunteer.

With regard to certain specific areas, our policy is as follows:

- Volunteers will not be accepted on a Venture or Falcon team if they have any previous convictions or cautions for offences against children, offences of domestic abuse where children were affected, or if they are barred by the Disclosure and Barring Service;
- Volunteers with any offence involving possession, supply or use of drugs, where the conviction took place within three years prior to the individual's application will not be accepted. After three years have elapsed since the conviction, the VF Principal will review



each individual application supported by a new DBS check indicating no new convictions within that three year period.

- Volunteers who have used drugs or any other substances leading to a change of behaviour (e.g. petrol, legal highs, glue), which doesn't appear as a conviction on their DBS certificate but has been highlighted in a self-disclosure or a reference, for example, will be considered by the VF Principal on a case-by-case basis.
- Volunteers with any offence involving dangerous driving, driving under the influence of alcohol or drugs or careless driving where the conviction took place within ten years prior to the individual's application will not be allowed to drive with any passengers in their vehicle during a Venture or Falcon.

Other offences and issues will be considered on an individual basis by the VF Principal, in discussion with the Overall Leaders, with specialist advice where appropriate. In particular, we will consider the following points:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

### **2.7.2. SAFEGUARDING GUIDANCE PROVIDED TO VENTURES AND FALCONS VOLUNTEERS**

The VF team provides its volunteer leader community with a variety of guidance, the key items covering safeguarding being our handbooks, updated annually and issued in spring of each year:

- Overall Leaders Handbook, including:
  - Safer Recruitment Policy and processes.
  - Safeguarding of children and young people.
- Safeguarding Officer's Handbook.
  - Safeguarding Policy and procedures covering:
    - Safer recruitment.
    - Visitors.
    - Drugs.
    - Self-harm.
    - Bullying.
    - PREVENT Duty.
    - Communication with parents.
    - Contact with members during the year.
    - Online safety.
    - Photographs and video images.
    - Safe/best practice.
    - Procedures for Safeguarding Officers.
    - Reporting and recording safeguarding incidents.

The VF Team provides all holidays and non-residential activities with access to our external safeguarding consultants, thirtyone:eight. This can be accessed throughout the year, and can be used to provide advice and guidance, not just to handle specific situations.

### **2.7.3. TRAINING MATERIALS**

The minimum training which a Safeguarding Officer provides for a VF leader team is based on the training material available from the volunteers' section of the Ventures website, [www.ventures.org.uk](http://www.ventures.org.uk), a 17 slide PowerPoint covering:

- CPAS' policy and practice.



- Recognising potential safeguarding issues.
- Responding to a child/young person who wants to talk.
- Handling disclosures and allegations.
- Good practice.
- Case studies.

There is also a handout available (HAN006 Safeguarding: Pointers for Volunteers) to download from the website which covers essential good practice and how to recognise harm and how to respond to allegations of abuse.

## **2.7.4. REPORTING**

### **2.7.4.1. Emergency Calls**

An Emergency Phone number operates 24/7 when any VF holiday is running (including School Ventures). It is staffed by a member of the Ventures and Falcons team. Any Emergency Call received is logged on an Emergency Call Log sheet and filed in the VF office. This log sheet includes a note as to whether additional follow up is needed. Such action would be taken by either the member of staff who took the call, the VF Operations Manager or VF Principal as appropriate.

### **2.7.4.2. Safeguarding Incident Log Form VFC036**

Any safeguarding concerns or incidents raised during a Venture or Falcon holiday or activity are recorded on a Safeguarding Incident Log Form. Forms are stored securely and separately from the Incident Logs. They are returned to the VF office at the end of holiday/activity and filed under lock and key in the VF office. If an Emergency Call was also made, the two records are linked to ease retrieval of the relevant information.

## **2.8. An Open Door**

CPAS staff seek to always have an open-door policy. They try to create an environment and culture that is open and where people may raise concerns and be confident they will be acted upon with care and compassion.



