

## GLOBAL CONNECTIONS SAFEGUARDING POLICY

(this policy is based on material shared by Thirtyone:Eight, but any policy statements contained hereafter are the responsibility of Global Connections)

Version	2.2
Audience	All GC staff and Trustees
Created Date	September 2022
Authored by	Andy Law, Chief Operating Officer
Reviewed by (& date)	Board of Trustees on [date TBC]
Approved Date	TBC
Next Review Date	October 2025

### 1. Key Organisational details:

- Name of Organisation: Evangelical Mission Association (t/a Global Connections)
- Address: Global Connections, Caswell Road, Leamington Spa, CV31 1QD
- Tel No: 01926 487755
- General Email address: [info@globalconnections.org.uk](mailto:info@globalconnections.org.uk)
- Senior Leader Name: Ben Stansfield
- Senior Leader Contact Telephone / Email: [bstansfield@globalconnections.org.uk](mailto:bstansfield@globalconnections.org.uk)
- Safeguarding Lead Name: Andy Law
- Safeguarding Lead Contact Telephone / Email: [alaw@globalconnections.org](mailto:alaw@globalconnections.org)
- Safeguarding Lead Trustee: Cindy Crossley
- Charity Number: 1081966
- Company Number: 3886596
- Regulators: Charity Commission of England & Wales
- Insurance Company: Aviva

### 2. Introduction

- 2.1.** As a network, Global Connections' heart & vision is to play our part in seeing the Whole Church taking the Whole Gospel to the Whole World; hand in hand with the global church.
- 2.2.** God loves unity, and it is through mutual cooperation and partnership that the people of God in the UK and beyond can work together to see God's Kingdom advance. As a community, we believe that collectively we are better together.
- 2.3.** As a Christian organisation, Global Connections and its ministries are committed to identifying and following best practice, including complying with the requirements and guidance issued by charity regulators and government as well as that advocated by the charity for organisations serving children and adults 'at risk of harm', in our own guidance and publications.

- 2.4.** In its publication ‘Strategy for dealing with safeguarding issues in charities’ (see: <https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities/strategy-for-dealing-with-safeguarding-issues-in-charities>) the Charity Commission is clear that trustees have the primary responsibility for safeguarding in their charity (Section 3). The trustees and Executive Leadership of Global Connections accept these responsibilities and duties as detailed in their further guidance ‘Safeguarding and protecting people for charities and trustees’ (see: <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>). The Executive management will assume responsibility for ensuring that this policy and procedure remains up to date, and is reviewed and implemented effectively.
- 2.5.** We believe that all these duties and responsibilities are important, primarily because vulnerable people need to be protected, but also because trustees have a duty to protect the reputation and assets of the charity. Global Connections recognises that a failure by its trustees to protect children or adults at risk of harm may be considered by the Commission as misconduct or mismanagement in the administration of the charity.
- 2.6.** Whilst Global Connections does not routinely work directly with children or adults, our intention is to support and work with those who do.
- 2.7.** As a charity without specialist knowledge of Safeguarding matters, the trustees and executive management will seek guidance and advice from appropriate experts in the field when required (e.g. [Thirtyone:eight](#)).
- 2.8.** It is advised that this policy be read in conjunction with GC’s Whistleblowing policy which can be found in the staff handbook.

### **3. Our Commitment**

- 3.1.** The Board of Trustees (hereafter ‘the Board’) and Executive Leadership Team (the Chief Executive Officer and Chief Operating Officer) recognise the need to provide a safe working environment for all, and to ensure the charity’s practices support the provision of safe environments elsewhere.
- 3.2.** We acknowledge that children, young people and adults can be the victims of various forms of abuse (see Annex B for a list of the recognised types of abuse). We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

- 3.3.** We also concur with the UN Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”<sup>1</sup>
- 3.4.** As a Board and Executive Leadership Team, we have therefore adopted comprehensive practice guidance and procedures that support this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.
- 3.5.** The Board and Executive Leadership Team commits to:
- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
  - ensure safer recruitment, appropriate training and effective support and monitoring for all staff (and volunteers) and will regularly review our practice guidelines and procedures.
  - ensure that all premises meet the legislative requirements of the Health and Safety at Work Act 1974 and Equality Act 2010 and other relevant safeguarding related legislation (see list in Annex C), and that it is proactively welcomed and implemented.
  - support all staff in their work and in any actions they may need to take to protect children and adults at risk of harm.
  - Identify support services for the Survivor i.e., counselling or other pastoral support.

