



Confidentiality Policy

General Principle

People who are employed, or volunteer, **Turning Point Church** are often exposed to confidential information. These employees and volunteers are responsible for maintaining a strong code of ethics because of access to such sensitive information.

Confidentiality

Confidentiality is defined as "having another's trust or confidence; entrusted with secrets or private affairs."

This is an implied trust that those who have access to sensitive information will maintain a high level of confidentiality.

Use of Information

Members and volunteers may provide **Turning Point Church** with demographic, financial and personal information. **The Elders, Deacons and other Leaders at Turning Point Church** are responsible for maintaining confidentiality with this often personal and sensitive information.

Turning Point Church also maintains employee information which also needs to be safeguarded. This may include social security numbers and personal and medical information. Turning Point Church will focus on maintaining confidentiality to ensure that sensitive information is not inadvertently shared.

Guidelines to practice

1. As Church leaders, we welcome all church members to come to us with spiritual, emotional and relational struggles.
2. Everything that you share will be treated with care and respect, and held in confidence. However, the promise of confidentiality has limits that you should be aware of from the outset of any conversation.

3. Legally, we have a responsibility to speak to others in authority if we learn that:
 - you pose a threat to yourself or others or
 - there is physical, psychological, emotional, financial, or sexual abuse, or neglect of a child or vulnerable adult involved or
 - a crime has been committed.

4. Conscientiously, as leaders of the church we also feel a responsibility to speak to others to ensure that we are providing the kind of care and support that will be in your best interest.

Implementation of Practice

Please understand that, while we will never gossip or speak lightly of any member, we do feel a responsibility to do the following when hurting people come to us for help:

- We may talk to at least two of our Elders or ministry team to get their advice and prayer support. Where the issues are considered serious enough to affect the whole church, conversations will be shared with the whole leadership team.

- When other members of the church are involved (e.g., when relationships are broken, when there is anger, disappointment or gossip), we may approach those other party or parties in an effort to get both sides of the story and to foster reconciliation.

- When we are made aware of a struggle that someone else in the congregation has experienced, we may well speak to that person without disclosing your identity.

- We do not want the fear of exposure to keep you from approaching one of the leaders. If you have something that cannot be shared with anyone else in the church, we may find you a Christian professional counsellor to help. Such a counsellor must respect your request for confidentiality.





Safety and Procedure Training

Set-Up Team

**I have attended the Training Course held on
and have received copies of:**

Safe Manual Handling document

Fire Safety Policy and Procedures

Signed

Print Name

Date

Supervisor name

06/03/2020



FINANCIAL HANDLING POLICY

As a church family, monies are given in various ways to support both our work, and the work of those we are involved with. When people give, we want their giving to be treated with respect, and confidentially. As they may well supply their name, address, telephone number, email address, bank details, and the amount that they have given. All this information must be treated and dealt with in the strictest of confidence. Therefore it is not to be used, discussed, or made note of for many other reason than the recording of their giving.

We also want to make sure, that when receive their gifts, that we collect, count and bank it discreetly.

This should be done as follows:-

When the offering is collected on a Sunday, two of the welcome team, will pass the box, down the row. One at each end, allowing the people to pass it one to another, then repeat this process, on each row, until the whole of the church has had an opportunity to give.

It will then be held, by one team member until the end of the meeting

It must then be counted upstairs either in the studio, or the blue room (next to the studio) and always by two people.

The gift aid envelopes must be opened, the amount noted on the front of them, and then the envelopes placed back in the black folder afterwards. Which will then be dealt with by the church office.

All gifts should be logged on the form provided, and then the monies, placed into a banking envelope that is fully filled out.

This should be given to Linda Emm, to bank, who will bank it within 24 hours. Should she not be there, alternative options will be made for someone else to bank it.

Any gifts that come as direct bank transfers will be treated with the same level of discretion by Michael Knight or another appropriate Elder.

Financial oversight

Michael Knight has financial oversight on behalf to the elders to ensure that expenses and agreed budgetary constraints are upheld.

Our bank accounts are ratified and kept by **Peter Oram** and are available at any time for the Elders to peruse. These accounts are externally audited at least once per annum and will be submitted in Companies House and to the Charity Commission by first week of August.

The Church financial year is 1 March to 28/29 February.

The minimum balance in the general account must not fall below £5000.00. Should this occur an immediate Elders' meeting will be called to deal with this.

Whilst changing accounts Michael Knight will use Ian Rothwell's login details

Stipends

All salaries will be paid on the first day of the month.

Ian Rothwell	£2000.00 pcm plus expenses
Peter Oram	£750.00 pcm plus expenses
Bob Smith	expenses only
Michael Knight	expenses only



Agreed at the Elders' Meeting on 4 March 2020



DATA PROTECTION POLICY

TURNING POINT CHURCH is committed to protecting all information that we handle about people we support and work with, and to respecting people’s rights around how their information is handled. This policy explains our responsibilities and how we will meet them. All of this Policy complies with the GDPR/Data Protection Act 2018

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Section A – What this policy is for

1. Policy Statement

1.1 **Turning Point Church** is committed to protecting personal data and respecting the rights of our **data subjects**, the people whose personal data we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice. We process personal data to help us:

- a) maintain our list of church members [and regular attenders];
- b) provide pastoral support for members and others connected with our church
- c) provide services to the community.
- d) safeguard children, young people and adults at risk;
- e) recruit, support and manage staff and volunteers;
- f) maintain our accounts and records;
- g) promote our services;
- h) maintain the security of property and premises. particularly the church office
- i) respond effectively to enquirers and handle any complaints .

1.2 This policy has been approved by the church's Charity Trustees who are responsible for ensuring that we comply with all our legal obligations. It sets out the legal rules that apply whenever we obtain, store or use personal data.

2. Why this policy is important

2.1 We are committed to protecting personal data from being misused, getting into the wrong hands as a result of poor security or being shared carelessly, or being inaccurate, as we are aware that people can be upset or harmed if any of these things happen.

2.2 This policy sets out the measures we are committed to taking as an organisation and, what each of us will do to ensure we comply with the relevant legislation.