## **Annex A – Safeguarding Policy Statement for Ventures and Falcons**

Ventures and Falcons are engaged primarily in children's and young people's ministry. The Board of Trustees of CPAS takes seriously its responsibility to safeguard and protect the welfare of children and young people entrusted to the care of agents of the charity, i.e. volunteer leaders of Ventures and Falcons. It is vital that safeguarding is given paramount importance, for the sake of the children and those who volunteer with children. Children and young people cannot flourish and grow in faith where they are being abused or bullied. Thus safeguarding supports our vision and our work.

### **What Does Safeguarding Include?**

A child is anyone under the age of 18. Safeguarding, promoting welfare and child protection includes the following:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Undertaking that role so as to enable those children to have optimum life chances. As part of our safeguarding responsibility, Ventures and Falcons is committed to:
  - Listening to, relating effectively to and valuing children and young people whilst ensuring their protection within Ventures and Falcons activities.
  - Having a system for dealing with complaints about Ventures and Falcons, including concerns about harm or abuse occurring during the event or afterwards.
  - Ensuring that volunteers are given support and training.
  - Maintaining appropriate links with the statutory child care authorities.

Ventures and Falcons recognise that many children and young people today are the victims of neglect and physical, sexual, emotional harm and abuse. Accordingly, Ventures and Falcons has adopted the Safeguarding Policy and related procedures in this section and set out in full in the Safeguarding Officer's Handbook. The policy and procedures cover the following areas:

- What to do if you are worried a child/young person might have been harmed.
- Responding to formal or informal complaints and allegations of abuse, including those made against volunteers or volunteers of Ventures or Falcons.
- Appointing, supporting and training volunteers of Ventures and Falcons.
- Supervision of activities and safeguarding good practice.
- Challenging poor safeguarding practices.
- Supporting victims of abuse.
- Working with those who may pose a risk.
- Reviewing the events, the policies and procedures and learning from year to year.

### **Roles and Responsibilities**

Safeguarding is the responsibility of everyone on a Venture or Falcon holiday, not just the designated Safeguarding Officer and Overall Leaders. Every volunteer is responsible for their own behaviour and ensuring the safety and welfare of children, young people and adults at risk both during an event and in any contact after an event. In addition, volunteers are required to watch out for each other in ensuring that good practice is followed. However, all Overall Leaders of Ventures and Falcons are responsible for ensuring that each member of their team understands the Safeguarding Policy and its associated procedures. The Overall Leader has a summary of the policy for this purpose, but they should also familiarise themselves with the responsibilities of each special delegated role.

In addition, Ventures and Falcons is committed to providing ongoing training for Overall Leaders. This policy is in place to protect children and young people, but also to protect volunteers from allegations which may be unfounded. It also demonstrates our continued commitment to safety, good practice and accountability. This policy statement refers to safeguarding policies and



procedures regarding the welfare and protection of children/young people including the promotion of good practice and the prevention of situations which may lead to abuse. It includes disclosures and allegations of abuse, be that physical, emotional or sexual abuse, neglect or organised abuse. Policy concerning issues of general safety and health on Ventures and Falcons are to be found in the Overall Leader's handbook and in specific handbooks for these specially delegated officers.

The Safeguarding Policy and related procedures have been prepared in accordance with up to date statutory guidance and guidelines provided by a qualified and independent safeguarding consultant. They are subject to an annual review and for this reason volunteers should attend safeguarding training each year.

### **Helping Survivors of Abuse**

If a victim or survivor of abuse discloses current or non-recent abuse at a Venture or Falcon it is important to listen, not to judge and not to investigate. It is important to recognise the courage shown by anyone who discloses abuse and the need to refer such concerns to the authorities, especially when the person concerned and/or others are still at risk. Always consult with the Safeguarding Officer or the VF office. Advice should be sought from our external safeguarding consultant, thirtyone:eight.

We consider the support of victims of abuse to be important and that the proper place for this is in the context of the local church, not just for a few days during a short residential event. Overall Leaders should encourage such victims of abuse to talk to a group volunteer at their church or school (offering, if possible, to be with them when they do so) so that they can receive on-going support.

### **Positions of Trust**

As a charity we recognise the trust placed in volunteers by parents and all members. It is therefore unacceptable for volunteers to abuse their position of trust in particular by engaging in any behaviour which might allow a sexual relationship to develop whilst the relationship of trust continues. We consider it of paramount importance to protect the welfare of the young people in our care and protect them from sexual activity from those looking after them. Volunteers on Ventures and Falcons must recognise that they are in a position of trust and that they are not to abuse that relationship. This includes abuse in any contact or communications, including the making, sending or viewing of inappropriate material, either during or following an event.