#### **4. Safer Practice**

It is the ultimate responsibility of the Board to assess and monitor the safeguarding related risks that arise from, or are associated with, the work of Global Connections and its ministries. In the exercise of this responsibility, the Board with the support of the Executive Leadership Team will ensure that clear and effective policies and procedures are followed in all areas of operation and that the highest standards of safer practice and guidance are maintained.

#### **5. Safer Recruitment and Workforce Management**

- 5.1.** The Board, with support from the Executive Leadership team, will ensure that appropriate systems and processes are in place to monitor and support the safer recruitment of employees. This will include:

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<sup>1</sup> [Convention on the Rights of the Child text | UNICEF](#)

- a) Ensuring that the charity maintains and refers to a robust safeguarding policy, and has a code of conduct for all employees.
  - b) Following robust recruitment, selection and training procedures for staff and volunteers; this includes requiring new staff to complete safeguarding training as part of the induction programme, and every two years thereafter.
  - c) Effective management of staff and volunteers, including appropriate support, and arrangements for staff who identify concerns from within the organisation.
- 5.2.** All Global Connections staff operate within a clearly defined supervision structure, and receive 1:1 management support no less than monthly. These meetings provide an opportunity for managers to offer support and guidance to their colleagues; they also provide staff with an opportunity to raise concerns and ask questions.
- 5.3.** All new starters with Global Connections are issued with a code of conduct which clearly encourages staff to cultivate working relationships and workplace practices that both comply with the law and best practice guidance, and that are also in keeping with the biblical instruction for how people should live and work together in the unity. This applies equally to how members of staff should behave towards children, young people and adults with care and support needs.

## **6. Working in Partnership**

- 6.1.** Members of the Global Connections network are actively engaged in a variety of settings with great variations in understandings, arrangements and laws for safeguarding children, young people and adults. There are sometimes different understandings of what constitutes abuse from one country to another. While it is understood that Global Connections should be sensitive to different cultures, it does not condone any practices that are harmful, abusive or neglectful to children, young people or adults.
- 6.2.** It is expected that any organisation working in partnership with Global Connections, provides its staff, volunteers, partners and other organisations (including funding organisations) with clear guidance on how to safeguard those they work with. Recognising the complexity of this issue, agencies may need to take legal advice. Policies and procedures must take UK legal requirements as a minimum standard – and where there is a lack of consistency between applicable legal instruments, the one giving the best protection to the child, young person or adult is to be applied. All partner organisations will be asked to share a copy of their own safeguarding policy with Global Connections prior to formalising the partnership.
- 6.3.** Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. To this end, both Global Connections and the partner organisation(s) will comply with the ['Information Sharing Advice for practitioners providing safeguarding services for children, young people, parents and carers'](#) guidance document published by the Department for Education.

- 6.4.** If concerns are raised in relation to the practice or behaviour of individuals working with or for a partner organisation, the Executive Leadership of Global Connections will engage with leaders of the partner organisation in a respectful and honest way. If the partner organisation is already aware of the concerns, reassurances should be sought regarding the actions taken to investigate and address them.
- 6.5.** If the partner organisation provides sufficient assurances (these should include the partner organisation being in contact with appropriate specialist advisors and authorities) then it will be left with the partner organisation to manage; updates on the outcome of the investigation will be requested.
- 6.6.** If the partner organisation is not aware of the concerns, Global Connections will request that the partner organisation responds to the concerns under the support and guidance of a specialist advisor or authority. If the Executive Leadership of Global Connections have *any* doubts regarding the partner organisations' handling of the concerns, they will seek specialist advice and may report the concerns directly to the relevant authorities.
- 6.7.** While Global Connections will always seek to preserve a healthy relationship with the partner organisation, the safety, wellbeing and protection of those it works with are of greater importance. As such, Global Connections will not hesitate to raise any safeguarding concerns at the highest level necessary to ensure they are investigated and resolved appropriately.

