



King's Church Edinburgh

SAFEGUARDING POLICY

Safeguarding Officer: Karis Cookman (karis@kingschurchedinburgh.org)

Trustees with responsibility for Safeguarding: Joel Hancock (joel.m.h@gmail.com),
Gemma Morton (gemmajhoney@gmail.com)

Based on 'Inter-agency Child Protection Procedures Edinburgh, 2015' and Church of England model parish safeguarding policy

King's Church Edinburgh is a Registered Scottish Charity, number SC034328

King's Church Edinburgh Safeguarding Policy & Procedures

Last reviewed: July 2026

Next Review Due: July 2027

Contents

Contents.....	2
1. Policy Statement	2
Useful Definitions:	3
2. Responsibilities	4
Trustees	4
Elders	5
Safeguarding Officer(s)	5
Safeguarding Deputies.....	5
Youth and Children's-workers and team leaders	6
All volunteers leading activities on behalf of King's Church Edinburgh	6
3. Procedures	6
Procedure for recruiting to regulated roles (e.g.King's Kids Volunteers, Youth Volunteers) ...	6
Procedure for ongoing review of PVGs	6
Procedure for non-regulated activities.....	7
Procedure for safe ratios in regulated activity with children	7
Procedure for safeguarding King's Church Youth (under 18) serving volunteers	7
Procedure for escalating concerns about safeguarding issues	8
4. Guidance for reporting concerns and receiving disclosures	8
Recognise, Record, Report, Support:.....	9
Appendix 1: For Kings Safeguarding Officers: Dealing with a disclosure	10
Disclosure handling flowchart	11
Appendix 2: Relevant Codes of Conduct and other policies	11

Based on 'Inter-agency Child Protection Procedures Edinburgh, 2015' and Church of England model parish safeguarding policy

King's Church Edinburgh is a Registered Scottish Charity, number SC034328

King's Church Edinburgh

Safeguarding Policy & Procedures

1. Policy Statement

King's Church is a community of people that loves Jesus and wants to share His love with our city. We want to be like Him: welcoming, passionate, generous and joyful.

The safeguarding and protection of children and vulnerable adults who are in our care, and particularly those who are vulnerable or at risk of exclusion, is an important part of this vision.

We affirm that everyone in our church has some degree of responsibility for the care and protection of vulnerable groups. Some have specific responsibilities, including our youth and children's workers, Elders, and Trustees. We will meet these responsibilities through good practise, training, supervision, effective communication and the working out of this safeguarding policy and related procedures.

Our key points on Safeguarding:

- **We will honour children** as a gift, given by God, seeking to safeguard the welfare of those whom God has given us responsibility for.
- **We will prevent harm**, helping children, young people and vulnerable adults stay safe.
- **We will work together** communicating well with one-another and others involved in safeguarding, including working with others in positions of responsibility for the care of children, young people and vulnerable adults. (e.g. Social work & police)
- **We will recruit safely**, ensuring everyone doing a regulated role with a vulnerable group in the church has a PVG, is not barred from working, and is known to our church.
- **We will train and support** those working with, and responsible for children, young people and vulnerable adults in church life, helping them do so excellently.

Useful Definitions:

Safeguarding (children):

The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables them to have optimum life chances and enter adulthood successfully.

Safeguarding (adults):

Protecting an adult's right to live in safety and free from abuse and neglect.

Child protection:

The process of protecting individual children identified as suffering significant harm as a result of abuse or neglect.

PVG (Protection of Vulnerable Groups) Membership:

The mechanism with which the trustees can help ensure individuals working with children under their care do not have a history of harmful behaviour.

Disclosure:

When a child or other individual informs another individual of harm or abuse taking place.

Abuse and Neglect:

Based on 'Inter-agency Child Protection Procedures Edinburgh, 2015' and Church of England model parish safeguarding policy

King's Church Edinburgh is a Registered Scottish Charity, number SC034328

King's Church Edinburgh Safeguarding Policy & Procedures

This includes all forms of harm and neglect, sexual, physical, emotional, spiritual, financial.

