



# Safeguarding Policy

(Four Nations)

October 2025

## Section 1: Details of the Organisation

Toc H Head Office  
483 Green Lanes  
London, N13 4BS  
Tel No: 0121 4433552  
General Email address: [info@toch.org.uk](mailto:info@toch.org.uk)

Regulated by the Charity Commission of England and Wales  
Charity Number 211042

Insurers: Assured Partners Eleven Brindleyplace, 2 Brunswick Square, Brindleyplace, Birmingham. B1 2LP

Senior Leader and Safeguarding Coordinator Name: Paul Hackwood  
Senior Leader and Safeguarding Coordinator Contact Telephone: 07738286428  
Email: [pch@toch.org.uk](mailto:pch@toch.org.uk)

Trustee Safeguarding Coordinator Name: Debbie Child  
Trustee Safeguarding Coordinator Contact Telephone: 07713 623544  
Email: [child211@btinternet.com](mailto:child211@btinternet.com)

## Section 2: Purpose and Governance

### Purpose

This policy ensures:

- The welfare and protection of all children, young people, and adults with care and support needs who access the services provided by Toc H.
- That staff, volunteers, children, young people, and families understand the overarching principles and practices guiding Toc H's safeguarding approach.
- That protecting children, young people, and adults from harm, abuse, and exploitation is everyone's responsibility.

Toc H is committed to making these principles a reality in all its work.

Our **Safeguarding Statement**, displayed in all Toc H buildings, is available in **Appendix 3**.

### Scope

This policy applies to all Toc H trustees, employees, contractors, and volunteers, as well as partner organisations and those using Toc H premises or services. It covers all contexts — in-person, digital, and online — and applies across England, Wales, Scotland, and Northern Ireland.

### Governance

The **Toc H Board of Trustees** has independent authority under its Royal Charter and legal responsibility for governance. This includes oversight of compliance, policy implementation, and the promotion of a safe culture.

The Board holds overarching responsibility for safeguarding within Toc H, including referrals to the **Charity Commission for England and Wales**, **OSCR** (Scotland), or the **Charity Commission for Northern Ireland**, as appropriate.

This policy aims not only to meet legal requirements but to build an open and accountable culture where:

- Leaders model good safeguarding practice.
- Staff and volunteers are safely recruited, trained, and supported for their roles.
- Clear accountability and codes of conduct are in place.
- Organisational values are embedded in day-to-day practice.
- Communication is open, respectful, and proactive.

## Section 3: Prevention

### Understanding Abuse and Neglect

Abuse can be defined as an act or failure to act that results in harm or risk of harm to another person. It can occur in families, institutions, or community settings, and often involves someone known or trusted.

#### *Definition of a Child*

- In **England, Wales, and Northern Ireland**, a *child* is anyone under **18 years of age**.
- In **Scotland**, a *child* is generally under **16 years of age**, or under **18 if subject to a supervision order, compulsory measures, or in local authority care** (Children (Scotland) Act 1995; Children and Young People (Scotland) Act 2014).

#### *Definition of an Adult at Risk*

Under the *Care Act 2014* (England), *Social Services and Well-being (Wales) Act 2014*, *Adult Support and Protection (Scotland) Act 2007*, and *Adult Safeguarding: Prevention and Protection in Partnership (2015)* (NI), safeguarding duties apply to any adult who:

- Has care and support needs;
- Is experiencing, or at risk of, abuse or neglect; and
- Is unable to protect themselves because of those needs.

Toc H also adheres to:

- **UN Convention on the Rights of the Child – Article 19**, and
- **Universal Declaration of Human Rights – Article 5**, affirming the right to protection from all forms of abuse and degrading treatment.

## Legislation and Guidance

### *England*

- *Children Act 1989 & 2004*
- *Working Together to Safeguard Children (2023)*
- *Care Act 2014*
- *Safeguarding Vulnerable Groups Act 2006*
- *Mental Capacity Act 2005*

### *Wales*

- *Social Services and Well-being (Wales) Act 2014*
- *Working Together to Safeguard People (2019)*
- *Wales Safeguarding Procedures (2019)*

## *Scotland*

- *Children (Scotland) Act 1995*
- *Children and Young People (Scotland) Act 2014*
- *Adult Support and Protection (Scotland) Act 2007*
- *Adults with Incapacity (Scotland) Act 2000*
- *National Guidance for Child Protection in Scotland (2021)*

## *Northern Ireland*

- *Children (Northern Ireland) Order 1995*
- *Co-operating to Safeguard Children and Young People in Northern Ireland (2017)*
- *Adult Safeguarding: Prevention and Protection in Partnership (2015)*

## Positions of Trust

All adults working with children, young people, or adults with care and support needs are in positions of trust. They must recognise the power imbalance this creates and ensure that it is never misused.

