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EVANGELICAL MOVEMENT OF WALES
SERVING THE CHURCH

Policy and Procedures for Safeguarding children, young people, and vulnerable adults

2025

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Policy Update Log

Date	Updates
February 2024	• Policy Update Log • Clarification of roles within the Safeguarding team (5.2 , 6.2 and 8.1) • Adding safeguarding as standard item in all trustee meetings and ensuring review from external agency (8.1) • Clarification of events that require safeguarding recruitment (8.2) • Updating requirements for staff (9.3) • Including DBS as statutory service • Storage of records (section 15) • Appendix A – update of details • Appendix G – new pro forma • Appendix I – new process for record keeping
April 2025	

Policy Reviewed and Adopted:

……Jeremy Bailey …… ***…1/4/25……..***

On behalf of the Trustees ***Date***

Safeguarding Policy

1. Purpose

This policy and its appendices outlines how the EMW will ensure that we provide a healthy, nurturing, and transparent environment to all who engage with our charity protecting them from harm. It is our belief that safeguarding is everyone's responsibility and we will therefore embed these principles into the culture of the organisation.

The policy explains how we will ensure leadership and accountability within all parts of the work, and what is expected from leaders, staff, and volunteers. It also explains how we will respond if safeguarding concerns are identified or raised.

2. Scope

Our safeguarding responsibility is to prevent harm to anyone who comes into contact with EMW. This policy therefore applies to all aspects of the work of the EMW, and to everyone who works on our behalf with children, young people, their parents/carers, and adults at risk of abuse, including those adults who do not fit the statutory definitions of Adults at Risk of Abuse or Adults with Care and Support Needs.

3. Context, Values and Beliefs

The Evangelical Movement of Wales (EMW) is a charity registered with the Charity Commission of England and Wales, charity number 222407, that serves Churches and Christians, helping them to glorify God, share the gospel throughout Wales, and build up believers. Our ministries are varied and wide ranging bringing us into contact with thousands of individuals every year.

Everyone who ministers on behalf of the EMW, whether in a paid capacity or as a volunteer, has a responsibility to support and to adhere to this policy.

Our Christian belief shapes how we approach safeguarding; and we therefore believe in the following:

- God is loving, merciful and just, the source of all truth and wisdom, and his people are to reflect these characteristics in all their dealings with others.
- Every human life is valuable to God and each person bears his image, we therefore do not show favouritism, and treat everyone with dignity and care.
- We live in a fallen and sinful world, where there are many risks and dangers, we therefore do everything possible to protect others and will challenge any harmful behaviour we see, even within the organisation.
- God is loving, merciful, compassionate, and just. Everyone therefore who engages with EMW has the right to be protected from any form of bullying or harassment, exploitation or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent, and that promotes the raising of concerns with senior leaders.

- Jesus' example was one of valuing, accepting, and caring especially towards those in need. We therefore have a particular responsibility to protect and promote the wellbeing of those who are vulnerable; especially children, young people and adults at risk of abuse; ensuring they are safe while in our care and that we respond appropriately to disclosures or indicators that they are experiencing abuse or neglect while in our care or elsewhere.
- We are to proclaim the salvation and deliverance that comes through the gospel, and to encourage lives of ever-increasing Christlikeness.
- God continues to work today and has called us to serve Wales. We therefore are to honour those whom God has set in authority over us and to live as responsible and good citizens.

4. Our Mission Statement

The physical, emotional, and spiritual welfare and protection of all who engage with the EMW is of paramount importance to us. This is particularly true of children, young people, and adults at risk of abuse. We will ensure that best practice in safeguarding is embedded into the culture of the EMW at all levels, recognising that safeguarding is the responsibility of everyone who represents the EMW, and we will take action if abuse is suspected, has occurred or is likely to occur.

5. Our commitments

5.1 We are committed to:

- Maintaining an environment that is safe from harm, protective, caring and nurturing for all who engage with our ministries, in accordance with our doctrines and beliefs as outlined in our governing documents.
- Responding to concerns and allegations quickly and effectively.
- Upholding each person's right to be treated transparently and sensitively with equality, respect, and care.
- Valuing and listening to the voices of the people whom we serve, including those who are vulnerable.
- Ensuring that our workers (both paid and unpaid) understand the different kinds of abuse and how to respond.
- Working in partnership with local and national agencies and organisations to promote the welfare of and to protect each member of our community, particularly the vulnerable
- Learn and evaluate how we respond to safeguarding situations.
- Ensuring that we have appropriate insurance policies for our work.
- Ensuring that our workers understand their roles, especially recognising when we act in loco parentis for children and young people.
- Ensuring that we fulfil our statutory duties, including following the National Safeguarding Procedures for Wales, and the prevention of radicalisation (Prevent Duty 2015, updated in 2021).

5.2 How we will fulfil these responsibilities.

Leadership

Trustees and senior staff will take responsibility and be accountable for safeguarding within the organisation. This includes:

- Robust and relevant policies, procedures, and systems in place for every ministry area.
- Policies and procedures are regularly reviewed and updated in line with national guidance and best practice.
- Appoint a designated trustee (TRS) to oversee safeguarding within the organisation and who will produce an annual report to be discussed at Management board (our highest level of governance).
- Appointing a Designated Safeguarding Lead (DSL) and at least one deputy (DDSL) who will take responsibility for leading safeguarding children and adults across the organisation and will provide direct access to any staff member or volunteer who needs advice, information or to discuss any concerns about an individual or situation.
- Appoint a Staff Member Responsible for Safeguarding (SSRS) and at least one deputy to be responsible for allegations against EMW staff and volunteers.

