

Friends of Walpole Old Chapel – Safeguarding Policy

Adopted October 2018

Reconfirmed by the Trustees' Meeting October 2022

Background

Walpole Old Chapel is owned by a national charity – The Historic Chapels Trust, which has its own Safeguarding policy (appendix 1).

The Chapel is managed and operated on a day-to-day basis by The Friends of Walpole Old Chapel – a local charity.

As the people responsible for the daily operation of the Chapel, FWOOC trustees have legal responsibilities in relation to Safeguarding children and vulnerable adults.

The main activities in which FWOOC is involved include: hiring out the building to other organisations for events; putting on our own events; hosting group visits; opening to the general public on Saturday afternoons through the summer; administration.

Policy Aims

This policy has two aims:

The first is to make sure that the day-to-day management and operation of Walpole Old Chapel helps keep children and vulnerable adults safe from abuse.[Abuse, in this context, could include physical abuse, emotional or psychological abuse, sexual abuse, financial abuse, coercive control, or neglect]

The second is to help volunteers to act in compliance with their legal responsibilities and in compliance with FWOOC and HCT Safeguarding policies.

Policy Statements and Implementation

1. *“FWOOC trustees will engage the services of a suitably qualified and experienced adviser, to whom the charity can refer on any Safeguarding issue”*

- The Safeguarding Adviser is currently Reverend Jane Held:
Director
Jane Held Consulting Ltd
Oak Cottage, The Street
Rumburgh
Halesworth
Suffolk IP19 0JX
MOB: 07771 556391. Office Tel: 01986 781760. Home Tel: 01986 781318

2. *“The FWOC trustee board will appoint a Safeguarding Lead trustee, who will make sure this policy is kept up to date and is implemented”*
 - The trustee lead is currently Simon Weeks

3. *“People/organisations hiring The Chapel for events will be required to have their own Safeguarding arrangements in place, if their event is to involve children or vulnerable adults”*
 - The booking form requires hirers to sign to confirm this (appendix 2)

4. *“Where group visits involve children or vulnerable adults, at least one FWOC volunteer must be present at all times, in addition to the accompanying adult”*
 - Events /bookings Secretary to arrange appropriate local presence

5. *“Where children or vulnerable adults are involved in events which FWOC itself is putting on, at least one FWOC volunteer must be present at all times if there is an accompanying adult, or at least two FWOC volunteers if there is no accompanying adult.”*
 - Awareness during event planning

6. *“For the protection of all concerned, FWOC volunteers should never allow themselves to be alone with unaccompanied children or vulnerable adults”*
 - Awareness during event planning

7. *“Any FWOC volunteer who believes that a child or a vulnerable adult might be being abused must not ‘sit on’ their concern. They must not try to investigate further, and they must not discuss it with other people They must pass on their concern as soon as possible through appropriate channels”*
 - Any volunteer finding themselves in this situation must contact the Safeguarding Adviser in the first instance
If the Safeguarding Adviser is unavailable, they must contact the police if it is an urgent matter where a child or vulnerable adult is clearly at serious risk of harm, or it is clear that a crime has been committed, on the 101 number or 999 in an emergency. For all other concerns they should contact the Suffolk Multi-Agency Safeguarding Hub (MASH) on 0808 800 4005.

8. *“This policy will be reviewed annually to ensure it continues to meet it’s aims”*
 - Safeguarding Lead trustee to ensure that reviewing the Safeguarding policy is on a trustee board agenda once a year
 - Safeguarding Lead trustee to check with the Adviser, in advance of the scheduled meeting, whether or not there have been any national developments that would affect the FWOC Safeguarding policy.
 - Safeguarding Lead trustee to check, in advance of the scheduled meeting, whether or not there have been any developments in HCT policy that would affect the WOC Safeguarding policy

9. *“All newly appointed volunteers will receive a copy of this policy as part of their induction, and all FWOOC trustees will receive copies of the policy as and when it is revised”*