2.3 In particular, we will make sure that all personal data is:

- a) processed lawfully, fairly and in a transparent manner;

- b) processed for specified, explicit and legitimate purposes and not in a manner that is incompatible with those purposes;
- c) adequate, relevant and limited to what is necessary for the purposes for which it is being processed;
- d) accurate and, where necessary, up to date;
- e) not kept longer than necessary for the purposes for which it is being processed;
- f) processed in a secure manner, by using appropriate technical and organisational means;
- g) processed in keeping with the rights of data subjects regarding their personal data.

3. How this policy applies to you and what you need to know

3.1. **As an employee, trustee or volunteer** processing personal information on behalf of the church, you are required to comply with this policy. If you think that you have accidentally breached the policy it is important that you contact our **Data Protection Officer** immediately so that we can take swift action to try and limit the impact of the breach. Anyone who breaches the Data Protection Policy may be subject to disciplinary action, and where that individual has breached the policy intentionally, recklessly, or for personal benefit they may also be liable to prosecution or to regulatory action.

3.2 **As a leader:** You are required to make sure that any procedures that involve personal data, that you are responsible for in your area, follow the rules set out in this Data Protection Policy.

3.3 As a data subject of **Turning Point Church**, we will handle your personal information in line with this policy.

3.4 Anyone who is appointed by **Turning Point Church** as a data processor is required to comply with this policy.. Any breach of the policy will be taken seriously and could lead to us taking enforcement action against the individual or company. Data processors have direct obligations under the GDPR (General Data Protection Regulation 2016/679), primarily to only process data on instructions from the **Turning Point Church** and to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk involved.]

3.5 Our **Data Protection Officer** is responsible for advising **Turning Point Church** and its staff and members about their legal obligations under data protection law, monitoring compliance with data protection law, dealing with data security breaches and with the

development of this policy. Any questions about this policy or any concerns that the policy has not been followed should be referred to them at the contact email address shown at the end of this Policy.

3.6 Before you collect or handle any personal data as part of your work (paid or otherwise) for **Turning Point Church**, it is important that you take the time to read this policy carefully and understand what is required of you, as well as the organisation's responsibilities when we process data.

3.7 Our procedures will be in line with the requirements of this policy, but if you are unsure about whether anything you plan to do, or are currently doing, might breach this policy you must first speak to the **Data Protection Officer**

4. Training and guidance

4.1 We will provide general training at least annually for all staff to raise awareness of their obligations and our responsibilities, as well as to outline the law.

4.2 We may also issue procedures, guidance or instructions from time to time. Leaders must set aside time for their team to look together at the implications for their work.

Section B – Our data protection responsibilities

5. What personal information do we process?

5.1 In the course of our work, we may collect and process information (**Personal Data**) about many different people (**Data Subjects**). This includes data we receive straight from the person it is about, for example, where they complete forms or contact us. We may also receive information about data subjects from other sources including, for example, previous employers and/or churches and organisations.

5.2 We process personal data in both electronic and paper form and all this data is protected under data protection law. The personal data we process can include information such as names and contact details, education or employment details, [other examples] and visual images of people.

5.3 In some cases, we may hold types of information that are called “special categories” of data in the GDPR. This personal data can only be processed under strict conditions. *‘Special categories’ of data (as referred to in the GDPR) includes information about a person’s: racial or ethnic origin; political opinions; religious or similar (e.g. philosophical) beliefs; trade union membership; health (including physical and mental health, and the provision of health care services); genetic data; biometric data; sexual life and sexual orientation.*

5.4 We will not hold information relating to criminal proceedings or offences or allegations of offences unless there is a clear lawful basis to process this data such as where it fulfils one of the substantial public interest conditions in relation to the safeguarding of children and of individuals at risk or one of the additional conditions relating to criminal convictions set out in either Part 2 or Part 3 of Schedule 1 of the Data Protection Act 2018.

5.5 Other data may also be considered ‘sensitive’ such as bank details, but will not be subject to the same legal protection as the types of data listed above.

6. Making sure processing is fair and lawful

6.1 Processing of personal data will only be fair and lawful when the purpose for the processing meets a legal basis, as listed below, and when the processing is transparent. This means we will provide people with an explanation of how and why we process their personal data at the point we collect data from them, as well as when we collect data about them from other sources.

How can we legally use personal data?

6.2 Processing of personal data is only lawful if at least one of these legal conditions, as listed in Article 6 of the GDPR, is met:

- a) The processing is necessary for a contract with the data subject;
- b) The processing is necessary for us to comply with a legal obligation;
- c) The processing is necessary to protect someone's life (this is called "vital interests");
- d) The processing is necessary for us to perform a task in the public interest, and the task has a clear basis in law;
- e) The processing is necessary for legitimate interests pursued by **Turning Point Church** or another organisation, unless these are overridden by the interests, rights and freedoms of the data subject.
- f) If none of the other legal conditions apply, the processing will only be lawful if the data subject has given their clear consent.

How can we legally use 'special categories' of data?

6.3 Processing of 'special categories' of personal data is only lawful when, in addition to the conditions above, one of the extra conditions, as listed in Article 9 of the GDPR, is met. These conditions include where:

- a) the processing is necessary for carrying out our obligations under employment and social security and social protection law;
- b) the processing is necessary for safeguarding the vital interests (in emergency, life or death situations) of an individual and the data subject is incapable of giving consent;
- c) the processing is carried out in the course of our legitimate activities and only relates to our members or persons we are in regular contact with in connection with our purposes;
- d) the processing is necessary for pursuing legal claims. e) If none of the other legal conditions apply, the processing will only be lawful if the data subject has given their explicit consent.

6.4 Before deciding which condition should be relied upon, we may refer to the original text of the GDPR as well as any relevant guidance, and seek legal advice as required.

What must we tell individuals before we use their data?

6.5 If personal data is collected directly from the individual, we will inform them in writing or email, if requested, about;

- a) our identity/contact details and those of the **Data Protection Officer**;
- b) the reasons for processing,
- c) the legal bases, [including explaining any automated decision making or profiling], explaining our legitimate interests, and explaining, where relevant, the consequences of not providing data needed for a contract or statutory requirement;
- d) who we will share the data with;
- e) if we plan to send the data outside of the UK or European Union; how long the data will be stored and the data subjects' rights.