It is a criminal offence in **England and Wales** for a person in a position of trust to engage in sexual activity with a 16- or 17-year-old under their care or supervision (*Sexual Offences Act 2003, as amended 2022*).

## Safer Recruitment

Toc H leadership ensures that all workers are appointed, trained, supported, and supervised in accordance with safer recruitment guidance across the four nations. This includes:

- Written job description and person specification;
- Completed application form and interview including safeguarding discussion;
- Verified references and appropriate vetting checks (DBS, PVG, or AccessNI as applicable);
- Verification of qualifications;
- Induction, probationary period, and supervision;
- Receipt of and training in this policy and related procedures.

## Safeguarding Training

Toc H is committed to continuous safeguarding training for all staff, trustees, and volunteers.

- **All workers:** Induction and basic safeguarding training, renewed every three years.
- **Safeguarding Leads/Trustees:** Advanced training, renewed every two years.
- **Trustees:** Specialist safeguarding training, renewed at least every three years.

All training will reflect the nation in which the worker operates.

## Code of Conduct

Toc H promotes good practice to enable safe activities and positive relationships while minimising risks of harm or allegations.

All staff and volunteers are issued with a **Code of Conduct** (Appendix 4) and provided with supervision and support.

## Online Safety and Social Media

Toc H recognises that safeguarding responsibilities extend to digital environments.

All staff, trustees, and volunteers must follow the **Toc H Online Safety and Social Media Policy**, which sets out standards for online communication, virtual sessions, and social media use.

Online activities must always be safe, respectful, and compliant with safeguarding, confidentiality, and data protection laws.

Concerns about online conduct will be managed in line with this policy and national safeguarding procedures.

## Section 4: Partnership Working

Toc H works in partnership with organisations across the UK. All partner organisations and those hiring Toc H premises must have safeguarding policies that meet or exceed Toc H's standards.

Good communication and collaboration are essential to effective safeguarding. This policy is a core mechanism for achieving that.

## Section 5: Responding to Allegations or Concerns

No worker or volunteer should investigate allegations or suspicions independently. All concerns must be reported immediately.

### Reporting Process

1. Complete a **Cause for Concern Form** (Appendix 1).
2. Report to the **Safeguarding Lead**:
  - **Name:** Paul Hackwood
  - **Tel:** 020 8057 4203
  - **Email:** [pch@toch.org.uk](mailto:pch@toch.org.uk)
3. If the concern involves the Safeguarding Lead, contact the **Safeguarding Trustee**:
  - **Name:** Debbie Child
  - **Tel:** 07713 623544
  - **Email:** [child211@btinternet.com](mailto:child211@btinternet.com)

Advice is also available from **Thirtyone:eight** (Tel: 0303 003 1111, Option 2).

All records must be factual, signed, and securely stored. The SL will consult statutory agencies and refer as appropriate.

Detailed procedures are set out in **Appendix 2: Managing Safeguarding Concerns (Four Nations Framework)**.

### Whistleblowing

Toc H is committed to openness and accountability in safeguarding.

All staff, volunteers, and trustees have a duty to raise concerns about safety, welfare, or conduct without fear of reprisal.

Concerns may be reported via the **Toc H Whistleblowing Policy**, which provides confidential reporting channels.

All disclosures will be investigated and those who raise concerns in good faith will be protected and supported.

## Section 6: Wellbeing Support and Pastoral Care

### Supporting Those Affected by Abuse

Toc H recognises its duty to promote the wellbeing of all who engage with its services, including survivors of abuse.

We are committed to providing a safe and respectful environment where survivors are treated with dignity and offered access to appropriate external and specialist support. Confidentiality, empowerment, and informed consent are upheld within safeguarding boundaries.

Through training, supervision, and reflective practice, Toc H promotes recovery, resilience, and wellbeing.

### Working with Those Who May Pose a Risk

Toc H recognises that some individuals involved in its activities may, in certain circumstances, pose a safeguarding risk to others.

Where concerns arise, Toc H will take proportionate, lawful, and risk-based action to ensure safety.

Actions may include risk assessments, safeguarding agreements, restricted roles, or referral to statutory agencies.

All decisions will be guided by fairness, confidentiality, and the best interests of all involved, and recorded in line with procedures.

## Section 7: Data Protection and Record Keeping

- All safeguarding information will be handled in accordance with **UK GDPR** and the **Data Protection Act 2018**.
- Information will only be shared on a **need-to-know** basis and with lawful justification.
- All records will be securely stored and retained according to Toc H's **Record Retention Policy**.
- **Serious Incidents** will be reported to the **Charity Commission, OSCR, or CCNI**, and to Toc H's **insurers**, as appropriate.