Regulated Role:

Any type of role covered by the Disclosure Scotland PVG Scheme. The latest guidance can be found at: Types of role covered by PVG - mygov.scot

Regulated roles most likely to be relevant to King's Church include:

- *Teaching or supervising young children or protected adults*
- *Working directly with children or protected adults*

Safe Ratios:

When undertaking regulated work with children King's Church will meet the following ratios of PVG checked "known" volunteers to children

1-4 yr olds 1 adults to 4 children

4-7 yr olds 1 adults to 8 children

8 yrs olds + 1 adult to 10 children

There should always be at least 2 team members leading a group at any one time.

Known

A person is considered known to the church if they have

- a. been attending regularly for at least 3 months, and either*
- b. are in a small group, or*
- c. are in church membership (church membership is always required if they wish to lead a weekly team, or age group team)*

Code of Conduct

The standards of behaviour expected by the church of its volunteers working with voluntary groups, see appendix (Church administrator can supply a copy)

Disclosure Scotland Referral

If we remove someone from working with a vulnerable group, and would not put them back into this role due to safety concerns, Disclosure Scotland needs to be informed, even if there has not been a safeguarding incident, or criminal proceedings. See appendix for referral policy.

2. Responsibilities

Trustees

Trustees are responsible for Safeguarding at the highest level, including having confidence in the design and delivery of safeguarding good practise in church life.

- **Reviewing safeguarding policy, risk assessments and action plan** on an annual basis, or more frequently as required.
- **Appointment of Safeguarding officer(s)** to implement responsibilities as outlined below.
- **Supporting the Safeguarding officer** by creating appropriate policies and practice documents and appointing a designated trustee for escalating safeguarding concerns.
- **Meeting with the safeguarding officer** during or after a major incident.

Based on 'Inter-agency Child Protection Procedures Edinburgh, 2015' and Church of England model parish safeguarding policy

King's Church Edinburgh is a Registered Scottish Charity, number SC034328

King's Church Edinburgh Safeguarding Policy & Procedures

- **Ensure appropriate insurance coverage is in place** for all activities undertaken either in the name of King's Church or on its premises involving children, young people or vulnerable adults.

Elders

- **Appoint** a designated safeguarding elder for escalating safeguarding concerns.
- **Offer support** to victims/survivors of abuse regardless of the type of abuse, when or where it has occurred.
- **Care for and monitor** any member of the church community who may pose a risk to children and adults, whilst maintaining appropriate confidentiality and the safety of all parties. This includes managing a registered sex offender (RSO) wishing to attend church through creating, reviewing and upholding a written agreement of clauses to safeguard the RSO and the congregation.
- **Ensuring any** staff who will undertake regulated activities have a PVG in place before commencing those activities.

Safeguarding Officer(s)

Named individual(s) with responsibility for:

- **Overseeing Safeguarding good practise**
 - **Training and briefing staff and volunteers** in Safeguarding good practise.
 - **Training and supporting safeguarding deputies** in Safeguarding good practise and disclosure responses.
 - **Ensuring safe recruitment** of volunteers into suitable roles via PVG completion.
 - **Development and/or approval of safeguarding risk assessments** of new or changed activities within our youth and children's work or activities involving vulnerable adults.
 - **Supporting elders with caring for and monitoring** any member of the church community who may pose a risk to children and adults, whilst maintaining appropriate confidentiality and the safety of all parties. This includes managing a registered sex offender (RSO) wishing to attend church through creating, reviewing and upholding a written agreement of clauses to safeguard the RSO and the congregation.
- **Managing the Disclosure Response procedure** in case of a reported incident
 - **Communicating with outside agencies**, making referrals to social care direct, police, including attending ongoing and follow-up meetings as required.
 - **Reporting** to the Elders and Trustees annually, and within 7 days of a major safeguarding incident.
 - **Ensuring effective recording** of incidents.

Safeguarding Deputies

- **Being present at meetings** where the Safeguarding Officer cannot attend, so there is a safeguarding contact available for volunteers and staff.
- **Managing the Disclosure Response procedure** in case of reported incident where the Safeguarding Officer is not available.
 - **Communicating with outside agencies**, making referrals to social care direct, police, including attending ongoing and follow-up meetings as required.

