

FOUNTAIN CHURCH

A BELLS OF REVIVAL MINISTRY

Safeguarding Policy and Procedures

(For Children, Young People, and Adults at Risk)

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1. INTRODUCTION AND DEFINITIONS

1.1. Purpose and Scope

BELLS OF REVIVAL WORLDWIDE MINISTRIES (BRWM) and all ministries operating under BRWM (Fountain Church and all other ministry expressions), hereafter referred to as ‘The Ministry’; is committed to creating an environment where **all** can worship and participate safely. This policy outlines our commitment to protect:

Children: Anyone under 18 years of age.

Adults at Risk: Adults who, by reason of mental or other disability, age, illness, or traumatic circumstances, may be unable to take care of themselves or protect themselves against significant harm or exploitation.

This policy:

- **Applies** to all staff (paid or volunteer), Ministry members, trustees, and visitors who engage in Ministry-related activities.
- **Seeks** to prevent and address abuse and neglect, whether taking place on Ministry premises, in church activities off-site, or through digital/online channels.

1.2 Foundations and Key References

This policy is informed by **statutory** and **church-based** guidance:

- *Working Together to Safeguard Children (HM Government)*
- *The Care Act 2014*
- *Keeping Children Safe in Education (DfE)* – for broader child safeguarding principles
- Thirtyone:eight (formerly CCPAS) best-practice guidance

It also takes into account best practice around **Prevent duty** (regarding radicalisation) and **domestic abuse** frameworks.

1.3 Definitions

Safeguarding: The action churches take to ensure all are safe from harm, focusing on prevention of abuse and appropriate responses to concerns.

Abuse: A violation of a person’s human rights by another. Can be physical, emotional, sexual, neglect, financial, spiritual, discriminatory, or organizational. (See *Appendix A* for detailed definitions.)

2. SAFEGUARDING POLICY STATEMENT

1. **We believe** every person—regardless of age, gender, ethnicity, faith, disability, sexual orientation, or socio-economic status—has the right to be safe and protected from harm.
2. **We commit** to ensuring safeguarding is a shared responsibility, in line with the principle “Safeguarding is everyone’s business.”
3. **We will** promote a culture of vigilance, promptly addressing concerns to ensure that issues are neither minimized nor ignored.
4. **We uphold** safer recruitment, supervision, and training of all staff/volunteers in contact with children and/or adults at risk.
5. **We ensure** all concerns, disclosures, or allegations of abuse are taken seriously, recorded, and reported in line with statutory and ecclesial guidelines.
6. **We undertake** an annual review of this policy to ensure ongoing compliance with best practice and legal updates.

Display and Availability

- A summary “Safeguarding Statement” will be on church noticeboards and website; the **full policy** will be provided upon request and to all staff/volunteers working with children or adults at risk.

3. SAFEGUARDING ROLES AND RESPONSIBILITIES

3.1 Trustees/Ministry Leadership

- Ultimately **accountable** for safeguarding within The Ministry.
- Appoint a **Designated Safeguarding Lead (DSL)** and deputies; ensure they are well supported.
- Receive and review **annual safeguarding reports**, ensuring compliance with local authority and denominational standards.
- Oversee that relevant insurance covers all church activities and premises.

3.2 Safeguarding Trustee

- Acts as the **trustees' representative** on safeguarding matters.
- Ensures the policy is fully implemented and that practice is audited at least annually.
- Liaises with the DSL for any escalated safeguarding concerns.

3.3 Designated Safeguarding Lead (DSL)

- **Celina Grant** – Contact: fountainchurchrestore@gmail.com
- Receives, reviews, and **refers** all safeguarding concerns to statutory or Ministry authorities as appropriate.
- Maintains **confidential** safeguarding records, including disclosure details, referrals, and outcomes.
- Coordinates/monitors **training** for staff and volunteers (including refresher training every year).
- Stays updated on national and local safeguarding developments.

Deputy DSL(s)

Jean-Fidele Ntagengwa – Contact: jfntagengwa@gmail.com

Isaiah Mutabaruka – Contact: isaiahpm@hotmail.co.uk

- Support the DSL and act in their absence.
- Have the same level of training as the DSL and can make referrals if DSL is unavailable.

3.4 DBS Verifier (DSL)

- Manages the **Disclosure & Barring Service** checks and ensures any necessary Barred List checks are processed.
- Keeps **secure records** of checks.

3.5 Pastors, Elders, Ministers, and Ministry Leads

- Champion a **safe culture**; ensure activities under their oversight meet safeguarding standards.
- Work in collaboration with the DSL regarding pastoral issues, especially if safeguarding concerns arise.

