



London City Mission

Safeguarding Policy

April 2023

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London City Mission Safeguarding Policy

Protecting and promoting the wellbeing of beneficiaries, staff and volunteers

Purpose

1. London City Mission (LCM) seeks to provide its services and activities for our beneficiaries, for our staff and volunteers in a manner that is safe and secure in all respects. This means physically, socially, emotionally and spiritually. We do this by striving for best practice in safeguarding by providing:
 - **SAFE SPACE TO WORK** for our staff and volunteers
 - **SAFE SPACE TO RECEIVE** for the beneficiaries of our work
 - **SAFE SPACE TO PARTNER TOGETHER** for organisations and individuals who share our vision and values.
2. This policy with its procedures and appendices outlines how we will seek to create and maintain these Safe Spaces that are healthy and spiritually nurturing, for everyone who engages with London City Mission (LCM) and its ministries. This includes:
 - Ensuring that everyone who engages with us is protected from harm, including abuse and exploitation, and that if any form of harm is identified, regardless of where it occurred, it is handled effectively, promptly, and proportionately.
 - Ensuring that where concerns or support needs that fall below the threshold for reporting to statutory services are identified, appropriate and proportionate consent-based responses are made.
 - Ensuring that appropriate, confidential safeguarding records are securely kept and disposed of in line with our legal duties and best practice under both safeguarding and data-protection legislation and guidance.
 - Ensuring that our Trustees, staff and volunteers are clear about their safeguarding responsibilities and duties and are supported to fulfil them competently and confidently.
 - Assuring that those we partner with are clear on their safeguarding responsibilities proportionate to the nature of their relationship with us
 - Supporting the development of an open and transparent culture that listens to the views and ideas of everyone involved with LCM and its ministries and encourages and enables the raising of concerns, complaints, and allegations.
 - Holding our leaders to account for the strategic leadership of safeguarding throughout the organisation and all staff for following good safeguarding practice.
 - Ensuring that lessons are learnt from the application of this safeguarding policy.
 - Ensuring that all of our ministry, is provided in a manner that is consistent with our biblical beliefs, and that where challenge is required, Christian love, grace and mercy, gentleness and kindness characterise all our interactions.
 - Ensuring that our leaders model biblical and Christlike servant leadership; valuing, caring for, and nurturing those that God brings under their authority with meekness and humility.

Scope

3. This policy applies to everyone who works on our behalf with children, young people, their parents/carers, and adults with support needs or at risk of abuse.
4. It outlines how safeguarding will be managed when working in partnership with other organisations.
5. It also outlines how safeguarding relates to protecting the wellbeing of our staff and volunteers and service users.

Context

6. London City Mission (LCM) is a Registered Charity (No 247186) registered with the Charity Commission for England and Wales. LCM shares the gospel alongside the local church of London, equipping everyday Christians to lovingly bring a message of hope in Christ to those least likely to hear it.
7. First established in 1835, our core aims and purposes have remained unchanged at the heart of the work. While the gospel is unchanging, the context into which the charity ministers is ever changing and as the opportunities develop, so the structures and methods of delivery adapt to suit.
8. Working in partnership with churches and other organisations is now the main focus of LCM's Mobilisation Strategy.
9. The mission's activities now fall into 3 broad categories:
 - Sending out missionaries who engage directly with the communities least reached and impacted by the gospel. This often involves working with those who are particularly vulnerable to exploitation or abuse.
 - Mobilising churches for mission, which often involves working with churches to develop ministries together. Some of this working together will be aimed at those more vulnerable to exploitation and abuse. The care of those ministered to is central and requires clarity of roles and agreed processes for ensuring safety.
 - Training and equipping workers who will engage in such urban mission. The Mission provides training opportunities ranging from a one-day course in Practical Evangelism to studying for a two-year Graduate Diploma.
10. The safeguarding policy, with its procedures and appendices, seeks to address the cultural and operational changes and challenges of our times and to ensure that we care for those who are vulnerable in a biblically faithful way. This will include ongoing self-evaluation and development that aims to achieve best practice standards consistently and comprehensively in a relevant and proportionate manner.
11. The LCM Trustees are committed to protecting and promoting the welfare of children, young people, adults with care and support needs and adults at risk of abuse, as well as its own staff and service users. The Trustees will receive a high-level safeguarding statement quarterly as a standing item. Safeguarding will also be included as part of the quarterly Balanced Score Card.
12. One Trustee, known as the 'Safeguarding Trustee' has lead responsibility for safeguarding with many of the safeguarding functions and responsibilities delegated

Organisational values

13. Our approach to safeguarding is fundamentally shaped by our organisational values.
 - Rooted in Christ in our safeguarding practice: we are prayerfully dedicated to doing God's will and living in his way, according to his word.
 - Christlike love in how we treat our beneficiaries and each other: we look not to our own interests but to the interest of others because we are united as brothers and sisters in Christ.
 - God-glorifying excellence in always using best practice guidelines: we pursue the best that we can to glorify God and serve each other in all we do.
 - Spirit-inspired perseverance and courage in working through issues: standing firm, pushing through, paying the price for the sake of Christ and the gospel.

Our responsibilities and commitments

Leadership Policy Statement on Safeguarding

14. The safeguarding statement was agreed by the Board of Trustees. (See appendix)

Safe spaces

15. LCM is committed to providing safe space for everyone who comes into contact with our organisation that is protective, caring and nurturing. This includes:

- **SAFE SPACE TO WORK** for our staff and volunteers.
- **SAFE SPACE TO RECEIVE** for the beneficiaries of our work.
- **SAFE SPACE TO PARTNER TOGETHER** for organisations and individuals who share our vision and values.