This information is commonly referred to as a 'Privacy Notice'.

This information will be given at the time when the personal data is collected.

6.6 If data is collected from another source, rather than directly from the data subject, we will provide the data subject with the information described in section 6.5 as well as:

- a) the categories of the data concerned; and
- b) the source of the data.

This information will be provided to the individual in writing or by email and no later than within 1 month after we receive the data, unless a legal exemption under the GDPR applies. If we use the data to communicate with the data subject, we will at the latest give them this information at the time of the first communication.

If we plan to pass the data onto someone else outside of **Turning Point Church**, we will give the data subject this information before we pass on the data.

7. When we need consent to process data

7.1 Where none of the other legal conditions apply to the processing, and we are required to get consent from the data subject, we will clearly set out what we are asking consent for, including why we are collecting the data and how we plan to use it.

7.2 Consent will be specific to each process we are requesting consent for and we will only ask for consent when the data subject has a real choice whether or not to provide us with their data.

7.3 Consent can however be withdrawn at any time and if withdrawn, the processing will stop. Data subjects will be informed of their right to withdraw consent and it will be as easy to withdraw consent as it is to give consent.

8. Processing for specified purposes

8.1 We will only process personal data for the specific purposes explained in our privacy notices (as described above) or for other purposes specifically permitted by law. We will explain those other purposes to data subjects in the way described in section 6, unless there are lawful reasons for not doing so

9. Data will be adequate, relevant and not excessive

9.1 We will only collect and use personal data that is needed for the specific purposes described above (which will normally be explained to the data subjects in privacy notices). We will not collect more than is needed to achieve those purposes. We will not collect any personal data "just in case" we want to process it later.

10. Accurate data

10.1 We will make sure that personal data held is accurate and, where appropriate, kept up to date. The accuracy of personal data will be checked at the point of collection and at appropriate points later on.

11. Keeping data and destroying it

11.1 We will not keep personal data longer than is necessary for the purposes that it was collected for. We will comply with official guidance issued to our sector about retention periods for specific records.

12. Security of personal data

12.1 We will use appropriate measures to keep personal data secure at all points of the processing. Keeping data secure includes protecting it from unauthorised or unlawful processing, or from accidental loss, destruction or damage.

12.2 We will implement security measures which provide a level of security which is appropriate to the risks involved in the processing.

Measures will include technical and organisational security measures. In assessing what measures are the most appropriate we will take into account the following, and anything else that is relevant:

- a) the quality of the security measure;
- b) the costs of implementation;
- c) the nature, scope, context and purpose of processing;
- d) the risk (of varying likelihood and severity) to the rights and freedoms of data subjects;
- e) the risk which could result from a data breach.

Measures may include:

- a) technical systems security;
- b) measures to restrict or minimise access to data;
- c) measures to ensure our systems and data remain available, or can be easily restored in the case of an incident;
- d) physical security of information and of our premises;
- e) organisational measures, including policies, procedures, training and audits;
- f) regular testing and evaluating of the effectiveness of security measures.

13. Keeping records of our data processing

To show how we comply with the law we will keep clear records of our processing activities and of the decisions we make concerning personal data (setting out our reasons for those decisions).

Section C – Working with people we process data about (data subjects)

14. Data subjects' rights

14.1 We will process personal data in line with data subjects' rights, including their right to:

- a) request access to any of their personal data held by us (known as a Subject Access Request);
- b) ask to have inaccurate personal data changed;
- c) restrict processing, in certain circumstances;
- d) object to processing, in certain circumstances, including preventing the use of their data for direct marketing;
- e) data portability, which means to receive their data, or some of their data, in a format that can be easily used by another person (including the data subject themselves) or organisation;
- f) not be subject to automated decisions, in certain circumstances; and g) withdraw consent when we are relying on consent to process their data.

14.2 If a colleague receives any request from a data subject that relates or could relate to their data protection rights, this will be forwarded to our **Data Protection Officer** immediately.

14.3 We will act on all valid requests as soon as possible, and at the latest within one calendar month, unless we have reason to, and can lawfully extend the timescale. This can be extended by up to two months in some circumstances.

14.4 All data subjects' rights are provided free of charge.

14.5 Any information provided to data subjects will be concise and transparent, using clear and plain language.

15. Direct marketing

15.1 We will comply with the rules set out in the GDPR, the **Privacy and Electronic Communications Regulations** (PECR) and any laws which may amend or replace the regulations around direct marketing. This includes, but is not limited to, when we make contact with data subjects by post, email, text message, social media messaging,

telephone (both live and recorded calls) and fax. Direct marketing means the communication (by any means) of any advertising or marketing material which is directed, or addressed, to individuals. "Marketing" does not need to be selling anything, or be advertising a commercial product. It includes contact made by organisations to individuals for the purposes of promoting the organisation's aims.

15.2 Any direct marketing material that we send will identify **Turning Point Church** as the sender and will describe how people can object to receiving similar communications in the future. If a data subject exercises their right to object to direct marketing we will stop the direct marketing as soon as possible.

Section D – working with other organisations & transferring data

16. Sharing information with other organisations

16.1 We will only share personal data with other organisations or people when we have a legal basis to do so and if we have informed the data subject about the possibility of the data being shared (in a privacy notice), unless legal exemptions apply to informing data subjects about the sharing. Only authorised and properly instructed persons are allowed to share personal data.

16.2 We will keep records of information shared with a third party, which will include recording any exemptions which have been applied, and why they have been applied. We will follow the ICO's statutory **Data Sharing Code of Practice** (or any replacement code of practice) when sharing personal data with other data controllers. Legal advice will be sought as required.

17. Data processors

17.1 Before appointing a contractor who will process personal data on our behalf (a data processor) we will carry out due diligence checks. The checks are to make sure the processor will use appropriate technical and organisational measures to ensure the processing will comply with data protection law, including keeping the data secure, and upholding the rights of data subjects. We will only appoint data processors who can provide us with sufficient guarantees that they will do this.