Recruitment

All trustees, staff and volunteers are appointed in accordance with our safer recruitment procedures. Delegation of tasks and responsibilities will be clearly outlined in the relevant role descriptions and in the organisation's safeguarding structures, complete with contact details. This includes a safeguarding lead for every activity/event.

Training, awareness, and support

All staff and volunteers who work on behalf of the EMW (paid or unpaid) and come into contact with children, young people, and adults at risk will adhere to the code of conduct, will be trained in agreed procedures to protect and care for those they serve, to enable them to respond to any potential or suspected abuse or risk of abuse or neglect. This includes:

- Ongoing training, skills development, supervision and pastoral support for leaders, trustees, staff, and key volunteers.
- Proportionate training, skill development, supervision and pastoral support for volunteers who deliver ministries on our behalf.
- All staff and volunteers will clearly understand our expectations in relation to their conduct through clearly articulated codes of conduct. This includes a zero-tolerance approach to bullying and discriminatory or abusive attitudes, language, or behaviours.

Safeguarding Scope

We will ensure that we consider safety in all areas of our work and ministry. This includes:

- Seeking to recognise concerns about the safety or wellbeing of those who engage with the EMW and to respond appropriately and proportionately. This might include reporting of concerns to outside agencies, providing information and guidance, or supporting as we are able.

- Managing health and safety through effective policies and procedures; using risk assessment processes and proportionate systems.
- Creating a positive and nurturing environment in all aspects of the charity, including physical, social, online (social media and technology), emotional, psychological, and spiritual environments.
- Recording and storing information accurately, confidentiality and securely in line with our legal duties, information sharing policies and national and local guidance and agreements (see our GDPR policy for more details).
- Following clear procedures to manage ex-offenders (who may cause harm) who wish to attend our events or take part in our ministries.

Partnership

We will encourage a culture of openness and cooperation with all, including:

- Sharing information appropriately with partner agencies where we have concerns about the safety of an individual and statutory thresholds and/or criteria are met.
- Listening to children, young people, their parents or carers and adults at risk of abuse in the design of our safeguarding processes wherever possible.
- To signpost or refer individuals to local or national services that can help them.

Accountability and accessibility

We will develop a culture that encourages all who work for or are engaged with the EMW to identify and raise concerns, ensuring that we are vigilant concerning the conduct of our leaders, staff, and volunteers. This includes:

- Policies, procedures, and systems that explain clearly how concerns can be raised and how we will manage allegations against staff or volunteers.
- A culture of listening to allegations and responding with rigour, fairness, and transparency.
- Making sure that the vulnerable know how they can raise concerns in a safe way.
- Clear accountability processes and sanctions for infringements of the codes of conduct.
- Making publicly available our relevant policies, procedures, and codes of conduct.
- A whistleblowing policy published on our website to raise concerns about leadership and procedural concerns.

Safeguarding Procedures

These procedures aim to provide staff and volunteers including Trustees with clear and simple instructions as to how safeguarding is promoted and how concerns should be handled. They are not provided for training purposes and will not be used as a substitute for training.

6. Key Definitions

6.1 EMW Workers

- Trustee(s): refers to a member of the EMW Management Board who has a legal obligation to administer the organisation solely for the purposes specified.
- Staff: refers to any paid employee or office holder
- Volunteer(s): refers to anyone who is appointed by EMW to a role for which they receive no payment (other than out-of-pocket expenses that are appropriately authorised)

6.2 Safeguarding Roles within the EMW

- Designated Safeguarding Lead (DSL) – the DSL is **the point of contact for anyone in the organisation who is concerned about a person at risk of harm**. The role is also responsible for acting on any concerns raised.
- Deputy Designated Safeguarding Lead (DDSL) – the DDSL(s) assist the DSL in his/her role, especially at times when the DSL is not available.
- Event Safeguarding Lead (ESL) – the ESL is **the point of contact for anyone during a particular event or at a particular location who is concerned about a person at risk of harm**. He/she then passes the information to the DSL. The role is also responsible for ensuring that all volunteers who take part in the event/ministry follow the safeguarding policy and procedures.
- General Secretary (GS) is the head of the charity.
- Trustee with responsibility for Safeguarding (TRS). The role is responsible for leading safeguarding policies and procedures, training, and development.
- Senior Member of staff with responsibility for Safeguarding (SSRS) – **the SSRS is responsible for receiving any allegations in relation to the staff and volunteers who work on behalf of the EMW. They are also responsible for ensuring that the Safeguarding policy and procedures are implemented within the organisation.**

6.3 Other definitions

- Statutory threshold: This is where the safeguarding concern has met the legal threshold for reporting to the relevant authorities (e.g., Social Care, Police, LADO, or the Charity Commission) and the information must be shared outside of the organisation.

7. Safeguarding Concerns and Allegations – Important Descriptions

It is important to us that we address all aspects of safeguarding with integrity and transparency. We therefore provide the following list to show how we will deal with any concerns or allegations.