- Responsibility of Safeguarding Lead trustee

Appendix 1 – HCT Safeguarding Policy



Historic Chapels Trust, St. George's German
Lutheran Church, 55 Alie Street, Aldgate, London
E1 8EB, United Kingdom hct@thecct.org.uk |
www.hct.org.uk

Safeguarding Children, Young People and Vulnerable Adults Policy

The Historic Chapels Trust (HCT) is a UK Charity set up to care for redundant non-Anglican churches, chapels, and places of worship in England. Its governing body is a board of Trustees and it has no employees. The Trustees have created this policy to provide some clarity for those who use the buildings owned by the HCT as to their roles and responsibilities in connection with safeguarding. It provides guidance as to processes which should be followed by local committees and volunteers dealing with the day to day activities in the buildings and a structure which can be called upon if safeguarding issues arise.

The Trustees believe that:

- Nobody who is involved in activities in our buildings should ever experience abuse, harm neglect or exploitation
- They have a responsibility to promote the welfare of our volunteers in a way that protects them
- They have a responsibility for creating a culture in which our volunteers feel safe and are able to speak up if they have any concern.

The Policy in Practice

Where any of our buildings are used by outside groups, the person signing the letting agreement on behalf of the hirer will be asked where relevant to confirm in writing that they have their own safeguarding policies in place and that they are aware of their responsibilities in this regard. This may involve inter alia having their own safeguarding policies, undertaking [Disclosure and Barring Service \(DBS\)](#) checking etc.

- This will not be required for many kinds of event (such as weddings) but in situations where groups or classes which are likely to include children, young people and vulnerable adults are proposed, the nature of the letting should be notified to Steve Pilcher jstevepilcher@yahoo.co.uk (and a copy of a letter from the group/individual confirming its understanding and adherence to safeguarding principles including DBS checking).
- If any volunteers or committee members have concerns about safeguarding issues relating to groups or individuals using their buildings, they should not conduct an in depth investigation into the issue themselves but after itemising the causes for concern refer the matter to :-

1. Local Authority (for both child or adult safeguarding issues)
2. Call 0808 800 5000 (for children)
3. Email help@nspcc.org.uk (for children)
4. If danger is immediate, call the Police on 999

Historic Chapels Trust takes into care important chapels, churches and meeting houses no longer in use by their congregations

President: Rt. Hon. Lord Beith PC | Chair of Trustees: Chris Smith OBE

Trustees: Ven Dr William Jacob | Jean Stevenson FCA | Dr Christopher Wakeling OBE | Rev Dr Martin Wellings Company No. 2778395 (England) | Registered Charity No. 101732• The trustees of the HCT have identified two of their number to act as a panel and review any issues arising relating to safeguarding. If a volunteer or committee member is not sure whether any particular situation warrants reporting as mentioned above, they should refer the matter to panel members who undergo regular safeguarding training. The panel has access to the resources of the Churches Conservation Trust's Safeguarding Officer and will ensure this is called upon where appropriate. The Panel will then take or recommend appropriate action.

Contact details : jeanmstevenson@googlemail.com

martin.wellings@methodist.org.uk

Further guidance on safeguarding issues can be found on the [Charity Commission Website](#).

This is a very brief policy which reflects the limited use by outside groups and individuals to which safeguarding is likely to apply. However, although our concern is to protect vulnerable people, both adults and children, who may use our buildings we are also aware of our responsibility towards our volunteers and this document is design to protect them in the same measure.

This policy is reviewed
annually.
December 2022

Appendix 2 - Extract from WOC Bookings Guidelines

In all cases, and whatever booking process is used, we must be clear with the hirer where legal responsibilities sit, in relation to Safeguarding and Health & Safety.

If a proposed event is to involve children or vulnerable adults, the hirer must confirm that they take responsibility for Safeguarding at the event, and that they have appropriate measures in place.