Based on 'Inter-agency Child Protection Procedures Edinburgh, 2015' and Church of England model parish safeguarding policy

King's Church Edinburgh is a Registered Scottish Charity, number SC034328

King's Church Edinburgh Safeguarding Policy & Procedures

- **Reporting** to the Elders and Trustees annually, and within 7 days of a major safeguarding incident.
- **Ensuring effective recording** of incidents.

Youth and Children's-workers and team leaders

- **Working to a high standard**, supporting the development of children in their care, preventing harm, and working within the safeguarding policy and code of conduct and ensuring safe ratios are maintained at all times.
- **Ensuring** team members have read the code of conduct and are adhering to it, notifying the safeguarding officer or staff youth or children's ministry leader of any concerns.
- **Communicating** relevant information to parents, team leaders, and safeguarding officers relating to young people's needs.
- **Report safeguarding concerns and disclosures** to a safeguarding officer.

All volunteers leading activities on behalf of King's Church Edinburgh

- **Adhering to the code of conduct at all times.** This includes following guidelines on permissible digital contact with children and youth outside of any official King's Church activities.
- **Consider** whether the activity in question could potentially involve engagement with children, young people or vulnerable adults, and put suitable risk assessment in place.
- **Communicate** relevant information to volunteers, parents and carers relating to vulnerable people's needs.
- **Report safeguarding concerns and disclosures** to a safeguarding officer or deputy in person or if one is not present via the safeguarding phone number (0131 381 6119).

3. Procedures

Procedure for recruiting to regulated roles (e.g. King's Kids Volunteers, Youth Volunteers)

- Gather information - All about me document to be completed. Church administrator, King's Kids leader or Team leader to consider: are they known? are they Christians? are they genuinely interested?
- Follow up references - Small group leaders, previous church if attending less than 3 months, looking for character, pastoral concerns, support needs in role.
- PVG (Applicants between the ages of 16 and 18 can be PVG'd, if we consider they are capable of undertaking the role without any additional supervision. This will be considered on a case by case basis)
- Training – Before going on a rota, volunteers must be PVG'd, sign the code of conduct and be given a safeguarding leaflet
- Within the first 12 months of going on a rota (ideally within 6 months) they must undergo the safeguarding training, which then needs to be re-taken bi-annually.
- Orientation - meeting team, shadowing etc.

Procedure for ongoing review of PVGs

- Review PVG holders and remove those who are no longer members of King's.
- Ensure Disclosure Scotland Referrals are completed if required.

Based on 'Inter-agency Child Protection Procedures Edinburgh, 2015' and Church of England model parish safeguarding policy

King's Church Edinburgh is a Registered Scottish Charity, number SC034328

King's Church Edinburgh Safeguarding Policy & Procedures

- Ensure PVG holders are aware that their PVG will need renewed by Disclosure Scotland every 5 years, and that PVG holders follow the steps when directed by Disclosure Scotland to get their PVG renewed.

Procedure for non-regulated activities

- The church conducts a number of activities which do not meet the definition of volunteers or staff being in a regulated role, primarily because the activity is not specifically targeted at vulnerable people.
- In general, for any activity which involves teaching, caring for or working directly with people who *may* be vulnerable (but where the activity isn't specifically targeted at vulnerable people) we would expect a risk assessment to be in place, and for procedures for recruitment for the activity to be agreed by elders and documented accordingly.
- Risk assessments should specifically cover any actions necessary to ensure that the activity does not unintentionally become something which *would* meet the definition of regulated activity (e.g.; we should not agree that parents can leave children in our care for a significant duration during a King's Tots session).
- Volunteers engaged in these activities should undergo basic safeguarding awareness training.

Procedure for safe ratios in regulated activity with children

- When conducting regulated activity, we will adhere to safe ratios for the age group in question.
- Where the age group straddles defined boundaries, the risk assessment will consider the likely mix of ages expected and calculate the appropriate ratio accordingly, rounding the number of adults required up where needed.