17.2 We will only appoint data processors on the basis of a written contract that will require the processor to comply with all relevant legal requirements. We will continue to monitor the data processing, and compliance with the contract, throughout the duration of the contract.

18. Transferring personal data outside the UK or European Union (EU)

18.1 Personal data cannot be transferred (or stored) outside of the UK or European Union unless this is permitted by the GDPR. This includes storage on a “cloud” based service where the servers are located outside the UK or EU.

18.2 We will only transfer data outside the UK or EU where it is permitted by one of the conditions for non-EU transfers in the GDPR 11 Section E – Managing change & risks

19. Data protection impact assessments

19.1 When we are planning to carry out any data processing which is likely to result in a high risk we will carry out a **Data Protection Impact Assessment (DPIA)**. These include situations when we process data relating to vulnerable people, trawling of data from public profiles, using new technology, and transferring data outside the UK or EU. Any decision not to conduct a DPIA will be recorded.

19.2 We may also conduct a DPIA in other cases when we consider it appropriate to do so. If we are unable to mitigate the identified risks such that a high risk remains we will consult with the ICO.

19.3 DPIAs will be conducted in accordance with the ICO’s Code of Practice ‘Conducting privacy impact assessments’.

20. Dealing with data protection breaches

20.1 Where staff or volunteers or contractors working for us, think that this policy has not been followed, or data might have been breached or lost, this will be reported immediately to the **Data Protection Officer**.

20.2 We will keep records of personal data breaches, even if we do not report them to the ICO.

20.3 We will report all data breaches which are likely to result in a risk to any person, to the ICO. Reports will be made to the ICO within 72 hours from when someone in the church becomes aware of the breach.

20.4 In situations where a personal data breach causes a high risk to any person, we will (as well as reporting the breach to the ICO), inform data subjects whose information is affected, without undue delay. This can include situations where, for example, bank account details are lost or an email containing sensitive information is sent to the wrong recipient. Informing data subjects can enable them to take steps to protect themselves and/or to exercise their rights.

Schedule 1 – Definitions and useful terms

The following terms are used throughout this policy and have their legal meaning as set out within the GDPR. The GDPR definitions are further explained below:

Data controller means any person, company, authority or other body who (or which) determines the means for processing personal data and the purposes for which it is processed. It does not matter if the decisions are made alone or jointly with others. The data controller is responsible for the personal data which is processed and the way in which it is processed. We, **TurningPoint Church**, are the Data Controller of data which we process.

Data processors include any individuals or organisations, which process personal data on our behalf and on our instructions e.g. an external organisation which provides secure waste disposal for us. This definition will include the data processors' own staff and volunteers (note that staff and volunteers of data processors may also be data subjects).

Data subjects include all living individuals who we hold or otherwise process personal data about. A data subject does not need to be a UK national or resident. All data subjects have legal rights in relation to their personal information. Data subjects that we are likely to hold personal data about include:

- a) the people we care for and support;
- b) our employees (and former employees);
- c) consultants/individuals who are our contractors or employees working for them;
- d) volunteers;
- e) tenants;
- f) trustees;
- g) complainants;
- h) supporters;
- i) enquirers;
- j) friends and family;
- k) advisers and representatives of other organisations.

ICO means the Information Commissioners Office which is the UK's regulatory body responsible for ensuring that we comply with our legal data protection duties. The ICO produces guidance on how to implement data protection law and can take regulatory action where a breach occurs.

Personal data means any information relating to a natural person (living person) who is either identified or is identifiable. A natural person must be an individual and cannot be a company or a public body. Representatives of companies or public bodies would, however, be natural persons. Personal data is limited to information about living individuals and does not cover deceased people. Personal data can be factual (for example, a name, address or date of birth) or it can be an opinion about that person, their actions and behaviour.

Privacy notice means the information given to data subjects which explains how we process their data and for what purposes.

Processing is very widely defined and includes any activity that involves the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing can also include transferring personal data to third parties, listening to a recorded message (e.g. on voicemail) or viewing personal data on a screen or in a paper document which forms part of a structured filing system. Viewing of clear, moving or stills images of living individuals is also a processing activity.

Special categories of data (as identified in the GDPR) includes information about a person's:

- l) Racial or ethnic origin;
- m) Political opinions;
- n) Religious or similar (e.g. philosophical) beliefs;
- o) Trade union membership;
- p) Health (including physical and mental health, and the provision of health care services);
- q) Genetic data;
- r) Biometric data;
- s) Sexual life and sexual orientation.

Schedule 2 – ICO Registration

Data Controller: Turning Point Church

Registration Number: ZA732059

Date Registered: 22 March 2020

Registration Expires: 21 march 2021

Office Address: 2, Roberts Road,
Pokesdown
Bournemouth
BH7 6LN

Data Protection Officer: Ian Rothwell

Contact number: +44 (0)7468 514739





EXPENSES POLICY

All expenses should to be submitted a month in arrears on the appropriate form.

Expenses will only be approved and paid under the criteria listed below:

- Travel costs will only be paid outside the local area, unless agreed by the elders in advance.
- Mileage will be paid at the rate of 45p per mile up to 10,000 miles per year and 25p per mile thereafter. Motorbikes to be paid at the rate of 25p per mile.
- Rail/bus/ferry and air fares will only be paid with prior permission of the Elders.
- Parking fees will be paid when on church business.
- Food and soft beverage to be paid for pastoral and trustee meeting up to a cost of £15 per person (no alcohol drinks will be paid for). Single meals cannot be claimed for.
- Hotel costs will be paid with prior approval of the Elders.
- Church resources for general church purchases will be paid up to a value of £25. Expenditure above this amount will need prior approval by two of the Elders

NOTES:

1. All claims must have a receipt and attached to the expenses claim form. Mileage claims to be dated and detailed with dates of journeys submitted on the form.
2. Payment will be made at the latest the following month in either cash or bank transfer.
3. Records of the forms will be kept for future reference.





LONE WORKER POLICY and PROCEDURE

A **Lone Worker** is defined as someone who undertakes duties in connection with the Turning Point Church in which no other leader of the Church is present. We do not encourage lone working at Turning Point, however due to the nature of work that we do, at times it is inevitable, i.e. pastoral meetings, one-to-one Discipleship, visits, cleaning of the premises.