A Safeguarding Concern is a feeling or worry (confirmed or unconfirmed) that a child, young person or an adult may be at risk of harm or may have been harmed. Procedures on how we deal with a safeguarding concern are found in section 12.

A Safeguarding Allegation is a claim or concern that someone who has access to vulnerable people including children, young people, and adults at risk of abuse has caused harm to an individual, committed a criminal offence involving such a person or behaved in a way that may indicate that they are unsuitable to work with such people. Procedures on how we deal with a safeguarding allegation are found in section 13.

A concern about practice is a concern that methods of operation within the organisation are (or are potentially) placing individuals at risk of harm. Procedures on how we deal with a concern about practice is found in section 15.

Whistleblowing is raising a concern externally that practices or procedures in the charity places people at risk. Procedures on how we deal with whistleblowing is found in section 16.

Procedures about raising a complaint against a member of staff/volunteer or making a non-safeguarding allegation can be found in "Resolving Problems" section of the Employee Handbook.

8. Governance and oversight

8.1 The trustees and senior staff responsibilities.

The trustees and senior staff of the EMW will ensure that safeguarding is promoted throughout the culture of the organisation and provide effective oversight of safeguarding by ensuring that:

- a Trustee is appointed to take responsibility for safeguarding.
- a suitably knowledgeable and appropriately skilled Designated Safeguarding Lead (DSL) and at least one deputy (DDSL) is appointed and that they are adequately supported and resourced.
- a proportionate and legally compliant safeguarding policy is in place and that it is reviewed by the trustees with input and support from the DSL and DDSL at least annually, but more frequently as required (pro forma in Appendix G).
- the TRS and their deputy provide a formal annual report to the trustees and interim update reports as required by the trustees.
- A standing safeguarding item will be included in all regular trustee meeting.
- the effectiveness of the safeguarding arrangements are reviewed internally annually and externally every three years in line with the review of the policy and procedures.
- role clarity is achieved through a clear definition of the responsibilities of all those involved in safeguarding as seen in this policy.

8.2 Procedures for each event, activity, or ministry area

The EMW is involved in many events and ministries. Each event and ministry will be assessed to understand the safeguarding needs. Where an event/ministry is a regulated activity or involves a regulated activity, the following procedures will be followed on an ongoing basis:

Prior to the event/activity

An appropriate safeguarding process will be put in place by the SSRS (in consultation with the DSL and DDSL). This will include:

- Clear designation of the Ministry lead and ESL lead.
- A recruitment process will be described, implemented, and followed.
- Each volunteer will be passed for service by a designated EMW leader.
- Risk Assessments will be completed and passed by the H&S coordinator.
- Contact details for 'On-call' Safeguarding personnel will be passed to ESL.

During the event/activity

- The ESL will ensure that all EMW staff and volunteers follow the safeguarding policy and procedures and will act as a contact between workers and the DSL.
- On-call EMW safeguarding personnel will be available to respond.

After the event/activity

- The ESL will send any accident/incident forms and a report to the EMW Office.
- The Office will pass report and forms to DSL/H&S advisor where appropriate.
- The DSL will act upon any concerns/findings.
- The Office will store forms and reports in appropriate manner.

For Ministries that are constant (e.g., Bookshop, Office) the above process will be followed annually.

9. Recruitment and ongoing support for positions

9.1 Management of recruitment processes

The management of the recruitment process will take place in the EMW office, by a member of staff (although volunteers may take part in administrating the process), and will be the responsibility of the SSRS. It will include:

- At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in 'Safe Recruitment'.
- Appropriate records will be kept of all recruitment processes for each ministry/event type listed in the Appendix C of this policy.
- A "Single Central Record" of recruitment checks (including DBS) and a training log will be maintained in the office and all documents that should be legally returned to applicant will be returned.

9.2 The Recruitment Process prior to appointment

The recruitment and support of staff and volunteers is of critical importance to EMW and to our work and ministry. In order to fulfil our legal duties and to ensure we meet the still higher standards dictated by the Bible, all staff and volunteers will be subject to appropriate recruitment processes. This will include:

- All staff and volunteers will be required to apply to work for the EMW in all roles (paid or unpaid). This will be done through submitting an application form.
- The process and questions asked for each role will be set out by the SSRS in conjunction with the DSL and will be recorded in a central record.
- The office will follow national guidelines and legislation to decide if a DBS check is needed and which level is required. Checks will be implemented through the EMW office.
- References and agreement to the Doctrinal Basis will be sought in line with the recruitment process (paid staff will be required to provide references from previous employer).
- Staff and volunteers will receive the relevant handbook, code of conduct and policies prior to their role being confirmed and must agree to adhere to all.
- All staff and volunteers will be required to attend an interview to ensure their suitability and clarity of understanding of the role and its requirements. (This discussion can be virtual via video conferencing using technology such as zoom /teams)

Staff and Volunteers must be cleared by a Senior member of staff, trustee or ministry leader prior to acceptance, and will be subject to a probationary period where they will be supervised.

9.3 The recruitment process after appointment

We believe that safe recruitment process continues after the appointment.