## **7. Managing Risk**

The Board together with the Executive Leadership Team, will ensure that safeguarding risks (to beneficiaries, employed staff, self-employed staff and volunteers) are identified and monitored via the charity's risk register and associated risk management measures. The Board will also ensure that the professional indemnity policy is kept up-to-date adequately reflecting the range of work being undertaken and the risks presented.

## **8. Ensuring the Welfare of Vulnerable Groups**

The staff of Global Connections and its ministries are responsible for ensuring the welfare of any children and adults in which they come into contact in the process of carrying out their employment duties. In particular, if a member of staff (or volunteer) becomes aware of any situation that indicates harm may or has been caused to any person as a result of contact with Global Connections or its ministries, the matter will be reported to the Chief Operating Officer immediately with a view to reporting the concern to the appropriate statutory authorities. If the Chief Operating Officer is not available, or is the subject of the concern, the Chief Executive Officer will deal with the matter. In all matters, the Safeguarding Lead Trustee (see section one) will support staff as required.

## **9. Reporting Concerns**

The safety and wellbeing of children and vulnerable adults is paramount to Global Connections. As such, the charity (i.e. Global Connections) is committed to the following steps in reporting concerns when they arise.

- 9.1.** If a member of staff (or volunteer) is made aware of, or has concerns regarding the safeguarding of a child or vulnerable adult being served directly by Global Connections or its ministries (rather than by a third-party organisation), they will assume responsibility for raising their concern at the earliest opportunity. If the person is at immediate risk of serious harm the person should call 999. Where there is a safeguarding risk but no immediate risk of serious harm the adult who has heard or witnessed this concern should report this to the designated safeguarding lead for the charity (see section one), who in turn will ensure that advice is sought from a suitably skilled specialist agency before the end of the working day (see 9.4).
- 9.2.** The member of staff must not promise the child or vulnerable adult to keep the matter confidential, but will offer their utmost reassurance and support.
- 9.3.** The member of staff made aware of, or reporting the concern, must make a full and accurate written record of the allegation using the Safeguarding Incident Record Form (see Annex A), and immediately report their concerns to GC's designated safeguarding lead (see section 1).
- 9.4.** Having offered reassurance to the child or vulnerable adult, the designated safeguarding lead will contact a suitably skilled specialist agency to seek advice on how to proceed. For example, ThirtyOne:Eight, the NSPCC or the local authority designated safeguarding officer / child protection lead.
- 9.5.** The designated safeguarding lead will also ensure that the Chief Executive Officer of Global Connections is informed at the earliest opportunity (unless they are believed to be directly involved in the concern being raised).
- 9.6.** If the allegation is against a member of staff from another organisation (member or non-member of Global Connections), advice must be sought before reporting this to the alleged perpetrator's employer / parent organisation or agency.
- 9.7.** If the allegation concerns a member of the Global Connections staff team, the designated safeguarding lead and/or Chief Executive Officer will inform the Chair of the Board of Trustees of the nature of the concern(s) or allegation(s) raised (unless they are believed to be directly involved in the concern being raised).
- 9.8.** Any further steps will be based on the guidance of the specialist agency. Every discussion that takes place, or action taken must be documented in full unless contrary to the advice received.
- 9.9.** Law enforcement will not be contacted unless advised by the agency providing the specialist advice.
- 9.10.** If the allegation(s) made are against a member of the Global Connections staff team or one of the trustees, the Chief Executive Officer, with support from the designated safeguarding lead (if not directly involved with the allegation(s)) will take advice on if, when and how to carry out an internal investigation (it is assumed that this will not be necessary if the case is referred to law enforcement agencies). This will be carried out with appropriate support and guidance from the specialist agency.
- 9.11.** Allegations made against the CEO should be directed to the Chair of Trustees.



- 9.12.** A comprehensive summary of all related discussions, actions and decisions taken must be made and stored securely and appropriately for future reference (if required).

## **10. Reporting Serious Incidents**

- 10.1.** Should any of the concerns or allegations concerning the behaviour of staff working for Global Connections or its ministries, be substantiated, the Chief Executive Officer will assume responsibility for ensuring that a 'serious incident' is reported to the relevant charity regulator in conjunction with the Chair of the Board of Trustees.
- 10.2.** All serious incidents will be reported to the Global Connections Council following the usual process.