Lone Worker Meetings Procedure

All meetings are to take place in public areas (where applicable) and within working hours (9:00-17:00). In the instances when it is not possible, a procedure outlined below is to be followed.:

1. Each staff member must use the work diary, so that everyone is aware of each other's location. If it is not possible, due to a lack of access to the work diary directly, Ian is to be invited to the meeting by email, ian@turningpointchurch.co.uk.
2. All visits to homes should form part of this policy and should formally only be male-male or female-female visits. It is recognised that the Elders may have to make an exception to this; in such cases the Elder should inform another Elder of the proposed visit.
3. For any meetings outside the normal working hours of 9:00-17:00, a message is to be sent to an agreed colleague at the end of the meeting and after arriving home or at the next location safely. If a message has not been received for an hour past the estimated finish time, the lone worker colleague is to call to check in.
4. If no answer is gained after a few attempts, then colleague must visit the place of the meeting and the colleague's home to ascertain that they are safe and well.

If there is no one there, the police should be informed using 999

Procedure in Case of Suspected Danger

If you are in danger or feel uncomfortable in a meeting, you must contact a colleague with the phrase,

“Hi, it’s _____, can you tell Aline I will be late for our meeting”

The recipient must:

- a) **ask, “Are you ok?”**
- b) **confirm the location** as per the diary
- c) **ask if they want you to call the police?**

If “Yes!” - **dial 999** and do so calmly with all the details.

If “No”, - then you should go to the place where they are at. Inform any other available leader of the situation before you arrive.





STUDENT PLACEMENT POLICY

Statement of intent

At Turning Point church we realise the importance of combining practical experience and rigorous academic understanding as essential tools for all who are looking to serve in the church. As part of our commitment to quality we offer practical internships and placements.

Aim

We aim to provide students with experience which contributes to the successful completion of their studies, and provides examples of ministry, as well as practice.

Methods

We require students who are placed with us to have an up to date DBS, which must be completed by a training institution.

All students will have a supervisor whom they are accountable to for both their practice and discipleship and with whom they will meet regularly.

We have employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers. We require students to understand and adhere to Turning Point's policies.

We co-operate with students' tutors in order to help students and volunteers to fulfil the requirements of their course of study.

We provide students with a short induction into the areas that they will be serving.





Safeguarding Policy

Revised January 2020

The policy and procedures have been divided into five sections covering all 10 thirtyone:eight (formerly CCPAS) safeguarding standards.

Thirtyone:eight Model Safeguarding Policy © www.thirtyoneeight.org December 2018

Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

- Section 1. Place of worship / organisation details**
Safe and Secure - Standard 1

- Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse.**
Safe and Secure – Standards 2 (People) and 7)

- Section 3. Prevention**
Safe and Secure – Standards 3 (Procedures)and 4 Accountability)

- Section 4. Pastoral care**
Safe and Secure – Standards 8 and 9

- Section 5. Practice guidelines**
Safe and Secure – Standards 5, 6 and 10

Appendices

- Appendix 1** Leadership safeguarding statement
- Appendix 2** Safeguarding poster
- Appendix 3** Good Practice Guidelines for Working with Children
- Appendix 4** Types of Adult Abuse
- Appendix 5** Children - Definitions of abuse
- Appendix 6** Signs and symptoms of possible abuse in children and young people
- Appendix 7** How to respond to a child wishing to disclose abuse
- Appendix 8** Contact numbers
- Appendix 9** Risk Assessment Documents

Thirtyone:eight Model Safeguarding Policy © www.thirtyoneeight.org December 2018

The Safeguarding Policy

SECTION 1

Details of the place of worship / organisation

Name of Place of Worship:	Turning Point Church
Address:	c/o 2 Roberts Road, Bournemouth
Meeting at	Bournemouth Deaf Centre, 27a Morley Road, Bournemouth, BH5 2JJ
Tel No:	07468 514 739
Email address:	info@turningpointchurch.co.uk
Registered Charity Number:	1153302
Insurance Company:	Public Liability Insurance with Congregational and General (POLICY NUMBER)

Brief description of activities that Turning Point Church undertakes:

Sunday school, youth group, family group, general Sunday service, prayer meeting, social gatherings, Christian public witness.

Our commitment

As leadership we recognise the need to provide a safe and caring environment. We acknowledge that children, young people and adults can be victims of physical, sexual and emotional abuse, and neglect. 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". We also concur with the 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." As leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by Thirtyone:eight (formerly the Churches' Child Protection Advisory Service).

The leadership undertakes to:

Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.

- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- The leadership agrees not to allow this document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse can be found in Appendices 4-7 of our policy.

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Safeguarding an Adult at risk (vulnerable adults)

The Care Act 2014 defines Adult Safeguarding as 'Protecting an adult's right to live in safety, free from abuse and neglect'. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at

the same time making sure that the adult's well-being is promoted, including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action'.

This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

The Care Act 2014 identifies an adult at risk as being an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse and neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

Adults 'who may be eligible to community care services' are those whose independence and well-being would be at risk if they did not receive appropriate health and social care support. The person may be (for example):

- Living in their own home
- In hospital
- In a residential care or nursing home
- Attending a clinical setting

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. All relevant personnel will be required to attend any in-house training such as, "Facing the Unthinkable" seminar run by Thirtyone:eight (formerly CCPAS). The Leadership will also ensure that children and adults at risk are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

Follow procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Ian Rothwell (hereafter the "Safeguarding Co-ordinator") tel. no: 07468 514 739 who is nominated by the leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Lydia Burnett (hereafter the "Deputy") tel no: 07411101353. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Thirtyone:eight (formerly CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone **0845 120 4550/01322 517817**. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from CCPAS as above.