3.6 All Staff and Volunteers

- **Read** and **adhere** to this policy and related procedures.
- **Report** any concerns, suspicions, or disclosures to the DSL or Deputy DSL without delay.
- **Attend** safeguarding training as required.

3.7 Congregation Members

- Encourage an atmosphere where concerns can be raised.
- Report any worries about a child or adult at risk to the DSL or Ministry leaders.

4. RECOGNISING, RESPONDING TO, AND REPORTING ABUSE

4.1 Types of Abuse

See *Appendix A* for detailed indicators. Key categories include:

Physical (e.g., hitting, shaking)

Emotional/Psychological (e.g., intimidation, humiliation)

Sexual (e.g., grooming, assault)

Neglect (e.g., failure to provide basic care)

Financial (usually pertains to adults at risk)

Spiritual (misuse of religious authority or practice to coerce, control, or harm)

4.2 Recognising Signs

- Changes in behaviour, physical injuries, sudden fearfulness, confusion, or unusual financial transactions can be indicators.
- For **adults at risk**, also consider self-neglect, hoarding, or unclear mental capacity.

4.3 Immediate Response

- **Listen** calmly, **reassure** that they have done the right thing by speaking up.
- Avoid **leading questions**; do not promise confidentiality.
- **Record** details as soon as possible (preferably on the Safeguarding Incident Reporting Form, *Appendix B* and forward to DSL via the safeguarding email account: *safeguarding@fountainchurch.net*)
- **Report** to DSL or Deputy DSL within 24 hours (immediately if the child/adult is at imminent risk).

4.4 DSL Actions

- **Review** the report thoroughly.
- **Consult** with statutory agencies if needed (e.g., children's social care, adult social care, LADO if a worker is implicated).

- **Refer** onward if threshold met (e.g., significant risk of harm, actual harm, or immediate danger).
- **Record** all actions and keep them confidential.

4.5 Allegations Against Staff/Volunteers

- **Do not** confront the alleged perpetrator.
- **Report** to DSL who will inform the Safeguarding Trustee, and contact the **Local Authority Designated Officer (LADO)** if it concerns someone in a position of trust.
- The staff member/volunteer may be **suspended** during investigations (a neutral, precautionary act).

4.6 Allegations Against Children/Young People (Child-on-Child)

- Recognise that children can also perpetrate abuse (bullying, sexual harm).
- The DSL will **refer** to children's services if any child is at risk.
- Offer **pastoral support** to both victim and alleged perpetrator, mindful that the perpetrator may also have experienced abuse.

4.7 Adults at Risk – Special Considerations

- Check if the adult has the **mental capacity** to make safeguarding decisions. Where capacity is lacking, act in their **best interests**.
- If the adult with capacity refuses help, respect their wishes unless there is a risk to others or a crime has been committed.

4.8 Pastoral Care and Support

- Provide or signpost to **counselling, prayer ministry**, or specialised support.
- Keep the process and any disclosures **confidential**, shared only on a “need-to-know” basis with relevant statutory or church safeguarding personnel.

5. SAFER RECRUITMENT AND INDUCTION

5.1 Recruitment

1. **Role Description:** Outline responsibilities and safeguarding expectations.
2. **Application & Self-Declaration:** Potential workers must disclose relevant convictions.
3. **References:** At least two, including one from outside the Ministry if possible.
4. **Interview/Discussion:** Explore motives, safeguarding understanding, and experience.
5. **DBS Checks:** Enhanced checks (and Barred List checks if in Regulated Activity).
6. **Approval:** Final sign-off by the DSL/Safeguarding Trustee or Ministry leadership.
7. **Probation/Trial Period:** Typically 3-6 months for new paid staff/volunteers.

5.2 Induction and Training

- **Policy Briefing:** All recruits receive a copy of this Safeguarding Policy and must sign to confirm they understand it.
- **Training:** Mandatory safeguarding training.
- **Ongoing Refreshers:** At least every year.

5.3 Young Helpers (Under 18)

- Must always be under direct supervision of an adult worker.
- Written **parental consent** required.
- Not counted as an adult for ratio purposes.

6. SAFER BEHAVIOUR AND CODE OF CONDUCT

6.1. General Conduct

- **Respect and Dignity:** Treat all individuals with kindness, respecting personal, cultural, and faith boundaries.
- **Transparency:** One-to-one interactions happen in visible or public spaces wherever possible.
- **Language:** Avoid offensive, humiliating, or suggestive language.