## **11. Working with those who may pose a risk**

When someone attending a Global Connections or MAP event is known to pose a potential risk to children, or adults with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

## **12. Policy Review Process**

This policy shall be reviewed annually. The policy may be revised more often than this where circumstances require it.

The Board shall be notified of all revisions of the policy with the capacity to impact Global Connections' current or future financial viability and/or compliance with regulations. This can be done virtually if a Board meeting is not scheduled within four weeks of the change being suggested.

## **13. Version Control**

Version	Summary of Changes	Made by	Created date	Approved Date	Next scheduled review
V2.0	No material changes made	Andy Law	16/10/24		Oct 2025
V2.1	Specific reference made in 8.10 to allegations made against a trustees of GC	Andy Law	04/03/25	N/A	Oct 2025
V2.2	Addition of section 1 New statements in 2.1 and 2.2	Andy Law	08/05/25	21/05/25	Oct 2025

	<p>Minor changes to wording in points 3.2, 3.5 &amp; 9.1.</p> <p>More significant revisions to points 5.1, 6.2, 6.3 &amp; 8.</p> <p>Changes to process in section 9 to include reference to a designated safeguarding lead.</p> <p>Section 11 added on recommendation of 31:8</p>				



## Annex A

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

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)<sup>1, 2, 3</sup>

Child/Adult's name (subject of concern):	Date of birth/age:  Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print):		Role/Job title:
Signature:		
Other members of the household <sup>4</sup> :		
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 <sup>5</sup> ?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Lead <sup>6</sup> : _____		

Check to make sure your report is clear to someone else reading it.  
Please pass this form to your designated 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 the church/charitable organisation 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.

**Part 2: Record of concern about a child/adult's safety and welfare**

(for use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received:  Advice received about informing parents or in the case of adults, seeking consent/capacity <sup>1</sup> :				
Initial Assessment of concern following advice <sup>2</sup>					
Action taken with reasons recorded (e.g. <i>Referral completed, monitoring advice given to appropriate staff, CAF etc</i> )	Date:	Time completed:	By whom:		
	Referral			To whom	
	Signposting to other community resources				
	Pastoral Care and other support from church				
	Ongoing Monitoring				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Any other relevant information					
Name of Safeguarding Lead:			Signature:		

### **OVERVIEW OF ACTIONS<sup>3</sup>:**

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)-include dates
1.				

### **Guidance notes for Form 2:**

Following are some helpful pointers in completing the above form(s)

1. *Importance of consent from parents/carer or adults (in the light of mental capacity)* – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
2. *Initial assessment*- Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?
3. *Overview of actions* - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

### **Annex B – Types of Abuse**

- Physical abuse
- Emotional abuse
- Neglect
- Financial abuse
- Domestic abuse
- Sexual abuse
- Self-neglect
- Modern Slavery
- Discriminatory abuse
- Organisational abuse

## Annex C – Safeguarding legislation relevant to this policy

### In England:

#### Legislation:

- [Children Act 1989](#)
- [Children Act 2004](#)
- [Children and Social Work Act 2017](#)
- [Care Act 2014](#)
- [United Nations Convention on the Rights of the Child \(UNCRC\)](#)

#### Guidance:

- [Working Together to Safeguard Children](#) - issued by the government for statutory agencies and voluntary organisations (including charities, places of worship, and faith-based organisations) on safeguarding children in England.

### In Northern Ireland

#### Legislation:

- [Children \(Northern Ireland\) Order 1995](#)
- [Children's Services Co-operation \(Northern Ireland\) Act 2015](#)
- [Safeguarding Vulnerable Groups \(Northern Ireland\) Order 2007](#)
- [Criminal Law Act \(Northern Ireland\) 1967](#)
- [Safeguarding Board Act \(Northern Ireland\) 2011](#)

#### Guidance:

- [Co-operating to Safeguard Children and Young People in Northern Ireland \(2017\)](#)
- [The Safeguarding Board for Northern Ireland inter-faith group](#) was set up to acknowledge the important and central role, which faith communities play in the wider safeguarding agenda for children and young people throughout Northern Ireland
- Standards of care for adults in residential homes and domiciliary services can be found in guidance issued by the Department of Health and can be found at: <https://www.health-ni.gov.uk/>