Telephone numbers

Children's Social Services:	Office hours 01202 451 451 Out of hours (emergency) 01202 657 279
Adult Social Services	Office hours 01202 451 451 Out of hours (emergency) 01202 657 279
Dorset Police Protection Team	01202 222 222 or call 101

- The Safeguarding Co-ordinator **may** need to inform trustees, Thirtyone:eight, insurance company and/or statutory services depending on the circumstances and/or nature of the concern.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the leadership hope that members of the place of worship will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection everyone; children and adults who may be at risk of harm or abuse.
- The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

Detailed procedures where there is a concern about a child:-

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight, formerly CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Thirtyone:eight (formerly CCPAS) if, for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight (formerly CCPAS) will confirm its advice in writing for future reference.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Designated Officer.

ADULTS - SUSPICIONS OR ALLEGATIONS OF ABUSE

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

SECTION 3 PREVENTION

Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Safeguarding has been discussed at application
- Written references have been obtained, and followed up where appropriate
- A Disclosure and Barring Service (DBS) check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

SECTION 4 Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

Working with offenders

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of everyone who may be at risk of harm, will set boundaries for that person which they will be expected to keep.

SECTION 5 Practice Guidelines

As Turning Point Church working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have **specific good practice guidelines/risk assessment** for every activity we are involved in and these are attached in the Appendices

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have **clear guidelines in regard to our expectations of those with whom we work in partnership**, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

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. This safeguarding policy is just one means of promoting safeguarding.

Signed by: _____

Print name: ___ Ian Rothwell _____

Date: _____

Signed by: _____

Print name: ___ Lydia Dawkins _____

Date: _____

APPENDIX 1

Leadership Safeguarding Statement

The Leadership team at Turning Point recognises the importance of its work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership team on: _____

Turning Point Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children / adults.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting those who were or are affected by abuse in Turning Point Church.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators at Turning Point Church.

Ian Rothwell - Child and Adult Safeguarding Coordinator

Lydia Dawkins - Deputy Child and Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from administration office.

Signed by leadership/organisation

Signed: _____

Print name: _____ **Lydia Dawkins** _____ Date: _____

Signed: _____

Print name: _____ **Ian Rothwell** _____ Date: _____

Appendix 2 Safeguarding Poster

Appendix 3 Good Practice Guidelines for Working with Children

PHYSICAL CONTACT, TOUCH, INTERVENTION/RESTRAINT, COMFORTING A DISTRESSED CHILD/YOUNG PERSON

A no touch approach for adults who work with children/young people is often impractical. Every child/young person is different and every situation is unique therefore adult leaders should maintain self-awareness of the dynamic of each situation and judge what is appropriate based on the needs of the individual child/young person. Any such contact will need to be age and gender appropriate and of limited duration. Where a child/young person seeks out or initiates physical contact with an adult leader, the situation should be handled with sensitivity and must never be exploited. Physical contact should never be secretive or for the gratification of the adult.

For example, with nappy changing and toileting for young children, parents or guardians should always be asked to change nappies. Children should be taken in groups for toilet trips and privacy maintained at all times. If help is needed with toileting, it should always be at the request of the child.

Physical intervention should, where possible be avoided. However there are occasions when the use of physical intervention is appropriate in order to control or prevent a potentially dangerous or harmful situation. The scale of any such intervention must be proportionate to the behaviour and the nature of the harm they may cause. The minimum necessary force should be used.

BULLYING AND SPIRITUAL ABUSE

Bullying is any behaviour that is deliberately intended to hurt, threaten or frighten another person or group of people. It may include physical attacks, swearing and insulting comments, or deliberately leaving someone out of things. There is currently an increase in cyber bullying or bullying using mobile technology.

Bullying of any kind is not acceptable, whether it is aimed at children, young people or adults. For further help, information, resources or advice see- www.childline.org.uk/extra/bullyingindex.asp www.anti-bullyingalliance.org.uk Spiritual abuse is another form of bullying and is also not acceptable as it can seriously affect the development of children/young.

YOUTH WORK AND THE INTERNET

When the youth/children's group uses the internet as part of their work, there should be a policy and clear guidelines on how it is to be used and there should always be adult supervision. The Codes of Practice have clear guidelines on the use of texting or social media. **No youth helper has any reason to contact under 18s outside of the planned**

meetings. The Leadership team may need to do so, but should abide by the guidance given in the Leaders' Code of Conduct and only with the knowledge and permission of parents.

CHILD PROTECTION POLICIES AND PROCEDURES

Ensure all paid workers and adult volunteers have followed/completed the safe recruitment procedures and have obtained a clear enhanced DBS disclosure before being allowed to supervise young people.

Ensure all who work with children/young people know what to do in the case of suspected or alleged abuse. Respect confidentiality but never promise to keep secrets especially if a young person is at harm or risk of being harmed.

All who work with children/young people are responsible for their own actions and behaviour and should avoid any conduct, which would lead any reasonable person to question their motivation and intentions. All who work with children/young people should work and be seen to work, in an open and transparent way and should continually monitor and review their practice.

LEADERS, VOLUNTEERS AND HELPERS

Much of the youth and children's work that happens in the church will be run by a committed group of volunteers therefore we must ensure that:

- Inexperienced leaders/workers/volunteers and young volunteers will benefit from clear guidance and supervision.
- All who work with children/ young people need to think and act carefully to avoid situations, which could lead to difficulties, embarrassing situations, accusations or temptations.
- All who work with children/young people should be encouraged to participate in regular training.
- Young volunteers (under the age of 18) should never be left on their own to run a group.

SAFE RATIOS AND GENDER REPRESENTATION

There should always be a minimum of two adult leaders at every session, ideally one male and one female. However it is recognised that this is not always possible. A helpful reference can be found at NSPCC recommended ratios -

<https://learning.nspcc.org.uk/researchresources/briefings/recommended-adult-child-ratios-working-with-children/>

IMPORTANT INFORMATION, PERMISSIONS AND CONSENT

Up to date relevant information (including any additional or medical needs or allergies), and obtaining consent is a vital part of safeguarding children and young people.

A register of up-to-date information and contact details must be kept of the children/young people you work with. It is also recommended that up-to-date information and contact details of the staff is also kept. All must be stored safely.

It is good practice to keep an incident/accident book where incidents or accident can be recorded for future reference if required.

For any activities away from the normal meeting place; ensure that parents/guardians know where the group is going, and that they have signed and returned the relevant consent form. Also that a risk assessment should be completed and any advice followed.