## Section 8: Adoption of the Policy

This policy was approved by the Toc H Board of Trustees and will be reviewed annually or sooner if required by changes in law or guidance.

### Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:



Position: Chair of Trustees

Signed by:



Position Chief Executive officer

Date: 23<sup>rd</sup> October 2025



## Appendix 1: Record of concern about a child/adult's safety and welfare

Child/Adult's name (subject of concern):     Child/Adult:		Date of birth/age:	Address:
Date & time of incident:		Date & time (of writing):	
Your Name (print): ..... Role/Job title: Signature: .....			
Other members of the household:			
Record the following factually:  Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. ( <i>please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.</i> )			
How did the concern come to light?			
What is the child/adult saying about what has happened?			
Any other relevant information. Previous concerns etc.			
Date and time of discussion with Safeguarding Lead: _____			

Check to make sure your report is clear to someone else reading it.

## **Please pass this form to your Safeguarding Lead without delay**

### **Guidance notes for Form 1 (volunteers/staff only):**

Following are some helpful pointers in completing the above form:

1. As a registered body Toc H is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
2. Essential principles of recording the information received/disclosed/observed:
  - a. Remember: do not investigate or ask any leading questions
  - b. make notes within the first one hour of receiving the disclosure or observing the incident
  - c. be clear and factual in your recording of the incident or disclosure
  - d. avoid giving your opinion or feelings on the matter
  - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
  - f. do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
  - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.
4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. ***Passing information to the Safeguarding Lead*** – Your safeguarding lead holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

# Appendix 2 – Detailed Procedures for Managing Safeguarding Concerns (Four Nations Framework)

**Read this with:** Section 5 (Responding to Allegations of Abuse), the Code of Conduct (Appendix 3), the Cause for Concern Form (Appendix 1), and the Online Safety and Social Media Policy.

This appendix sets out the procedures to be followed by Toc H staff, trustees, and volunteers when concerns arise about the welfare or safety of a child, young person, or adult with care and support needs in any of the four UK nations.

## A. When There Is a Concern About a Child or Young Person

### A1. Definition of a Child

- In **England, Wales, and Northern Ireland**, a *child* is anyone **under 18 years of age**.
- In **Scotland**, a *child* is generally **under 16 years of age**, or **under 18 if they are subject to a supervision order, compulsory measures, or in local authority care** (as defined in the **Children (Scotland) Act 1995** and **Children and Young People (Scotland) Act 2014**).

### A2. Physical Injury, Neglect, or Emotional Abuse

If a child has a physical injury, shows signs of neglect, or there are concerns about emotional abuse, the **Safeguarding Lead (SL) or Deputy** will:

1. **Contact the relevant authority:**
  - **England and Wales:** Children's Social Care (Local Authority).
  - **Scotland:** Local Social Work Services or the **Named Person** service.
  - **Northern Ireland:** Gateway Services (Health and Social Care Trust).
2. If uncertain, **seek advice from Thirtyone:eight** (Tel: 0303 003 1111, Option 2) or the relevant statutory service before deciding whether to refer. Thirtyone:eight will confirm advice in writing.
3. **Record** details (who, what, when, where, actions taken) on the *Cause for Concern Form* and store securely.
4. **Do not investigate** or ask leading questions. Reassure the child, avoid promises of confidentiality, and explain that the concern must be shared for their safety.
5. **In emergencies**, where a child is in immediate danger or seriously injured, call **999**.

### A3. Sexual Abuse (Allegations or Concerns)

If there are allegations or suspicions of sexual abuse, the **SL/Deputy** will:

1. **Ensure immediate safety** and arrange urgent medical attention if required (calling **999**).

2. **Contact the relevant authority:**
  - **England and Wales:** Local Authority **Children's Social Care** or the **Police** (101).
  - **Scotland:** Local **Social Work Child Protection Team** or the **Police**.
  - **Northern Ireland:** **Gateway Team** or the **Police Service of Northern Ireland (PSNI)**.
3. **Seek advice from Thirtyone:eight** if unsure about next steps.
4. **Consult statutory agencies before contacting parents or carers** to ensure this will not place the child at greater risk or compromise evidence.
5. **Record all actions and advice** clearly, with dates, times, and names of those consulted.