Staff, trustees, and permanent volunteers will be:

- subject to an induction process tailored to their roles (this includes trustees).
- subject to a formal probationary period, where safeguarding will be part of the review (further details can be found in the Employee Handbook).
- required to sign that they agree with their relevant code of conduct and policies every year.
- required to sign that they agree with the Doctrinal Basis every year (when applicable).
- DBS checked every three years or checked annually if on the update service (when applicable).
- Required to provide reference annually. Where a referee has given a prior reference, only an update from the referees will be sought (when applicable e.g. working in a role that requires references).

Volunteers who return to roles annually will be:

- DBS checked every three years or checked annually if on the update service.
- required to sign that they agree with their relevant code of conduct and policies every year.
- required to sign that they agree with the Doctrinal Basis every year (when applicable).
- Required to provide reference annually. Where a referee has given a prior reference, only an update from the referees will be sought.

Individuals who do not have a specific EMW role and regulated activity.

From time-to-time individuals who do not have a specific role within the EMW may be present at regulated activity (e.g., Parent, Family Member or Carer). Prior to attending the activity, the individual will be required to agree to the code of conduct and will have been checked by the DBS.

10. Training, Support and Supervision

10.1 Management of Training, Support and Supervision

The management of Training, Support and Supervision will take place in the EMW office and by the SSRS under the guidance of the DSL. It will include:

- Appropriate records will be kept of all Training, Support and Supervision requirements for each ministry/event type in the appendix of this policy.
- A log of training for all volunteers and staff and DBS checks will be maintained securely by the EMW office.

10.2 Providing Training

All staff and volunteers in roles that involve regulated activity or those who manage such persons will be required to attend safeguarding training tailored to their responsibilities and roles. The DSL will decide on the level of training required for each role, and the training will be provided through:

- Written documents (such as handbooks)
- Face to face training (Zoom or in-person)
- Recordings and online courses

Trustees – Following induction, there is no requirement for formal update training, however, the trustees will ensure that they are competent in their role and that their knowledge of compliance with legislation and Charity Commission guidance is up to date.

DSL, DDSL(s), TRS and SSRS – are required to attend formal update training at least every two years.

Staff involved in recruitment will undergo recruitment training every two years.

All Volunteers and staff involved in working with children, young people, or adults at risk of abuse are required to receive appropriate training prior to their event. One training event per year will be sufficient for those who are involved in numerous activities and ministries (unless their role is different on each activity).

10.3 Providing Support and Supervision

The Trustees will provide accountability for the Designated Safeguarding Lead.

All staff and key volunteers will receive proportionate supervision and pastoral care as part of their ongoing personal development and supervision by a line manager. Supervision will include both personal wellbeing and performance management and debriefing session after events.

Contact details of all the safeguarding staff of the EMW will be made available to all those working on behalf of the EMW to ensure that support can be sought prior to events.

EMW will ensure that all ESL will be given contact details of the on-call Safeguarding Lead (DSL or DDSL(s)), and on-call Senior Staff member (SSRS or deputy) prior to any activity.

ESL(s) will provide a report post event and will be given an opportunity to speak with a senior member of the EMW safeguarding team to discuss any issues, raise concerns or receive support.

Reports by ESL will be seen by the DSL who will have access to key ministry leaders to discuss any concerns.

11. Ensuring a safe and healthy environment

EMW fully recognises that there are many factors that impact on and contribute to the safety of the environment for everyone; some of these being procedural and others cultural. Full details of our Health and Safety provision are available in our Health and Safety Policy. Here we describe only the procedural aspects of the interface between Health and Safety and Safeguarding.

The trustees will ensure that the safety and protection of everyone who engages with our ministries by:

- Ensuring that an ESL is in place for each event/ministry, and that at least two designated (one male and one female) people are available as safeguarding contacts for children, young people and vulnerable adults at our events.
- Providing a 'code of conduct' (tailored by the safeguarding team for each event/ministry type) for all our workers to ensure that they are clear about the expectations for their behaviour.
- Ensuring that we have a Health and Safety policy that is reviewed at least every year to maximise effectiveness and ensure ongoing legal compliance.
- Maintaining and implementing proportionate Risk Assessments for all our activities and that these are checked prior to the event by our Health and Safety advisor.
- Ensuring that information relating to safeguarding, health and safety and insurance including contact details and other relevant information is publicly available at our events.
- Ensuring that accidents and incidents are recorded, dealt with in a timely manner (e.g., parents / carers informed) and that these are analysed to ensure appropriate lessons are learned, trends are identified and timely responses are implemented.
- Ensuring that adequate First Aid cover is available (each event/activity type will be RA to assessed to ascertain what level of first aid is needed).
- Ensuring that key Health and Safety information will be prominent and best practice will be promoted through announcements and effective signage.
- If appropriate ensuring that registers of children attending, and leaders present are maintained.
- Ensuring that consent is obtained for their attendance at the group and that contact details and information about any additional or specific needs are recorded if appropriate.
- Ensuring that appropriate supervision and staffing levels are maintained at all times. Guidance is available via the NSPCC website on adult:child ratios, however supervision at each event will be risk assessed.
- Ensuring that appropriate order and discipline are maintained and that all workers exercise great care if physical restraint is required to prevent a person harming themselves or others. Physical punishment, however, must never be used.

- Ensuring that access to sites during times when children or young people are engaged in EMW activities is restricted to those authorised to be present. There may be times when visitors or contractors are present, the EMW leader will supervise the children or young people and assess the impact this disruption may have on any activities.