All volunteers have a duty to raise concerns to the Safeguarding Officer about behaviour by any volunteer which may be harmful to those in their care, or which may be negligent concerning safeguarding or safety procedures. These principles of the 'abuse of trust' apply irrespective of sexual orientation, ethnicity, gender, etc. Any volunteer with any concerns about this area (for example, if they feel they may already be in breach of our safeguarding policies) should raise them immediately with their Overall Leader. Undertaking or continuing a sexual relationship whilst in a position of trust may be a criminal offence and therefore clarification should be sought.





## **Annex B - Operating Documents Covering Venture and Falcon Holidays and Activities and CPAS Processes and Procedures**

The following handbooks cover the processes and procedures relating to the operational implementation of CPAS safeguarding policies and practices. These handbooks are updated each year and the Safeguarding Co-ordinator handbook undergoes a regular external review by our safeguarding consultant, thirtyone:eight:

- Overall Leader Handbook.
- Safeguarding Officer's Handbook (which includes policy, procedures and guidance on safeguarding, safer recruitment of volunteers, training requirements for volunteers and the expectation and care of members).
- Healthcare Co-ordinators Handbook.
- Safety Officer's Handbook.
- Activity Co-ordinator's Handbook.

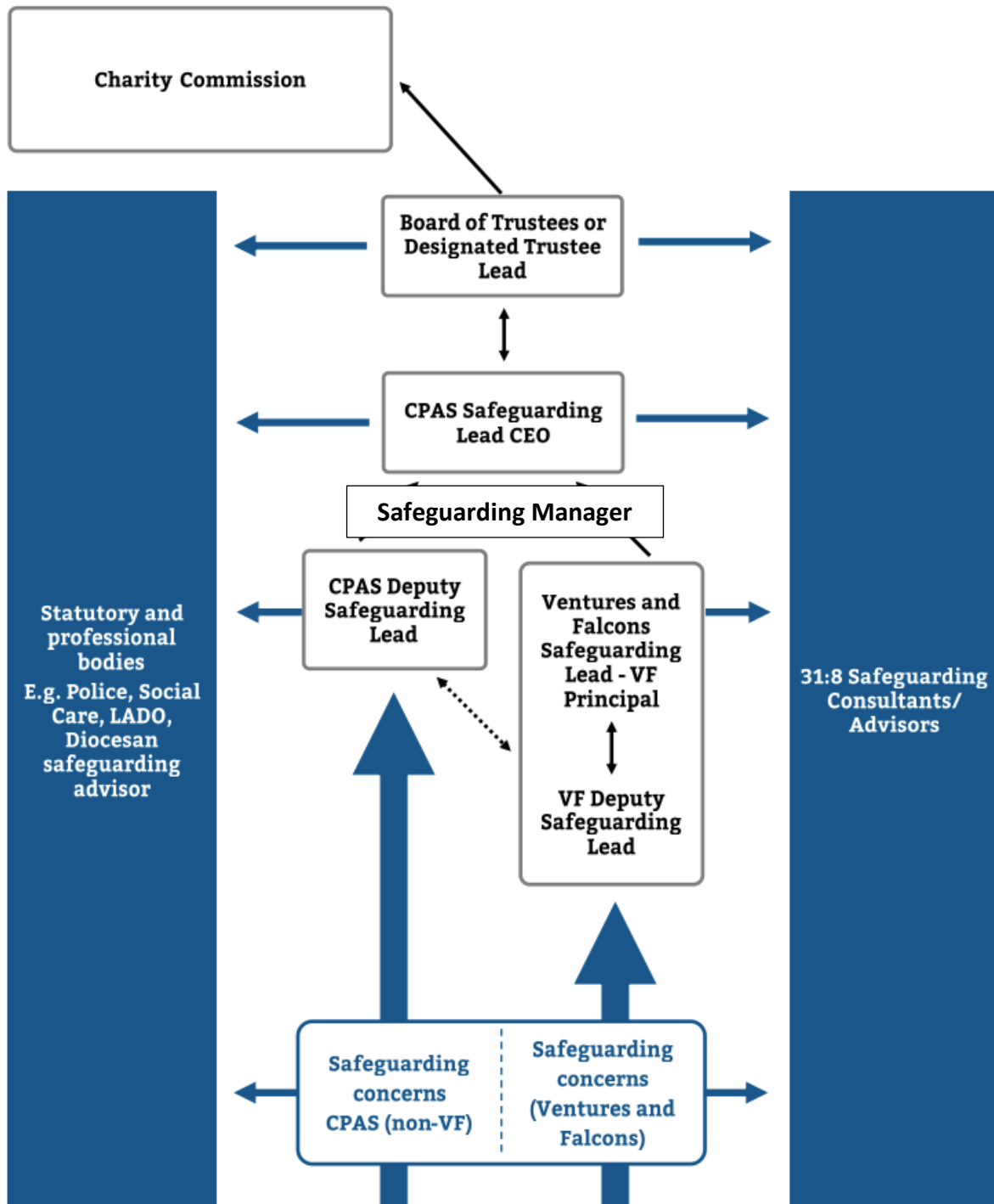
The CPAS trustees regularly review CPAS' safeguarding operations, including testing process and information flows using potential safeguarding scenarios.