Procedure for use of photographs, online safety and digital communications

- Photos and video recordings will only be taken of under-18s when written consent from the parents or carers has been received.
- Photos and video recordings will be stored on Google Drive and used on King's Church Edinburgh websites or advertising only with prior written permission for up to 10 years from the date they are taken. They will then be deleted.
- King's Church Edinburgh livestream Sunday services via YouTube. Under 18's may occasionally be on the livestream, but this will be known prior to the event so permission will be sought beforehand and the livestream will be stopped if permission is not granted. The livestream is edited on the next Tuesday where all footage of under 18's will then be deleted.
- Direct communication with young people should only occur within the youth group and this will follow the guidelines in the youth code of conduct, see appendix.
- Interaction with under 18's on social media should be conducted in line with the code of conducts, see appendix.

Procedure for safeguarding King's Church Youth (under 18) serving volunteers

- Youth leaders will ensure the young person understands what is required within the volunteering role and that the young person is happy to participate.
- Youth leaders will check in with the young person after the first and second time of volunteering to check everything has been ok and that they are happy to continue.
- Teams that young people are volunteering with will be given the youth serving guidelines and will be asked to follow them, see appendix.

Based on 'Inter-agency Child Protection Procedures Edinburgh, 2015' and Church of England model parish safeguarding policy

King's Church Edinburgh is a Registered Scottish Charity, number SC034328

King's Church Edinburgh Safeguarding Policy & Procedures

- Risk assessments for the different volunteer roles will include a section on any additional risks that may be posed if the volunteering is being carried out by a young person and how to mitigate and reduce these.
- If volunteering with King's Kids the volunteers will be included as children in the ratios to ensure adequate adult supervision is provided.

Procedure for escalating concerns about safeguarding issues

1. If you suspect illegal activity, go straight to the police
2. If you have an immediate concern about harm to a child or vulnerable adult, and you do not feel that this concern has been adequately addressed by following the escalation process via the safeguarding officer, then report the concern directly to social services: **Social Work** (suspicion of abuse):

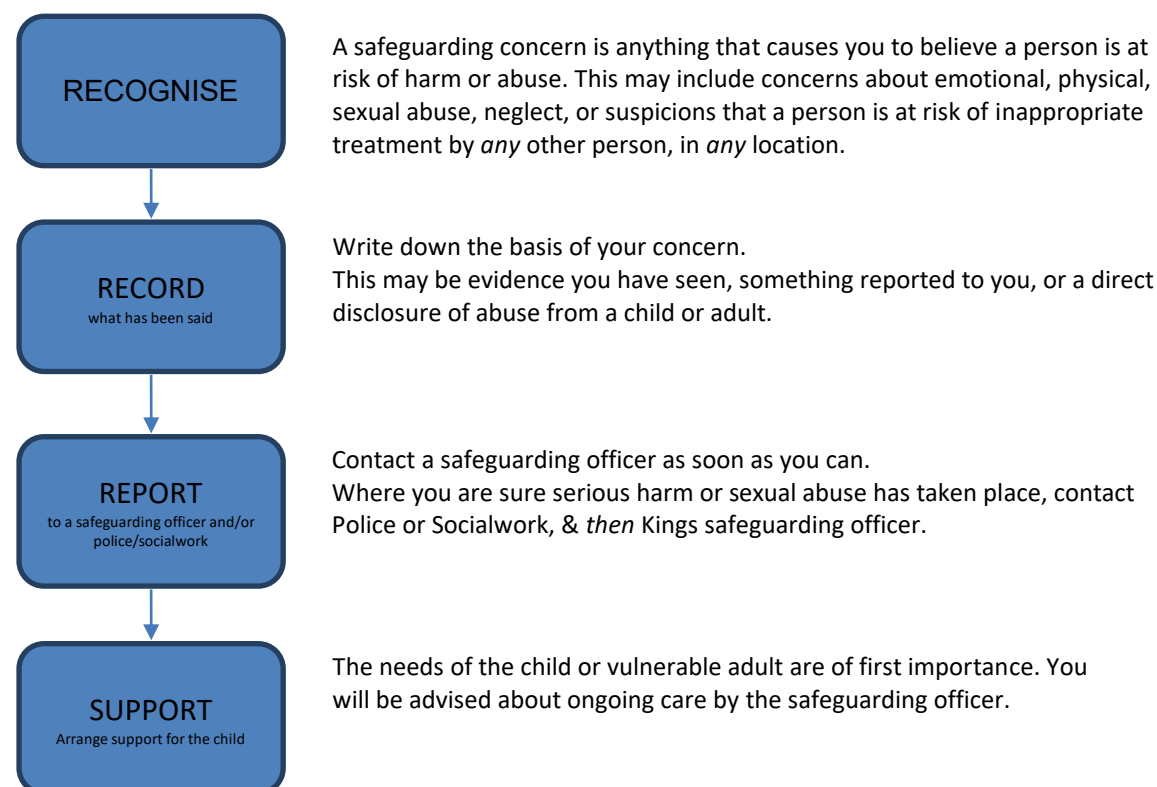
Mon-Fri 8.30-5 – Duty Social Work : 0131 200 2324,
Out of hours: 0800 731 6969