Consent will also need to be obtained if leaders are going to take photographs or videos of children/young people, especially if they are for public viewing. **These images should be sent to the Safeguarding Co-ordinator as soon as possible and deleted from any private digital storage device**

Appendix 4 Types of Adult Abuse

Physical abuse – including assault, hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate physical sanctions

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which the adult has not consented or was pressurised into consenting.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adults financial affairs or arrangements, including in connection with wills, property, inheritance, financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect and acts of omission – including ignoring medical emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse – including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in a person's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Domestic Violence – Incidents or patterns of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. This can include psychological, physical, sexual, financial, emotional abuse, so call 'honour' based violence.

Self-Neglect – This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.

Modern Slavery – Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Incidents may be a one-off or multiple and affect one person or more. *(Based on guidance in The Care Act 2014)*

Appendix 5 Children - Definitions of abuse

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

Physical abuse - Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse - Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse - Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect - Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 6 Signs and symptoms of possible abuse in children and young people

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

***These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.**

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food
- Untreated illnesses, inadequate care, etc

Appendix 7 How to respond to a child wishing to disclose abuse

Effective Listening

- Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.
- It is especially important to allow time and space for the person to talk.
- Above everything else listen without interrupting.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.
- Tell them you will let somebody know – don't promise confidentiality
- Even when the person has broken a rule, they are not to blame for the abuse.
- Be aware they may have been threatened or bribed
- As soon as possible write down what has been shared.

Helpful responses

- You have done the right thing in telling.
- That must have been hard. • I am glad you have told me.
- It's not your fault.
- I will try to help you.

Don't say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Concluding:

Reassure, show acceptance, let the person know what you are going to do next and you will let them know what happens. Contact the Safeguarding Co-ordinator Ian Rothwell
Make notes (preferably within one hour) of: times, dates, what they said, what you said, what was said in reply.

Appendix 8 Contact numbers In case of concern

Telephone numbers

Children's Social Services:	Office hours 01202 451 451 Out of hours (emergency) 01202 657 279
Adult Social Services	Office hours 01202 451 451 Out of hours (emergency) 01202 657 279
Dorset Police Protection Team	01202 222 222 or call 101
Ian Rothwell	07766 118 966



Appendix 9: Risk Assessment Documents

Certificate

Organisation Name:

Turning Point Church

Reference number:

ZA732059

Tier:

Tier 1

Start date:

22 March 2020

End date:

21 March 2021

Data Protection Officer

Title: Mr

Name: Ian Rothwell

Address: 2 Roberts Road
Bournemouth
BH7 6LN

Email address: ian@turningpointchurch.co.uk

Telephone number: 07468514739

Publish Name: No

Publish Contact Details: Yes



EQUAL OPPORTUNITIES POLICY

**This Policy applies to all employees and volunteers of
Turning Point Church
Registered charity 1153302**

Scope

This policy applies to anyone who serves at **Turning Point Church**.

Context

Turning Point Church recognises the value of equal opportunities and seeks, wherever possible, to follow the guidelines drawn up by the relevant statutory body. "There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus." (Galatians 3:28)

Purpose

To provide information concerning equal opportunities for staff and volunteers.

Definitions

Note: In this document discrimination means any unlawful discrimination

Although there may be circumstances justifying different treatment, which are not unlawful (for example to comply with a genuine occupational requirement for a position), **Turning Point Church** will not tolerate unlawful discrimination and/or harassment on the grounds of an individual's sex, race, marital status, colour, ethnic or national origin, disability, gender reassignment, sexual orientation, age, religious belief or employment status. Any reference to discrimination in this policy includes all such possible grounds in accordance with the **Equality Act 2010**.

Policy

In relation to matters of religion and belief, **Turning Point Church** reserves the right to appoint staff/volunteers who are loyal to the Christian ethos of the organisation in order to preserve its distinctiveness in accordance with the **Employment Equality Regulations 2003**.

Turning Point Church is a Christian organisation which seeks to operate in and

for the name of Christ and those who work in the organisation must be in sympathy with the evangelical Christian beliefs as set out in the **Statement of Faith** and in their promotion.

For some posts within **Turning Point Church** there are requirements other than a loyalty to the Christian ethos of the organisation and these posts are recognised as having Genuine Occupational Requirements. We recognise that the UK has a rich diversity of cultures from around the world and seeks to bring Christian witness equally to all cultures.

Accordingly, we are committed to equal opportunity, and treating employees and volunteers in the same way, subject to requiring them to adhere to **The Statement of Faith of Turning Point Church**.

Implementation

Turning Point Church is an equal opportunity employer. Equal opportunity is about ensuring good employment practices and efficient use of the most valuable resources of **Turning Point Church**, its employees. Every trustee, employee and volunteer has personal responsibility for implementing the policy. Any instance of doubt about the application of this policy, or other questions, should be directed to the trustees.

Any member of staff may speak to a trustee* (see below) if there is a complaint about discriminatory conduct. **Turning Point Church** is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

The policy also applies equally to the treatment of any member of the church. Any concern related to the unequal treatment of members and visitors of our church should be directed to the trustees.

Discipline

Any employee/volunteer who unlawfully harasses any other employee/volunteer in the course of their employment will be subject to the **Disciplinary Procedures** of **Turning Point Church**. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

Equal opportunities statement

This equal opportunities statement and equal opportunities policy reflect both the mission and purpose of **Turning Point Church** and the spirit and intentions of legislation which outlaws discrimination.

1. **Turning Point Church** will not unlawfully discriminate or subject any individual (job applicant or staff member) to less favourable treatment.
2. **Turning Point Church** aims to ensure that people with disabilities are given equal opportunity to enter employment. In so doing, it will fully consider making reasonable adjustments to working practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, when staff members become disabled in the course of their employment, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the employment of **Turning Point Church**.
3. After taking into account any genuine occupational requirement, entry into employment and promotion or change of post within **Turning Point Church** is determined by personal merit and ability, relevant to the mission and purpose of the church.
4. It is the responsibility of every individual, both staff and volunteer, to eliminate discrimination by ensuring the practical application of the equal opportunities policy and reporting concerns about any possible breach of this policy to trustees*.
5. All allegations of discrimination (including harassment) will be treated seriously. Any unlawful discrimination is totally unacceptable to **Turning Point Church** and perpetrators will face disciplinary action.