## B. When There Is a Concern About an Adult with Care and Support Needs

Concerns may include **physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, or domestic abuse.**

The **SL/Deputy** will:

1. **Emergency first:** If the adult is in immediate danger or seriously injured, call **999**.
2. **Contact Adult Social Care** (local authority or equivalent service):
  - **England:** Local Authority **Adult Social Care** under the *Care Act 2014*.
  - **Wales:** Local Authority **Adult Safeguarding Team** under the *Social Services and Well-being (Wales) Act 2014*.
  - **Scotland:** Local Authority **Adult Support and Protection Team** under the *Adult Support and Protection (Scotland) Act 2007*.
  - **Northern Ireland:** **Adult Protection Gateway Service** under *Adult Safeguarding: Prevention and Protection in Partnership (2015)*.
3. Apply **Making Safeguarding Personal** principles: seek the adult's views, respect autonomy, and consider **mental capacity** (per the *Mental Capacity Act 2005* in England, Wales, and NI; *Adults with Incapacity (Scotland) Act 2000* in Scotland).
4. Share information **with consent** where possible, or **without consent** if necessary to prevent serious harm or crime.
5. **Record** all details, advice, and decisions accurately and store securely.

## C. Allegations Against Those Working with Children or Adults (Positions of Trust)

### C1. Allegations Concerning Workers with Children/Young People

If an allegation is made against a paid worker, volunteer, or contractor:

1. **Ensure immediate safety** and inform the **Safeguarding Lead**.
2. **Refer to the relevant authority:**
  - o **England and Wales:** The **Local Authority Designated Officer (LADO)** or Designated Officer for managing allegations.
  - o **Scotland:** The **Child Protection Committee** or Local Authority **Child Protection Lead**.
  - o **Northern Ireland:** The **Gateway Team** and/or **Designated Officer within the Health and Social Care Trust**.
3. **Inform the Police** where criminal conduct is suspected.
4. **Consider referral to the Disclosure and Barring Service (DBS)** for England, Wales, and NI; or **Disclosure Scotland** for Scottish roles.
5. Implement appropriate interim measures (e.g., suspension, supervision, or role restriction) following advice from statutory agencies.

## C2. Allegations Concerning Workers with Adults with Care and Support Needs

The **SL/Deputy** will:

1. **Report to Adult Social Care** in the relevant nation (as listed above).
2. **Consult statutory agencies** before taking internal action.
3. **Refer to the DBS** (England, Wales, NI) or **Disclosure Scotland** where an individual has harmed, or poses a risk of harm to, adults with care and support needs and has been removed (or would have been removed) from regulated activity.
4. **Inform the Police** if a criminal offence may have occurred.

## D. Non-Recent (Historical) Sexual Abuse

- **If the reporter is currently a child/young person:** follow **A3** above.
- **If the reporter is an adult:**
  1. Offer and support the option to report to the **Police** (or **PSNI** in NI).
  2. If the individual does not wish to report, the **SL** may share information about the alleged perpetrator **without naming the survivor** if others may still be at risk.
  3. **Refer to:**
    - **LADO/Designated Officer** (England/Wales).
    - **Child Protection Committee or Adult Support and Protection Team** (Scotland).
    - **Gateway Team** (Northern Ireland).
  4. If the alleged perpetrator is associated with Toc H, **seek advice from Thirtyone:eight** and consider appropriate organisational risk management.

## E. Recording, Information Sharing, and Data Protection

1. Records must be **accurate, factual, dated, and signed**, and stored securely in accordance with **UK GDPR** and Toc H retention policies.
2. Information sharing must be:
  - o Necessary, proportionate, relevant, accurate, timely, and secure.
  - o Compliant with the *Data Protection Act 2018*.
3. Where **consent** cannot be obtained, information may still be shared to prevent serious harm or crime.
4. The **Safeguarding Lead** will ensure that all referrals, decisions, and advice are logged.
5. **Serious Incidents** will be reported to the **Charity Commission** and the organisation's **insurers** where required.

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## F. Escalation, Timescales, and Out-of-Hours Contacts

- **Immediate danger:** call **999**.
- **Non-emergency police:** call **101** (Police Scotland, PSNI, or local force).
- **Children's/Adult Services:** contact the relevant **Local Authority Social Care** or **Gateway** service during office hours.
- **Out of hours:** contact the **Emergency Duty Team** for the relevant nation.
- **Consultation support:** **Thirtyone:eight – 0303 003 1111 (Option 2)** for advice (written confirmation provided).

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## G. First Response Guidance

- Listen carefully and **reassure** without making promises you cannot keep.
- **Do not investigate** or ask leading questions.
- **Record** the individual's exact words, noting time, date, and who was present.
- **Preserve evidence;** do not clean or handle items unnecessarily.
- **Inform the Safeguarding Lead** immediately and complete the *Cause for Concern Form*.