3. If you have a general concern which does not relate to an immediate risk of harm, then the process to follow would be:
 - a. Raise concern with group leader, safeguarding officer, safeguarding trustee, or the other trustees/elders.
4. If you are unsatisfied with the response from the elders and trustees, then you can submit a concern to the Scottish Charity Regulator, OSCR: [OSCR | Concern Form](#)

4. Guidance for reporting concerns and receiving disclosures

Recognise, Record, Report, Support:

Our key safeguarding message: *If you suspect, or witness harm or abuse, or it is reported to you, you must immediately report it to a King's Safeguarding Officer in person or on 0131 381 6119*



Responding to a Disclosure

When someone informs you of harm or abuse, we call this a *Disclosure*. This can be about a child, a family member, someone in church, a parent or anyone else. It is important not to disregard a disclosure because of the people or places involved.

1. **Listen to the child/adult** and do not promise total confidentiality
2. **Keep calm**, do not ask leading questions, say encouraging things
3. **Allow the child/adult to finish in their own time**, and let them know what you will do next
4. **If the child/adult is at immediate risk** of significant harm, you should contact emergency services immediately
5. **Note down facts** from the conversation once it is finished to help you remember the disclosure
6. **Contact a Safeguarding Officer urgently**. You can do this in person if they are in the building, or via phone (0131 381 6119), but you should not leave the building you are in before passing on the disclosure

Based on 'Inter-agency Child Protection Procedures Edinburgh, 2015' and Church of England model parish safeguarding policy

King's Church Edinburgh Safeguarding Policy & Procedures

Be aware that the Disclosure and notes are highly confidential. You may be surprised by the content, but your first responsibility is to contact a Safeguarding Officer, rather than share the concerns with anyone else.