## Annex C – Safeguarding Escalation Routes

This flowchart sets out the major referral pathways to escalate safeguarding disclosures within CPAS. For more detailed procedures with the Ventures and Falcons team, see the Safeguarding Officers Handbook.

Whistleblowing disclosures should follow the CPAS Whistleblowing Policy and be made to [vfloy@cpas.org.uk](mailto:vfloy@cpas.org.uk)



## Annex D – Definitions

### Definition of Abuse

The following definitions are taken from Working Together to Safeguard Children 2018.<sup>11</sup>

**Abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Child sexual exploitation:** Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur

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<sup>11</sup> Working Together to Safeguard Children, [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf), (The Department of Education, March 2019), pp 102-104.



during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers).
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Definition of 'Legal Framework' Referenced in Section 1.5.1**

This policy has been drawn up on the basis of law and guidance that seeks to protect children and vulnerable groups, namely:

- Children Act 1989 and 2004.
- United Nations Convention on the Rights of the Child 1991.
- Data Protection Act 2018.
- Equality Act 2010.
- Human Rights Act 1998.
- Sexual Offences Act 2003.
- Safeguarding Vulnerable Groups Act 2006.
- Protection of Freedoms Act 2012.
- Children and Families Act 2014.
- Care Act 2014.
- Special educational needs and disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities: HM Government 2015.
- Information sharing: Information sharing advice for safeguarding practitioners HM Government 2018.
- Working together to safeguard children; a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015 and 2018.
- Safeguarding and protecting people for charities and trustees; Charity Commission for England and Wales 2018.



## Annex E – Useful Links, References and Contacts

### Contacting CPAS

CPAS main office

Tel: 0300 123 0780

E: [info@cpas.org.uk](mailto:info@cpas.org.uk)

Ventures and Falcons central team:

Tel: 0300 123 0780, option 2

E: [ventures@cpas.org.uk](mailto:ventures@cpas.org.uk)

### External Safeguarding Consultant

thirtyone:eight

<https://thirtyoneeight.org/>

Helpline: 0303 003 1111

### Useful Documents

**Strategy for Dealing with Safeguarding Issues in Charities,**

<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>. (Charity Commission for England and Wales, Accessed March 2019).

**Promoting a Safer Church: The Church of England's Safeguarding Policy for children, young people and adults,** <https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf> (The Church of England, Accessed December 2020).

**Strategy for Dealing With Safeguarding Vulnerable Groups Including Children Issues in Charities,** [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/406885/Safeguarding\\_strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/406885/Safeguarding_strategy.pdf), (The Charity Commission for England and Wales, Accessed March 2019).

**Protecting All God's Children,** <https://www.churchofengland.org/sites/default/files/2017-11/protectingallgodschildren.pdf>, (The Church of England, Accessed March 2019).

**Working Together to Safeguard Children 2018,**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf), (UK Government, Accessed March 2019).