Our responsibilities

16. Treating the protection and wellbeing of all staff and contacts as being of paramount importance.

17. Valuing, respecting, and listening to everyone involved in our work.

18. Seeking to embed best practice as part of our culture.

19. Modelling best practice to all our partner agencies.

20. Promoting a culture of accountability and challenge within our team.

21. Providing robust and relevant safeguarding policies that are reviewed annually.

22. All staff will sign our Declaration of Conduct (See Appendix) at induction to ensure that our expectations in relation to the conduct of all staff and volunteers is clear.

23. We recognise that we have a responsibility to create and maintain safe spaces across the organisation and we will seek to do this by:

- Ensuring that our Board and Senior Leaders undertake training in the strategic leadership of safeguarding.
- Following proportionate Safer Recruitment practice for staff and volunteers, including Trustees
- Ensuring that all staff and volunteers are trained in safeguarding and how to support safeguarding in a ministry setting.

24. We will ensure roles and responsibilities are clearly understood and communicated by:

- Ensuring that delegation of tasks and responsibilities, complete with accountability structures are clearly outlined in the relevant role descriptions.
- Ensuring that LCM's safeguarding structures, complete with contact details, are included in our procedures and made publicly available).
- Ensuring that we monitor the conduct of our staff and that we have policies, procedures, and systems for managing allegations against staff or volunteers, supported by a culture of listening to allegations and responding with rigour, fairness, and transparency.
- Adopting proportionate Safer Recruitment best practice in the recruitment and selection of staff and volunteers.

DSL Team and Training

25. We will ensure that we appoint a Designated Safeguarding Team Leader and team who will take responsibility for leading the safeguarding of children, adults, staff and contacts across the organisation.

26. We will ensure that those who are responsible for safeguarding at the various levels of the organisation are appropriately trained and supported to fulfil their role competently and confidently.

Health and Safety

27. We will ensure that we consider safety in all areas of our work and ministry:

- Managing health and safety through effective policies and procedures; using risk assessment processes and proportionate systems.
- Considering the online as well as the physical environments; including our use of social media and technology).
- Anti-bullying and zero-tolerance approach to bullying; including cyber-bullying and the bullying of volunteers, staff, and leaders).
- Dealing with peer-abuse (including domestic abuse) and harassment (including sexual harassment)
- Equality and diversity and a culture of zero-tolerance of discriminatory or abusive attitudes, language or behaviour.

Dealing with Concerns

Ministry Activities

28. We will seek to clearly identify concerns about the safety or wellbeing of those to whom we minister and to respond appropriately and proportionately by:

- Signposting, or referring them to local or national services that can help them.
- Providing information, guidance, and support as we are able, to help them overcome their challenges.
- Sharing information appropriately with partner agencies where we have concerns about the safety of an individual and statutory thresholds and / or criteria are met.

Storage of Data

29. We will record and store information accurately, keeping it securely in line with our legal duties, information sharing policies and national and local guidance and agreements. This will include, but is not limited to, records such as:

- Safeguarding concerns forms and records of actions taken. These will be held in a confidential file.
- Records of the investigation of allegations, complaints etc and their outcomes
- Consent forms and registers for activities with children, young people
- Personnel files
- A single Central Record of pre-appointment checks for staff and volunteers
- Accidents and incidents, including near misses, hate crimes and incidents of harassment, bullying etc.
- Risk assessments and formal contracts relating to those who pose a risk to children or adults.

Safeguarding Culture

30. We will involve children, young people, their parents or carers and adults at risk of abuse in our safeguarding processes wherever possible; making reasonable adjustments where necessary to enable them to participate in the decisions that affect them.

31. We will ensure that we maintain a safeguarding culture. This will be supported by proportionate policies and procedures, for raising concerns or complaints by anyone we seek to minister to or serve alongside. These policies and procedures will enable London City Mission to deal with concerns in an efficient, open, honest and fair manner.

Allegations against Staff, Trustees and Volunteers

32. We will ensure that all allegations against our staff, Trustees or volunteers are taken seriously and that we take appropriate action. Where formal action is taken there will be an appeals process.
33. We will also ensure that our leaders are competent and confident in handling complaints.
34. We will develop a culture that encourages all staff and volunteers to be able to identify and raise concerns. This will be enabled by a clear Whistleblowing policy.
35. We will ensure that our safeguarding Policy is available to download from our website.
36. We will ensure that any outside concerns can be raised through reporting on our website <https://www.lcm.org.uk/safeguarding/>

Basis of policy and legal framework

37. At the date of review this policy is consistent with:
 - Current legislation and national guidance including Children Acts (1989 & 2004), Children and Families Act 2014, Children and Social Work Act 2017, Working together to safeguard children (2018), The Care Act 2014, Human Rights Acts 1998, Care Standards Act 2000, Mental Capacity Act 2005, and Deprivation of Liberty Safeguards 2007.
 - Our charitable objectives, governing documents, and statement of conduct.
38. Details of all the relevant legislation and guidance is available in the Appendix.
39. This policy will be reviewed annually to include a review of policy and practice changes in regulations, legislation, or good practice. This will be informed by our external Safeguarding Advisors.

Document control

Policy due for review: February 2024

Policy reviewed and adopted: 17 April 2023.

Last review conducted / approved by: The Board of Trustees