6.2 Physical Contact

- Ensure **appropriate** and minimal necessary contact.
- Seek permission where possible (e.g., “Is it okay if I hold your hand to help you up?”).

6.3 Digital Communication

- Use **official Ministry email/social media** for group communications.
- Avoid private messaging with children/young people; if needed, keep an **audit trail** (copy parents or a second leader).
- Adhere to the church’s **Online Safety and Social Media**.

6.4 Boundaries and Abuse of Trust

- **Adults in leadership** or pastoral roles must not misuse their authority or engage in romantic/sexual relationships with those they care for pastorally.

6.5 Whistleblowing about Unsafe or Inappropriate Conduct

- All staff/volunteers have the right to **raise concerns** about practice or behaviour they find concerning.
- No one will face **reprisals** for reporting in good faith.

7. BEST PRACTICE GUIDELINES (CHILDREN AND ADULTS AT RISK)

7.1. Ratios and Environment

- Follow recommended adult-to-child ratios (1:4 for under 2s, 1:10 for primary age, 1:15 for secondary school age).
- Always have **at least two** adults present.
- Complete **risk assessments** for activities: consider location, transport, medical needs and attendance of a first aider.

7.2 Health & Safety

- Keep a register of attendees (name, emergency contact, relevant medical info).
- Adequate **First Aid** cover, and an accessible **first aid kit** on site.
- Ensure **fire safety** measures (exits unlocked, assembly points communicated).

7.3 Transporting Children/Adults at Risk

- Have **written consent** from parents/guardians (children) or from the adult at risk if they have capacity.
- Drivers must be **DBS-checked**, have proper insurance, and avoid travel alone with one child/adult of the opposite sex.

7.4 Residentials, Trips, and Off-site Events

- Detailed **risk assessment** including safeguarding and health and safety.
- Adequate **sleeping arrangements**: separate male/female areas, leaders separate from children, unless family groups.
- For adults at risk requiring personal care, ensure appropriate **carer** is present or assigned.

7.5 Safer Community: Bullying, Harassment, and Alleged Offenders

- Bullying/harassment is not tolerated; respond swiftly and record incidents.
- If a **known offender** against children/adults at risk wishes to attend church, implement a **Safeguarding Contract** with the help of local probation/social services and the DSL.

8. DATA PROTECTION, CONFIDENTIALITY, AND RECORD-KEEPING

8.1 Data Protection

- Comply with **UK GDPR** and Data Protection Act 2018 in storing personal information.
- Safeguarding records are stored **securely** (locked cabinet or password-protected digital system) and accessed only by the DSL, Deputies, or church leadership on a need-to-know basis.

8.2 Confidentiality

- Any details of disclosures or allegations must be shared *only* with relevant persons (DSL, statutory authorities).
- Breaches of confidentiality or unauthorized sharing of information are taken seriously and may result in disciplinary action.

8.3 Retention of Records

- Child protection records are will be retained **for 75 years**.
- Accidents and first aid logs are retained as required by insurance or legal statute.

8.4 Sharing of Information

- Information is shared with external agencies (social services, police) **without delay** if a child/adult is at risk of harm.
- Where an adult at risk with capacity does not wish to share info, the DSL weighs whether the person's or others' safety overrides confidentiality.

9. REVIEW, OVERSIGHT, AND WHISTLEBLOWING

9.1 Policy Review

- Reviewed annually by the DSL, Safeguarding Trustee, and wider leadership.
- Ratified by trustees once finalised.

9.2 External Scrutiny and Self-Audit

- The Ministry welcomes external safeguarding audits or support from agencies (e.g., Evangelical Alliance, Thirtyone:eight) to ensure best practice.
- Serious Incidents: Any significant abuse cases must be reported to the Charity Commission as a serious incident.

9.3 Whistleblowing

- Staff and volunteers can raise concerns about poor or unsafe practice internally with the DSL or Safeguarding Trustee.
 - If uncomfortable reporting internally, they may contact:
-
- Thirtyone:eight Helpline: 0303 003 1111
 - NSPCC Whistleblowing Advice Line: 0800 028 0285

10. LOCAL CONTACTS AND ADDITIONAL RESOURCES

1. Local Authority Designated Officer (LADO):

Local Authority Designated Officer (LADO): Please use portal below and click on LADO professional referral.

<https://webapps.kent.gov.uk/KCC.ChildrensPortal.Web.Sites.Public.Default.aspx>

Portal guide. https://www.kscmp.org.uk/data/assets/pdf_file/0007/148561/External-Portal-Guide.pdf

Contact details

Please use the LESAS enquiry form for all enquiries: [LADO Education Safeguarding Advisory Service \(LESAS\) Enquiry Form](#)

If a call is urgent i.e., a child is in immediate danger and requires safeguarding, call 03000411111.