When children or young people are present at an event or locations that are primarily aimed at adults and childcare is not provided and their parents are present:

- During these times, children remain the responsibility of their parents who are responsible for their safety and care.
- Any concerns or support needs identified will be recorded and reported to the DSL in the usual way.

When young people are present at events or locations that are primarily aimed at adults and participating in that meeting in their own right.

- Although there are no specific procedures for such meetings, the normal principles of safeguarding will apply.
- If the young person is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their parents / carers and consent will be sought for the EMW to contact the parents and establish open communication and transparency.
- The ESL will be vigilant to ensure that the young people are adequately protected.
- Any concerns or support needs identified will be reported to the ESL in the usual way (and a record will be kept in the office).

When ministering to Adults at Risk of Abuse or Adults with additional support needs.

- If the individual is not believed to be competent to consent to attendance, consent will be sought from their carers.
- If the individual is believed to be competent to consent to attendance, they will be encouraged to be open and transparent with their carers and consent will be sought for EMW to contact them with a view to establishing open communication and transparency.
- The ESL will be vigilant to ensure that any adult with additional support needs and at risk are adequately protected.
- Any concerns or support needs identified will be recorded and reported to the ESL or DSL in the usual way.

12. Responding to and reporting safeguarding concerns and disclosures as described in section 7

12.1 Managing immediate risk

The individual who is concerned or is receiving the disclosure should establish whether any immediate action needs to be taken to ensure the safety of the person(s). If the child or adult is in obvious and immediate danger or requires urgent medical attention, a call should be made to the emergency services immediately on 999 – there should be no delay. Under such circumstances, the ESL and DSL should be notified at the earliest possible opportunity.

In all cases, details of the concern, disclosure or incident must be passed to the ESL as soon as possible (unless the ESL is accused – in which case the allegation should be passed to the DSL directly). The ESL may seek advice from the DSL, however, the seeking of advice should not unnecessarily delay or prevent protective action or place the individual at risk of further or increased harm. In such urgent situations and if the DSL cannot be contacted, the ESL could contact either the police or Social Care to obtain support. The DSL should be notified at the earliest possible opportunity. A record of the concern, disclosure or incident should be kept on the "Incident, disclosure or concern form" and passed to the EMW office.

12.2 The responsibility of the worker/volunteer

It is the responsibility of the worker/volunteer to be vigilant, receive any disclosures (and make a hand-written note of them), and share concerns with the ESL. They are not to investigate any disclosures or concerns but may be asked to assist the ESL to complete the "Incident, disclosure or concern form".

12.3 The responsibility of the ESL

Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL at the earliest opportunity by phone, to ensure clarity of understanding. In discussion with the worker reporting the concern, the DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required. For record keeping the ESL must complete the "Incident, disclosure or concern form" and pass to the office at the end of the event.

12.4 The responsibility of the DSL

The DSL will establish if any further immediate action is required. They will keep a record of all discussions, actions, documents, "Record of action", including any advice sought or referrals made and updating will continue on an ongoing basis. They will pass these notes to the office when appropriate for safe keeping.

The DSL will ensure that the person raising the concern has been informed that the matter has been actioned. However, information must only be shared on a "need to know" basis. Where the concern meets the statutory threshold, and if appropriate to do so, the DSL will ensure that the parent or carer of the child (or the individual themselves if they are an adult) is notified that a referral is being made to the appropriate agency. This may need to involve the participation of parents of children if appropriate to do so as set out in sections of the Safeguarding Wales guidance.

Information will not be shared with the parent / carer in situations where to do so would place the individual at increased risk of harm, neglect, or abuse (if an adult).

The referral will be made to the appropriate Social Care service based on the child's home address, and if the referral has not been acknowledged within 3 working days, the DSL will follow up with the relevant social care team.

The DSL will work with the Local Authority and other partners (including the DBS service) to ensure that EMW fully participates in any safeguarding processes. This will include but is not limited to:

- Working with the Local Authority and other partners to ensure a timely resolution.
- Following instructions from the Local Authority and its partners as required.

- Ensuring the trustees are notified that a concern has been received (NB – this notification does not include any unnecessary detail)

The DSL will share information as necessary with other individuals to facilitate effective safeguarding.

13. Allegations against or concerns about staff and volunteers engaged in regulated activity as described in section 7

EMW takes allegations against our staff and volunteers engaged in regulated activity very seriously and will ensure that they are investigated thoroughly, via a transparent process that expedites the matter in a timely manner. We recognise that we have a responsibility to take the allegation seriously, to manage the situation effectively while the investigation takes place and to support the person accused throughout the process if possible.

It is the responsibility of any EMW worker or volunteer to be vigilant during an event/ministry, and if concerned about the behaviour of any other worker or volunteer to speak to their ministry/event leader (if their concern relates to a team leader they should speak directly to the SSRS). The team leader should deal with the matter in the first instance, but if they are sufficiently concerned or if the concern relates to a safeguarding situation, the team leader must raise the allegation or concern with the SSRS.

At all other times allegations against EMW staff or volunteers should be immediately reported to SSRS or deputy (the EMW will ensure that there is a male and a female available to report to). If the allegation is against the SSRS it should be reported to the DSL.

The details of the allegation will be recorded by the SSRS (or deputy) and an initial assessment will be made to ascertain whether any immediate action is required. This includes action to ensure safety and to ensure evidence is preserved.

Full details of the allegation will be passed to the DSL (or deputy) and a senior member of the organisation (such as the General Secretary, Chair of trustees or TRS) and together with the SSRS they will assess whether a statutory threshold has been reached for referral to the Police or to the Local Authority (advice may be sought by external agencies or from the relevant statutory services if required).

13.1 If a statutory threshold has been reached.

The referral will be made by a member of the above group who will act as the EMW Allegation lead assisting the statutory services as directed until the matter is concluded. This will include but is not limited to:

- Working with the Local Authority, Police, DBS and other partners to ensure a timely resolution.
- Following instructions from the Local Authority, Police, DBS and other partners and its partners as required
- Ensuring that the person making the allegation is supported throughout the investigation.
- Ensuring that the person accused is supported throughout the investigation.

EMW will be required to uphold confidentiality requirements as stipulated by the statutory services. Depending upon this, a member of the group may notify the complainant that the matter is being dealt with in partnership with external agencies.

The Chair of Trustees will inform the other trustees of the fact that the allegation has been received and referred and together will consider what actions need to be taken including, but not limited to:

- Whether a Serious Incident Report needs to be filed with the Charity Commission
- Whether the EMW insurers need to be informed.
- How press or other interest will be handled (in consideration of any advice or instruction from the statutory agencies involved) and statements will be prepared and filed in readiness should they be needed.

Depending upon circumstances and the immediate action required, notifying the individual that an allegation has been received may be unavoidable. If so, care should be taken not to compromise the gathering of evidence, and details of the allegation should not be divulged.

Depending on circumstances support may be offered to the subject of the allegation and EMW will also consider support to any potential victim(s) affected by any EMW activity that is connected to the allegation.

13.2 If the allegation does not meet the threshold for referral to statutory agencies:

The SSRS in consultation with DSL and a senior member of the EMW will form a group that will develop a plan of action (they may consult as required with outside agencies, who will provide independent support and advice to ensure transparency). The plan will include:

- ensuring no conflict of interest between members and the allegation/accused
- the allocation of responsibilities (appointing a chair and any other supporting roles that may be deemed necessary) and will establish whether authorisation is required from the trustees.

The group will conduct the investigation, providing regular updates to the SSRS, and once completed will produce a report complete with findings, supporting documents, evidence, and recommendations.

It is the group's responsibility to decide who receives the report and recommendations (depending on the nature of the allegations).

If the person raising the allegation has requested to know when the investigation has been completed, they will be contacted by the SSRS with any relevant information that can be shared, and details of how to appeal the decision will be provided.

Any appeal must be submitted to the Chair of Trustees in writing within fourteen days. The appeal must explain why they believe that the investigation is unsound or incorrect.

The Chair of Trustees will appoint an appeal panel consisting of at least two other trustees who have not been involved in the investigation. The appeal panel will not re-investigate the allegation but will consider the grounds for the appeal that the investigation was unsound or incorrect. The Chair of the Appeal Panel will notify the Chair of Trustees of their findings who will take appropriate steps depending on the findings.

The Chair of the appeal panel will notify the person raising the allegation of the final decision and inform them of their options to raise the matter externally to agencies such as social care, the police, or the Charity Commission.

In exceptional circumstances such as where EMW has concerns about the independence or competence of staff, or their capacity to conduct a timely investigation, EMW will consider whether it is appropriate to involve an independent external individual or organisation to assist with the investigation.

14. Management of ex-offenders or those who pose an actual or potential risk to others; particularly to vulnerable people

We believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

Where we become aware that an individual who is an ex-offender or who may pose a risk to vulnerable people and wishes to attend an event the General Secretary will seek consent to discuss the matter with relevant agencies (e.g. the individual's home church, police, social services).

EMW will work with the relevant agencies to facilitate their inclusion if possible.

A formal contract will be drawn up with the individual based on the formal contract that the church has in place.

15. Storage of Records

All members of the safeguarding team will follow written processes (as described in appendix I) to ensure that records are kept centrally, and that confidentiality is sustained.

16. Concerns about Safeguarding practice as described in section 7

Any individual who has concerns about safeguarding practice in any of our ministries has a responsibility to raise the concern so that the leaders can ensure that the matter is addressed in a timely manner.

In the first instance, concerns should be raised formally with the ministry/team leader who will retain a record of the conversation.

The ministry/team leader must assess whether any immediate action needs to be taken to address the situation.

The ministry/team leader must then contact the SSRS, who will contact the DSL and the General Secretary who will establish a plan of action to address the concern including timeframes for resolution and the plan should be explained to the individual raising the concern.

Once resolved, a summarised report should be passed to the Chair of Trustees.

If the individual raising the concern is not satisfied that the plan will or has not effectively addressed the concern, they should discuss this with the ministry/team leader and if a concern cannot be resolved in this way, it should be escalated by both parties to the trustees via the Chair of Trustees.

The trustees must acknowledge receipt of the escalated concern (which must include all the records to date) within 14 days and the acknowledgement should indicate the timeframe for a formal response from the trustees.

The trustees must consider the concern and the views of all relevant individuals and should seek to resolve the matter in a timely manner.

If the individual raising the concern is not happy with the decision of the trustees, they should notify them of this fact and the reasons for the ongoing concern.

If the matter cannot be resolved internally, external advice may be sought (see whistleblowing section 16).

17. Whistleblowing as described in section 7

When considering whistleblowing, the processes outlined in sections 15 of this procedure should be followed first.

If the matter cannot be resolved internally, the trustees should, wherever possible and appropriate be notified that the concern will be raised externally.

The individual who has raised the concern should seek advice from either:

- The Local Authority where EMW is based North Wales & South Wales as per Safeguarding Wales Local Authorities
- Charities Commission Whistleblowing (Report serious wrongdoing at a charity as a worker or volunteer)
- The NSPCC Whistleblowing line on 0800 028 0285 or help@nspcc.org.uk

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Appendix A

Current EMW Safeguarding Team

Designated Safeguarding Lead (DSL) – Parry Davies

Phone: 01267 232746 Mobile: 07495 992055 Email: aparrydavies@outlook.com

Deputy Designated Safeguarding Lead (DDSL) – Amanda Griffiths

Phone: 07813 071724 Email: dilysamanda90@gmail.com

Trustee with responsibility for Safeguarding (TRS) – Rebecca Jones

Phone: 01792 290946 Mobile: 07743 142201 Email: rebeccajones74@me.com

Senior Member of staff with responsibility for Safeguarding (SSRS) – Steffan Job

Phone: 0800 4647676 Mobile: 07484 297015 Email: steffanjob@emw.org.uk

Deputy Senior Member of Staff with responsibility for Safeguarding – Deborah Davies

Phone: 01678 520752 Mobile: Email: brynygroes@emw.org.uk

Acting General Secretary– Steffan Job

Phone: 0800 4647676 Mobile: 07484 297015 Email: steffanjob@emw.org.uk

Chair of EMW trustees – Jeremy Bailey

Mobile: 07714 279316 Email: bailey.jeremy@sky.com

Details of Regional Safeguarding Boards can be found:

https://www.safeguarding.wales/en/rsb-i/rsb-i-r1/r1-p1/

External Specialist Support

Appendix B

Basis of the policies and procedures and the legal framework	
Our statement of faith - This policy reflects the organisation's fundamental biblical beliefs and should be read in conjunction with the statement of faith Our governing documents (Constitution and Memorandum and Articles of Association)	
Safeguarding Children	**Safeguarding Adults**
● National legislation and guidance (Safeguarding Children) ○ Children Acts (1989 & 2004) ○ Wales Safeguarding procedures ○ Wales Safeguarding procedure app ○ Wales Safeguarding guidance ○ Children and Families Act 2014 ○ Children and Social Work Act 2017 ○ Working Together to Safeguard Children (2018) ○ What to do if you're worried a child is being abused: advice for practitioners (Department for Education, 2015) ○ Protection of Children Act 1999 ○ Safeguarding vulnerable groups act 2006 ○ Protection of freedoms Act 2012 ○ Disqualification under the childcare act 2006 (2018 amended) ○ Prevent Duty guidance 2015*updated 1st April 2021 ○ Sexual offences Act 2003 ○ The Safe Network Standards (available from the NSPCC website) ○ The policy also takes account of the principles outlined in: ▪ Keeping Children Safe in Education 2022 ▪ FGM duty guidance	● National legislation and guidance (Safeguarding adults) ○ Wales Safeguarding procedures ○ Wales Safeguarding Procedure app ○ Human Rights Acts 1998 ○ Care Standards Act 2000 ○ Mental Capacity Act 2005 ○ Deprivation of Liberty Safeguards 2007 ○ Sexual Offences Act 2003 ○ Police and Criminal Evidence Act 1984 o Fraud Act 2006 ○ Public Interest Disclosure Act 1998 ○ Health and Social Care Act 2008 ○ Disclosure and Barring Service (DBS) ○ Multi-Agency Public Protection Arrangements (MAPPA) ○ Multi-Agency Risk Assessment Conference (MARAC) ○ LSAB Multiagency Policy and Procedures

Appendix C

Recruitment Processes for EMW staff or Volunteers who may be involved in

Camps – new worker

- Full Application (contact details/DOB/Sex)
- Medical Info / Emergency Contact details
- Employment History (full)
- Reason for application
- Any reason why you cannot work with children
- Church and number of years attended
- Conversion history
- Questions or concerns about the role
- Children's Work experience
- Gifts and skills
- Strengths
- Driving license? Willing to use?
- Reference 1 – Present Church Leader (Known for three years)
- Reference 2 – Person who has first hand experience of seeing applicant with children (known for three years and not the leaders of the camp)
- Anything else we should know about

Sign for:

- Agree with policies/code of conduct
- DBS Enhanced with a check of the children's barred list
- Statement of faith

Full application must be checked by senior EMW team

Team Leader must interview for suitability

Must receive safeguarding training

Camps – returning worker (up to three years)

- Update contact details
- Update church details
- Update employment details
- Update emergency contact details
- Any reason why you cannot work with children
- Any concerns about the role
- Reference 1 – Present Church Leader (Known for three years)

- Reference 2 – Person who has first-hand experience of seeing applicant with children (known for three years and not leader of camp)