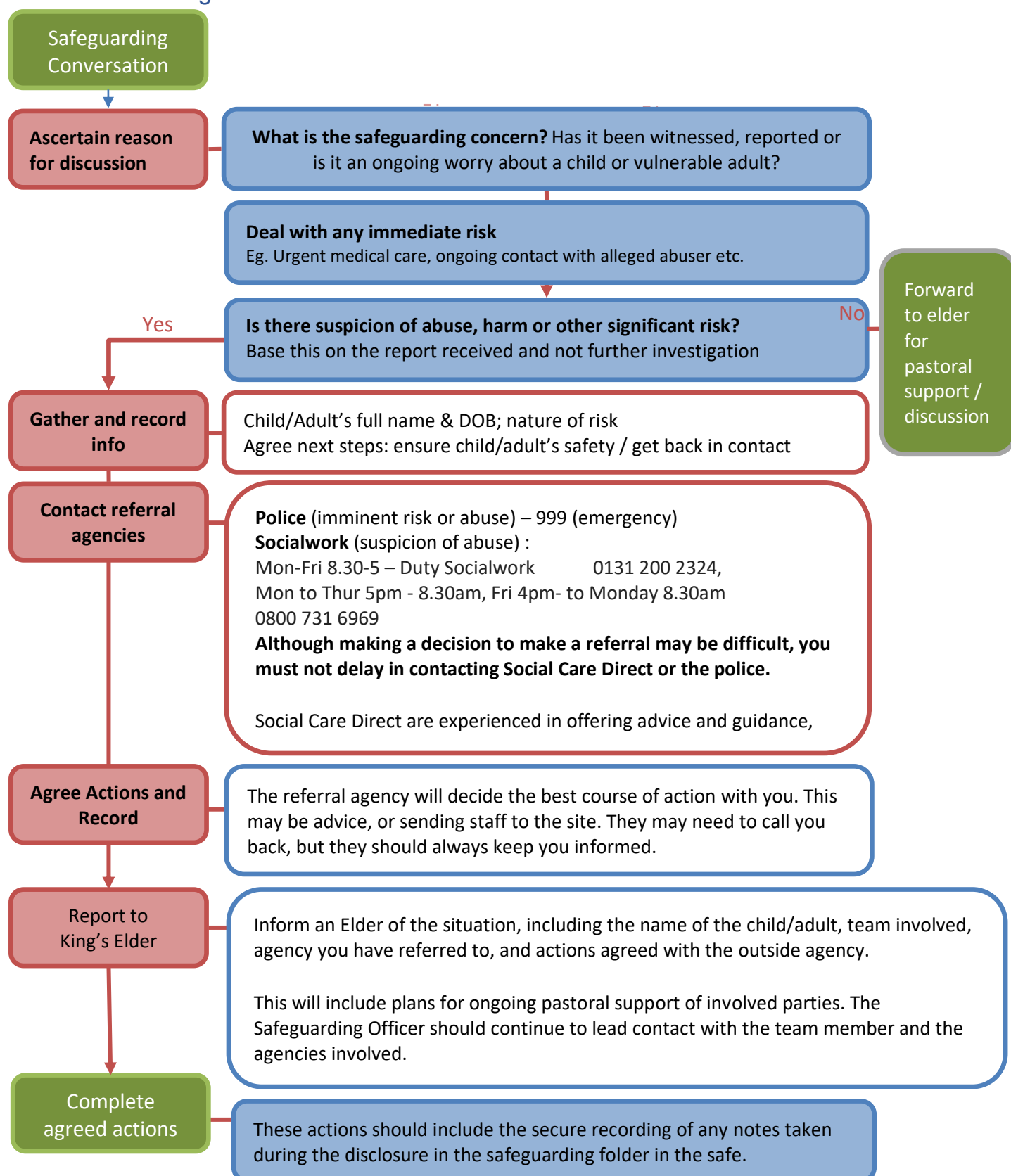
It is not unusual to find it hard to assess whether a situation involves abuse or harm. Safeguarding Officers are in the unique position to help work this out.

Based on 'Inter-agency Child Protection Procedures Edinburgh, 2015' and Church of England model parish safeguarding policy

King's Church Edinburgh is a Registered Scottish Charity, number SC034328

Appendix 1: For Kings Safeguarding Officers: Dealing with a disclosure

Disclosure handling flowchart



Based on 'Inter-agency Child Protection Procedures Edinburgh, 2015' and Church of England model parish safeguarding policy

King's Church Edinburgh is a Registered Scottish Charity, number SC034328

Appendix 2: Relevant Codes of Conduct and other policies

1. The Children's workers Code of Conduct applies to All Staff members, Team Leaders Volunteers working with Primary school aged children and younger.
2. The Youth Workers Code of Conduct applies to all Staff members, Team Leaders and Volunteers working with secondary school aged children/youth.
3. The Overnight trips policy (under 18s) applies to all staff members and volunteers involve in organising or supervising overnight trips. Overnight trips are only expected to involve children of Secondary school age. If, by exception, a trip is planned with children of Primary school age, this requires explicit permission from the safeguarding officer with bespoke risk assessments to be in place.
4. The King's Church Edinburgh [whistleblower protection](#) policy applies to anyone who wishes to report a concern regarding wrongdoing by any staff member of volunteer acting in an official capacity for King's Church Edinburgh.
5. The King's Church Edinburgh [Data protection policy](#) applies to all personal data collected and processed during the course of activities relating to children and vulnerable adults.
6. The King's Church Edinburgh Making a Referral Policy, Safe Handling of Disclosures policy and Barred and Under Consideration for Listing Policy applies to all signatories applying for and reviewing PVG's for those undertaking regulated roles.
7. The King's Church Edinburgh Guidelines on serving with a youth applies to any volunteers on a serving team where a youth is also serving.