If a call is urgent and outside of office hours, call 03000 41 91 91.

2. Local Children's Social Care Services:

Report safeguarding concerns via the portal

here: <https://webapps.kent.gov.uk/KCC.ChildrensPortal.Web.Sites.Public.Default.aspx>

If you need to make contact out of working hours, please call the Out of Hours Services on [03000 41 91 91](#).

3. Local Adult Social Care Services:

If it is regarding the welfare of an adult – call 03000 416161 (text relay: 18001 03000 416161) or [contact the KCC Social Services Team online](#).

If out of regular office hours, please call 030000 419191.

To make an anonymous report please call 0800 555111 or [report it direct to the CrimeStoppers website](#).

4. Police:

- Urgent: **999** | Non-urgent: **101**

5. National Helplines/Agencies:

NSPCC is a charity that provides a range of services to help children who have been abused and protect those at risk – 0808 800 500.

Childline is a confidential helpline for children and young people – 0800 1111.

National Domestic Violence Helpline is open 24 hours a day, 7 days a week – 0808 2000 247.

Action on Elder Abuse works to protect and prevent the abuse of vulnerable older adults – 0808 808 8141

View National Police Chiefs' Council Disability Hate Crime guide for carers and supporters: <https://www.ashford.gov.uk/media/x2wpsu3s/disability-hate-crime-guide-for-carers-and-supporters-september-2020.pdf>

Samaritans: 116 123 | <https://www.samaritans.org/how-we-can-help/contact-samaritan/>

Stop It Now! (re: child sexual abuse concerns): 0808 1000 900.
<https://www.stopitnow.org.uk/>

Thirtynine: 0303 003 1111

APPENDICES

Appendix A: Categories & Indicators of Abuse

1. **Physical:** Bruising, unexplained fractures, fearful reactions.
2. **Emotional:** Bullying, threats, controlling, conveying worthlessness.
3. **Sexual:** Grooming, forced or coercive sexual acts, indecent images.
4. **Neglect:** Persistent failure to meet basic needs—food, warmth, medical care.
5. **Financial (Adults at Risk):** Unexplained bank withdrawals, personal possessions going missing.
6. **Spiritual:** Exploitation through religious authority, coercive “prophecies” or so-called deliverance that humiliates.
7. **Discriminatory:** Harassment due to race, gender, disability, sexuality, etc.

Appendix B: Safeguarding Incident Reporting Form

(Use this form for both children and adults at risk.)

SAFEGUARDING INCIDENT REPORTING FORM BRWM/Fountain Church	
Date/time of incident or disclosure	
Details of concern or disclosure (using the individual's own words if possible)	
Names of others present/witnesses	
Action taken (who was contacted, any immediate steps)	
Name, signature, and date of the person completing the form	

Appendix C: Additional Guidance on Adults at Risk

- Points on **mental capacity** (The Mental Capacity Act 2005) and best interest decisions.
- Risk of **domestic abuse** and *coercive control*.
- Guidance on self-neglect or hoarding.
- Need for multi-agency working where relevant.

Appendix D: Managing Alleged Offenders & Safer Community

- Procedure for known offenders who wish to attend worship: “Safeguarding Contract” requiring:
 - Accompanied attendance
 - Restricted access to certain areas (e.g., children’s groups)
 - Clear boundaries, monitored by a small group of church leaders and the DSL

Appendix E: Example Safeguarding Risk Assessment Template

- Hazard identified (e.g., ratio shortfall, building access issues)
- Who might be harmed and how
- Control measures
- Further action required
- Person responsible and review date

Safeguarding is Everyone's Responsibility

If you have **any** concerns about a child or an adult at risk, **contact** the following **immediately**:

- **Designated Safeguarding Lead (DSL):**

Celina Grant

Phone: 07951 768 841 (working hours)

Email: safeguarding@fountainchurch.net

- **Deputy DSL(s):**

Jean-Fidele Ntagengwa – Email: jfntagengwa@gmail.com

Isaiah Mutabaruka – Email: isaiahpm@hotmail.co.uk

“Speak up for those who cannot speak for themselves...” (Proverbs 31:8)

Approved by Board of Trustees,

And signed by one Trustee on the Board's behalf:

Name/Title: PETER MUTABARUKA, Pastor

Signature: 

Date: 11 February 2025

Policy Review Date: January 2026

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