Sign for:

- Agree with policies/code of conduct
- DBS Enhanced with a check of the children's barred list
- Statement of faith

Full application must be checked by senior EMW team

Must receive safeguarding training

Kitchen Helpers (Camps - Christian)

- Full Application (contact details/DOB/Sex)
- Medical Info / Emergency Contact details
- Employment History (full)
- Reason for application
- Any reason why you cannot work with children
- Church and number of years attended
- Conversion history
- Questions or concerns about the role
- Children's Work experience
- Gifts and skills
- Strengths
- Driving license? Willing to use?
- Reference 1 – Present Church Leader (Known for three years)
- Reference 2 – Person who has first hand experience of seeing applicant with children (know for three years and not leader of camp)
- Anything else we should know about

Sign for:

- Agree with policies/code of conduct
- DBS Enhanced with a check of the children's barred list
- Statement of faith

Full application must be checked by senior EMW team

Team Leader must interview for suitability

Must receive safeguarding training

Kitchen Helpers (Camps – Non-Christian)

- Full Application (contact details/DOB/Sex)
- Medical Info / Emergency Contact details
- Employment History (full)
- Reason for application

- Any reason why you cannot work with children
- Which church do you attend? How many years attended
- Questions or concerns about the role
- Children's Work experience
- Gifts and skills
- Strengths
- Cooks
- Driving license? Willing to use?
- Reference 1 – Present Church Leader (Known for three years)
- Reference 2 – Person who has first-hand experience of seeing applicant with children (know for three years and not leader of camp)
- Anything else we should know about

Sign for:

- Agree with policies/code of conduct
- DBS Enhanced with a check of the children's barred list

Full application must be checked by senior EMW team

Team Leader must interview for suitability

Must receive safeguarding training

Children Club (Conference)

Stewards (Conference)

Bookshop Volunteers

Mission Workers

Appendix D

Evangelical Movement of Wales

Incident, Concern or Disclosure reporting form

** The completion of this form is for record keeping – please ensure that you speak with your on-call DSL.

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your email address
Are you reporting: *Please tick the appropriate box(es)*	An incident	A disclosure	A concern
Ministry area			Date completed
About the person or people we are concerned about or involved in the incident			
Their name(s)	Their Address and contact details if available	Their Date of birth if available	Name & contact details for parent / (where appropriate)
Details of the incident / disclosure / concern			
What happened / was said / have you noticed etc?			

Context of the incident / disclosure / concern	
Where / when / who else was present etc.	
Date of incident / disclosure	Time of incident / disclosure
Action taken to ensure immediate safety	
Other action taken or advice sought	
Signature	
For office use only: Form reference –	

Appendix E

Evangelical Movement of Wales

Confidential File Chronology

Date	Document reference	Document type	Brief summary of content	Entered by

Appendix F

Evangelical Movement of Wales

Record of Allegation

Date of call/conversation	Document reference
Description of conversation including information given	
Advice given	
Follow up action	
Recorded by	**Date recorded**

Appendix G

Evangelical Movement of Wales Safeguarding Report to the Trustees

Report from the Trustee Responsible for Safeguarding covering period 20 – 20	
Report completed by:	Date
Summary of safeguarding activity	
Number of contacts (concerns / incidents) received in relation to children	
Number of contacts (concerns / incidents) received in relation to vulnerable adults	
Number of contacts (allegations) received in relation to volunteers or staff	
Notes and Comments	
Number of concerns referred (Police, LADO, Social Services, DBS)	
Number of allegations referred (Police, LADO, Social Services, DBS)	
Notes and Comments	
Number of reportable incidents reported to charity commission	
Notes and Comments	

Safeguarding Process Checks
Has the policy been reviewed for legal compliance and effectiveness? *(Other agencies can be consulted to check whether any significant changes have occurred)*
Have there been any incidents where DBS checks have not been performed for staff and volunteers?
Is the Single Central Record for recruitment up to date?
Is training up to date for all staff, volunteers and safeguarding team? *(please indicate if the log is up to date)*
What training or informal update activity has been completed by staff and members of the safeguarding team this year?
Any other comments or notes

Patterns and Evaluation of Safeguarding activity
Common themes or issues in the reports submitted
How would you evaluate the effectiveness of the safeguarding arrangements that are in place?
Lessons learned and changes implemented from the reports and evaluation
Any recommendations to or requests of the trustees?

Appendix H

Codes of Conduct

As an EMW Worker and a person of trust, you must always:

- Seek to be like Jesus in the way you serve others – he is the perfect role model.
- Endeavour to create a healthy, friendly, and safe environment.
- Be trustworthy, following the laws of the land and the policies of the EMW.
- Treat everyone with respect, dignity, and fairness.
- Be responsible and accountable, showing care for all.
- Respect the boundaries of children and young people, understanding that your behaviour can sometimes be misinterpreted.
- Never plan to be alone with a child or young person.
- Encourage an open culture where people can share concerns.
- Respond to any concern, worry or allegation of any kind in the appropriate way.

Never abuse your position, trivialise harmful behaviour, make others uncomfortable or overstep the boundaries between yourself and young people.

Appendix I

Process for record keeping

To be completed

Appendix J

Event Log Register

Event	Date	Event Safeguarding Lead	Report