*The current Trustees are:

Ian Rothwell
Robert Smith
Michael Knight





FIRE SAFETY POLICY AND PROCEDURE

Turning Point church complies with Fire Safety Policy of the Bournemouth Deaf Centre. All staff, students and volunteers are made aware of the fire safety procedures set out in this policy during their induction and at other regular intervals. These intervals should be at least annually.

All staff and volunteers are aware of the location of fire exits, the fire assembly point, and where fire safety equipment is stored. Fire exits are closed at all times, but never locked, clearly marked, and are not obstructed at any time, as well as easily opened from the inside.

In an instance of fire, members of Welcome Team and Set-Up Team are responsible for evacuation.

Fire Prevention

All volunteers will take necessary possible steps to prevent fires occurring and to ensure that safety procedures are followed, including:

- Ensuring that the No Smoking Policy (including e-cigarettes) is always observed.
- Checking for frayed or trailing wires.
- Switch off all equipment and shut all doors before leaving the premises.
- Storing any potentially flammable materials safely.
- Ensuring kitchen equipment is used appropriately.
- Check that all fire extinguishers are in place.
- Ensure that fire exits around the building are not obstructed and "Fire Exit" signs illuminated

All deficiencies should be reported immediately to the Fire Marshall

Procedures (see overleaf)

Procedures to be taken in the event of a fire

On noticing a fire, the person should raise the alarm using a fire alarm call point and the Fire Marshall is to call the fire brigade immediately.

All attending the church, including both those on the the ground and the first floor, are to be immediately escorted out of the building by a Deputy Fire Marshalls (see below) and their teams to the assembly point on the diagonally opposite corner of Morley Road and Harcourt Road. No attempt must be made to collect personal items or to re-enter the building after evacuation.

The entire premises will be checked by the Fire Marshall, providing that this does not put anyone at risk. On exiting the building, the Fire Marshall will close all accessible doors and windows to prevent the spread of fire.

If for any reason the designated Fire Marshall is absent at the time of an incident, an appointed Deputy will assume responsibility, or nominate a replacement member of staff.

Nobody will re-enter the building until a member of the Fire Brigade has deemed it safe to do so.

Current Fire Marshalls and Deputies

Fire Marshall	Michael Knight	Phone: 07801 835398
Deputy Fire Marshalls	Reinis Misjuns	
	Lourdes Coultas	



Good morning

I want to talk to you briefly this morning about our procedures concerning safety, health, hygiene and safeguarding in our Church.

Like all public institutions, it is required of us that we have in place a number of rules which deal with the the issues of health, safety and safety both in the use of this building and when we are meeting elsewhere. As Elders and Trustees of Turning Point Church it is our role to care for all members of our community as well as to the wider public.

First with regard to safety. The SetUp team under our Deacon, Reinis, are all trained in the procedures such as handling heavy equipment, use of ladders, chair layout, electrical and fire emergency safety. I would like to honour the members of that team for their efforts on our behalf. They are here at 8.30 am each Sunday to erect the banners and set up the equipment for the day and are usually the last to leave.

Please note that the SetUp team and the Welcome team are both responsible for emergency procedures in the case of any event where we need to evacuate the building.

It is the responsibility of all who attend to become familiar with Fire Exits and not to engage in moving heavy equipment unless they are part of the SetUp team.

Secondly, we want to make sure that the health of everyone who comes is safeguarded. Shortly before Christmas a number of us were seriously affected by stomach bugs possibly acquired through the use of crockery belonging to the Deaf Centre. As a result we now only use our own mugs and access to the kitchen area is restricted to Lydia and her team. Notices regarding access are posted at the entrance to the kitchen corridor and must be respected as I announced in January.

Thirdly, like all public institutions such as churches, schools, leisure facilities and other public places, we are bound to respect the law regarding the safeguarding of children and vulnerable adults. Such laws are part of the 1974 Children's Act and the 2006 Safeguarding Vulnerable Groups Act. Our safeguarding policy is governed by the guidelines set down by the Churches Child Protection Advisory Service (now known as Thirtyone:eight).

The key aspect of these guidelines is that each church is required to have procedures in place so that children or vulnerable adults are fully protected whilst in their care. For us, this particular applies on Sunday morning when the children go downstairs for Sunday School. Access to the downstairs room is restricted during this time to those who have had a DBS check and to appropriate parents. The Disclosure and Barring Service (DBS) maintains the adults' and children's Barred Lists and makes considered decisions as to whether an individual should be included on one or both of these lists and be barred from engaging in regulated activities with children or vulnerable adults.

Because of the nature of this building and because of fire regulations we are not able to have doors to the room downstairs locked to protect our children but clearly no other adults should enter this area during Sunday School time.

If you need to go downstairs during this time:

you will only have access to the toilets via the stairs at the front of the church (*point out*). The kitchen area cannot be accessed as it would involve passing through the Sunday `school area. The stairs at the back should only be used if you wish to leave the building

The responsible Sunday School leader of the day will ask anyone else entering the area to leave. Failure to respect this request will be reported to the Safeguarding Officer (Ian) or to the Deputy Safeguarding Officer (Lydia) and will be dealt with by the Elders as soon as possible.

Safe Manual Handling

Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

Manual handling injuries can have serious implications for the Church and the person who has been injured. They can occur almost anywhere in the workplace. Heavy manual labour, awkward postures, repetitive movements of arms, legs and back or previous/existing injury can increase the risk.

What do I have to do?

To help prevent manual handling injuries in the workplace, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, employers must look at the risks of that task and put sensible health and safety measures in place to prevent and avoid injury.

For any lifting activity

Always take into account:

- individual capability
- the nature of the load
- environmental conditions
- training
- work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads

- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

If you need to use lifting equipment

- Consider whether you can use a lifting aid if available
- Think about storage as part of the delivery process – maybe heavy items could be delivered directly, or closer, to the storage area
- Reduce carrying distances where possible

Good handling technique for lifting

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can **safely lift**. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