## Appendix 3 Policy Statement on Safeguarding

# PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT Toc H

The following statement was agreed by the Toc H Board of Trustees on 9 October 2025.

### Our Commitment

- Toc H is committed to the safeguarding and wellbeing of **all children, young people, and adults with care and support needs** who engage with our organisation.
- We recognise our collective responsibility to prevent and respond to **harm, abuse, or neglect** in all its forms.
- We uphold the **dignity, rights, and equality** of every individual and ensure that all our policies and procedures reflect these principles.
- We believe every person should feel **safe, valued, and respected**, and be able to participate fully in the life of the organisation.
- We will exercise **due care in the recruitment, appointment, training, and supervision** of all those who work with or on behalf of Toc H.
- We want everyone who engages with Toc H to know that safeguarding is taken seriously, and that they can speak up and be heard if they have any concern about their own or another person's safety.

### Our Responsibilities

Toc H is committed to:

- Following **statutory, regulatory, and specialist guidance** in relation to safeguarding children, young people, and adults with care and support needs, ensuring all staff, trustees, and volunteers work within the procedures set out in the Toc H Safeguarding Policy.
- Implementing and adhering to the requirements of all relevant **UK safeguarding legislation**, including (but not limited to):
  - *Children Act 1989 & 2004* (England & Wales)
  - *Working Together to Safeguard Children (2023)* (England)
  - *Social Services and Well-being (Wales) Act 2014*
  - *Children (Scotland) Act 1995* and *Children and Young People (Scotland) Act 2014*

- *Children (Northern Ireland) Order 1995* and *Co-operating to Safeguard Children and Young People in Northern Ireland (2017)*
  - *Care Act 2014* (England)
  - *Adult Support and Protection (Scotland) Act 2007*
  - *Social Services and Well-being (Wales) Act 2014* (Part 7 – Adults)
  - *Adult Safeguarding: Prevention and Protection in Partnership (2015)* (Northern Ireland)
  - *Safeguarding Vulnerable Groups Act 2006*
  - *Mental Capacity Act 2005* (England, Wales & NI) / *Adults with Incapacity (Scotland) Act 2000*
  - *Equality Act 2010* and the *Disability Discrimination Acts 1995 & 2005*.
- Referring all concerns about adults with care and support needs, or about children and young people, to the appropriate **local authority safeguarding service** or equivalent body in the relevant nation.
- Ensuring that anyone who may pose a risk to others is managed safely and lawfully.
- Supporting, resourcing, and providing ongoing **training and supervision** for those involved in safeguarding work.
- Keeping up to date with **national and local developments** in safeguarding legislation and practice.
- Ensuring that everyone connected with Toc H agrees to abide by this statement and the related safeguarding procedures.
- Offering **support to anyone within the organisation who is affected by abuse**, whether as a survivor, a relative, or in a professional role.

## Our Understanding of Roles and Responsibilities

We recognise that:

- In **England and Wales**, **Children's Social Care** services (Local Authority Safeguarding Hubs) have lead responsibility for investigating concerns or allegations of abuse involving children and young people.
- In **Scotland**, **Local Authority Social Work Services**, in partnership with **Police Scotland** and **Health**, coordinate child protection inquiries through **Child Protection Committees** and the **Named Person** service.
- In **Northern Ireland**, **Gateway Services** within the **Health and Social Care Trusts** carry out these functions.
- For adults, the relevant **Adult Social Care**, **Adult Support and Protection**, or **Adult Safeguarding** teams in each nation have the statutory duty to investigate concerns about adults with care and support needs.
- Where an allegation indicates that a **criminal offence** may have been committed, the **Police** must be contacted immediately.
- **Safeguarding is everyone's responsibility**, and all Toc H trustees, staff, volunteers, and partners share the duty to protect others from harm and to act promptly on any concern.

**This statement will be reviewed annually or sooner if required by changes in legislation or national guidance.**

**We will review this statement and our policy annually.**

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding Leads for this organisation.

Paul Hackwood Safeguarding Lead

Debbie Child Trustee Safeguarding Lead

A copy of this organisation's policy can be seen on our Website or by request from a member of staff.

# Appendix 4 Code of Conduct

## **Toc H behaviour code for working with children, young people and adults at risk of harm**

### **Purpose**

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

### **The role of workers (staff and volunteers)**

When working with children and young people or adults at risk of harm, you are acting in a position of trust for [name of group/organisation]. You will be seen as a role model and must act appropriately.

### **Good practice**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

### **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Toc H's social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

## **Breaching the Code of Conduct**

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave [name of group/organisation]. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

### **Declaration**

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date: