
LIGHT LONDON SAFEGUARDING POLICY

Name of Organisation: Light London

Address: 15 Spray Street SE18 6AP

Telephone Number

Charity Number: 1171102

Email: info@lightlondon.org

Senior Leader(s): Tobi Arayomi & Nicola Arayomi

Safeguarding Coordinators: Elder Christine & Dwight Guy

Safeguarding Contact Email: Safeguarding@lightlondon.org: family@lightlondon.org

Introduction: Light London Church is a faith-based organisation registered as Charity Number: 1171102

Located in the London L Borough of Greenwich:

Light London Church runs services, gatherings, and activities that involve interaction and work with children, young people, and vulnerable adults in the general congregation. To carry out its operational duties, it is imperative to ensure that all members, children, young people and vulnerable adults are safeguarded and protected from possible harm, neglect and all kinds of abuse. All workers and volunteers are to adhere to Light London's safeguarding policy, which is underpinned by the Pan London safeguarding procedures for children and adults and the Local Authority safeguarding procedures. Within Light London, we support and protect children, young people and vulnerable adults in our care through our robust safeguarding policies and procedures. We may work with external safeguarding agencies and the wider community in order to better support individuals who we deem to be at risk of significant harm

Policy Statement

Like any organisation that works with children, young people and vulnerable adults, Light London Church has set out this document as a safeguarding policy outlining procedures about preventative measures to protect children, young people, vulnerable adults and all members and visitors from possible risk of harm, neglect and abuse. The policy also sets out how to respond to allegations of harm, abuse and neglect made against a child, young person or vulnerable adult and also concerns that a child/young person or adult may pose a risk of abuse

and neglect to others. The policy also aims to ensure that risks are managed appropriately following the correct Pan London children and adult safeguarding procedures. The policy is applicable to all workers / Volunteers, contractors and leaders in Light London Church, who work directly with children, young people and or vulnerable adults. Light London Church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability. As a church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

What is safeguarding

Safeguarding is the action that is taken to promote the welfare of children young people and vulnerable adults to protect them from harm, neglect and all forms of abuse and maltreatment; preventing harm to children's health or development; ensuring children grow up with the provision of safe and effective care; and taking action that enable all children and young people to achieve the best possible outcomes

The Purpose of the Policy

This policy and procedure details how Light London Church implements measures for safeguarding children, young people, and adults at Risk of abuse and neglect with whom they come into contact in the course of their work and interaction

Light London Church is committed to developing and implementing practices and procedures so that everyone within the organisation accepts their responsibilities for safeguarding children, young people and adults at risk from abuse and neglect. This requires adhering to specific procedures to protect them and reporting any concerns about their welfare to the appropriate authorities. This policy is informed by and supports our organisational purpose, and is how we comply with Pan London and the London Borough of Greenwich

Safeguarding Children procedures, and the Greenwich Safeguarding Adults at Risk procedures. This safeguarding policy helps us to achieve this by:

- Ensuring that all Light London church workers, leaders, contractors, members, and volunteers apply the same policy and procedure
- Making sure that everyone in Light London is accountable for what action is taken in the event of dealing with safeguarding matters
- Having clear roles and responsibilities allocated to designated safeguarding leads and expectations for the rest of the congregation.
- Stating what staff / *Volunteers* can expect from the organisation to help them work effectively while dealing with safeguarding matters.

Who needs to be safeguarded?

Children and Young people: In England & *Wales*, a child is defined as anyone who is below the age of 18. Child protection guidance points out that even if a child has reached 16 years of age they are still treated as children and subject to child protection procedures, should safeguarding arise until they reach their 18th birthday.

Vulnerable Adults: In England, a vulnerable adult is defined as a person who is 18 years of age or over, who requires or may require community care services because of mental capacity or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation.

Whose Responsibility is safeguarding within Light London

(i) Leadership:

The leadership of Light London Church recognises its responsibility to create a safe environment for all members in a bid to safeguard and promote the welfare and safety of children, young people, vulnerable adults, all members and visitors. All leaders in light London are expected to be vigilant to look out for and report safeguarding concerns and ensure that they are addressed. The Light London safeguarding policy must be adhered to by all leaders in their departments, church gatherings, Bible study home cell groups, ignite fellowship meetings and meetings where a position of trust is assumed. Leaders are to always employ a preventative and safety approach.

(ii) All Members:

Safeguarding is everyone's responsibility. Everyone who encounters children or vulnerable adults has a role in identifying concerns, sharing information and taking prompt action. All members of Light London should therefore report any possible safeguarding concerns as soon as they are identified to the Light London safeguarding Lead and designated coordinator or a leadership team member for it to be promptly addressed. Light London aims to always create and maintain a safe environment for all members to promote their welfare and to ensure that there are strategies in place to protect them from possible harm and abuse during all gatherings and that they are not subjected or exposed to any situation that may pose a risk of possible harm. All children, young people, vulnerable adults, leaders, volunteers, visitors and all members are protected from any form of abuse and possible harm by following internal safeguarding processes and a subsequent referral to external safeguarding agencies like the police and social care safeguarding department where necessary.

(iii) Volunteers and Contractors:

All volunteers and contractors are to assume accountability and responsibility for safeguarding children, young people and adults whilst performing their duties.

Safer recruitment, support and supervision of volunteers and staff:

Light London Church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.

Advertisements for the recruitment of staff by Light London staff must make it clear that the post will involve working with or in the company of children / young people or adults at risk.

An enhanced DBS check will be required and a candidate's suitability for working with or in the company of children and young people will be taken into account.

No proposed new member of staff shall be appointed without a prior interview. At least one member of the interviewing panel should be responsible for establishing the candidate's suitability for working with or in the company of children and young people.

Light London is committed to working with all other external agencies in a bid to implement safeguarding procedures in line with the legal framework:
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We recognise our responsibility towards children, young people, vulnerable adults and all individuals who are under our care. To implement this, we are committed to:

- Adhering to Pan London and Local safeguarding procedures for children and adults to protect and promote the welfare of children, vulnerable adults, all members and visitors. Setting up and following good safeguarding policies and procedures in Light London means that children are safe from adults and other children who might pose a risk. Also, vulnerable adults and all members are protected from all forms of abuse and possible harm:

- All leaders, staff, volunteers, members and visitors are expected to share this commitment to report any safeguarding concerns to the Light London church safeguarding designated leads or any member of the leadership team to address them effectively.
- Ensuring safety for all children and vulnerable adults, members and visitors within our care during all church activities
- Ensure that all members who look after children are disclosure and barring Service (DBS) checked
- Ensure that there is a trained designated safeguarding lead who will address and record all safeguarding concerns and follow proper safeguarding procedures. If matters need to be escalated, a referral will be sent to the respective external safeguarding agencies like the police and safeguarding social services department.
- Following the relevant national safeguarding legislation and guidance for children and adults whenever required
- Ensuring children are properly supervised and vulnerable adults are adequately supported at all times
- Making sure all adults understand how to share concerns about the safety or welfare of a child, young person or vulnerable adult.
- Making the environment as safe as possible for children, young people and vulnerable adults from the risk of harm and abuse.
- Maintaining good links with the Local Authority Social Services safeguarding team and safeguarding board.
- Maintaining good links with the Local police
- Maintaining good links with the Local Authority children and Adult social care safeguarding departments.

Possible Harm, abuse and neglect can be categorised as below. Harm is identified in the following ways:
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- Physical: When a child, vulnerable adult or other individual is deliberately hurt or injured and they present with non-accidental physical injuries of any sort.
- Sexual: When a child, vulnerable adult or other individual is forced, influenced or coerced to take part in sexual activity, which can include being made to look at inappropriate images
- Emotional: When a child or vulnerable adult is made to feel frightened, worthless or unloved. It can also be when children observe verbal or physical violence in their home that impacts their emotional safety;
- Neglect: When a child is not taken care of by their parents/carers. This can include poor hygiene, malnutrition, maltreatment, lack of adequate supervision, being left alone or lack of medical care;
- Neglect of Adults - Lack of good enough support in areas where they may lack the skills to meet their needs leading to self-neglect that impacts their health and well-being.
- Peer-on-Peer abuse: When a child is abused by another child;
- Religious abuse: When an individual experiences abuse usually in the form of physical, sexual, emotional or monetary abuse within the religious setting from someone in a position of trust who uses this position as leverage;
- Female Genital Mutilation (FGM): When a female child has experienced or has had threats made around Female Genital Mutilation;
- Radicalization: A child or vulnerable adult holding extreme political or religious views
- Fabricated and induced illnesses: Is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of **illness** in the child.

A Child Protection Policy

Child Protection Policy and procedures: Light London Church is responsible for providing a safe place for children and young people to meet where they should not knowingly be placed at risk of significant harm.

To keep children safe, Light London encourages all leaders, members, volunteers and visitors to use a child-focused approach while dealing with safeguarding matters and take responsibility to identify and be vigilant about implementing internal safeguarding processes and subsequent escalation to external safeguarding agencies where necessary as soon as possible. The policy sets out clearly how to spot the signs of abuse or harm, the processes for sharing information within Light London and external safeguarding agencies, the circumstances in which concerns should be reported to a designated internal safeguarding leads and coordinator in Light London or a referral made to local authority children or adult safeguarding service. Children's safeguarding is shaped by the Children Act 1989 under section 47, but the key statutory guidance for faith groups is ['Working together to safeguard children'](#), which states "Every VCSE (voluntary, community and social enterprise), faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed and systems should be in place to ensure compliance in this". Light London has implemented internal processes to manage safeguarding incidents as specified in line with the legal framework of s47 CA 1989 where an alleged crime has been committed to escalate to the relevant external safeguarding agencies to address i.e.: The police and the Local Authority safeguarding department. The major policy guidance referred to is Working Together to Safeguard Children.

In order to keep children safe, all leaders, workers and visitors should do the following:

- Be aware of who they should contact for help and the safeguarding policies in place to safeguard children and young people in our care
- (Where possible) Do not be in an unsupervised one-to-one situation with any child or young person

- Do not take footage or photographs of any child or young person without parental consent whilst in Light London;
- Be aware of Light London procedures including fire exits and evacuation.
- To obtain consent from a person with parental responsibility (PR) to give children food and drink making sure you have information about any possible allergic reaction for children and young people with allergies and specific health needs that require extra attention.
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored
- Treat all individuals with respect and dignity
- Respect people's rights to personal privacy
- Ensure that their own language, tone of voice and body language are respectful
- Ensure that children, young people and children know who they can talk to about a personal concern
- Record and report any concerns about a child, young person and/or the behaviour of another worker to the Safeguarding lead
- All written records should be signed and dated

Safeguarding adults: A term used to support vulnerable adults who find themselves posed to the risks below

- They are experiencing or at risk of experiencing abuse or neglect, and
- As a result of their care and support needs, they are unable to protect themselves against the abuse, neglect or risk of it.
- Neglect and Acts of Omission

- Abuse including ignoring medical 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.
- Abuse
- Harm that is caused by anyone who has power over another person; which may include family members, friends, unpaid carers, health or social care workers and organisations.
- The following are recognised forms of abuse against adults:
- Physical abuse – including hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions;
- Sexual abuse – including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting;
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks;
- Exploitation – either opportunistically or premeditated, unfairly manipulating someone for profit or personal gain. This includes Modern Slavery and Human Trafficking;
- Financial or material abuse – including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;
- Neglect and acts of omission – including ignoring medical or physical care needs, overuse of medication, 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 discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment;
- Institutional abuse – including neglect and poor care practice within an institution or specific care setting like a hospital or care home, for example. This may range from isolated incidents to continuing ill-treatment;
- Self-Neglect – failure of an adult to take care of himself or herself that causes, or is reasonably likely to cause within a short period of time, serious physical, mental or emotional harm or substantial damage to or loss of assets and Hoarding.
- Domestic Abuse – Any incident or pattern of incidents of Controlling Behaviour, Coercive Behaviour or Threatening Behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

Safeguarding Adult process

Like all organisations working with children and vulnerable adults, Light London is committed and provides training for their staff and leaders on how to identify and respond early to the needs of all vulnerable adults and children, including unborn children; babies; older children; young carers; disabled and will act appropriately where there is a particular need to be alert to the potential need to inform the relevant authorities in an event where the child or vulnerable adult is showing early signs of abuse and or neglect, engaging in criminal or antisocial behaviours or radicalisation.

The Care Act 2014 provides the legal basis for adult safeguarding. Under the CA 2014 adults with care and support needs at risk of or experiencing abuse and unable to prevent it themselves must be supported.” Vulnerable adult’ means a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being

temporarily or indefinitely impaired.” While some faith groups tend to draw a much wider definition of what constitutes a vulnerable adult. Light London however adheres to the legal framework and policy guidance definitions.

Once a disclosure or referral of an adult has been received.

- In the first instance, listen to the concern and make sure they are safe (do not ask detailed questions at this stage or any leading questions) and reassure them that they have done the right thing.
- Explain what you will need to do with the information they have shared with you, who you will speak to, when and what might happen.
- Make contact with your appointed safeguarding officer to report any concerns you may have.
- If you have concerns about the welfare of a vulnerable adult without the opportunity to speak to the designated safeguarding officer, then contact your local adult social care services for advice and support.
- To report a crime or if you think a person is at immediate risk of harm, call 999. If there is no immediate risk of harm to a vulnerable adult, contact police on 101.
- For general advice and support around safeguarding adults, call 0808 802 8686 (Voice.UK) a national helpline for supporting people with learning disabilities and other vulnerable people who have experienced crime or abuse.

Minimum Requirements and creating a safe community

Like all Organisations who work with children and vulnerable adults Light London has in place minimum arrangements that reflect the importance of safeguarding and promoting the welfare of children in compliance with the policy document Working together to safeguard children and Adult Pan London safeguarding policy for vulnerable adults including:

- **A clear line of accountability** designed to safeguard and promote the welfare of children and vulnerable adults;
- **A senior** lead who takes leadership responsibility for safeguarding arrangements;
- **A culture of listening** to children and taking account of their wishes and feelings, both in individual decisions and the development of the organisation
- **Disclosures** –All Light London leaders, members or volunteers should know what to do if a child tells them they are being abused or neglected. Responsible leaders, members or volunteers should know how to manage the requirement to maintain an appropriate level of confidentiality, whilst at the same time liaising with relevant designated safeguarding Lead and coordinator/leads within Light London. Those managing disclosure should never promise a child that they will not tell anyone about an allegation, as this may ultimately not be in the best interests of the child as in safeguarding cases confidentiality can be breached in public interest.
- **Clear whistle blowing procedures** - Senior leaders and the designated safeguarding coordinator are notified if there are concerns about the behaviour of members and leaders, volunteers that is seen as posing risk to cause harm, abuse or neglect to children, young people, vulnerable adults and all members. Light London church is committed to a culture that enables addressing effectively issues about safeguarding and promoting the welfare of children-vulnerable adults-all members and visitors.
- **Lone Working Policy:** When members are undertaking Light London assignments alone in the community to ensure that they are accountable to a leader and report to them when the assignment is completed to ensure that they are safe. Where it is anticipated that members have to conduct home visits and hard to reach areas of the community, it is anticipated that members work in pairs and report to a leader when the assignment is completed. It is also advisable to conduct home visits in pairs in case of any form of allegations.
- **Bullying:** Light London Church is committed to the prevention of bullying. The church will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately.

All those working with children, young people and adults must not:

- Use any form of physical punishment
- Be sexually suggestive about or to an individual
- Scapegoat, ridicule or reject an individual or group
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying
- Show favouritism to any one individual or group
- Allow an individual to involve them in excessive attention seeking
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group
- Befriend children, young people and adults who may be vulnerable on social media
- Take photographs on personal phones or cameras as this means that images are stored on personal devices

Acceptable Touch:

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate.

However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive.

As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum.

In addition to this, always follow the guidelines below:

- Ask permission before you touch someone
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention)
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be in response to a person's needs and not related to the worker's needs. Touch should be age appropriate.

Safeguarding within Faith Settings and challenges facing faith-based communities/ Light London

Light London Church recognises the diverse range of individuals they serve as a faith group, including those who may require safeguarding support. While this offers a significant opportunity to assist vulnerable people, it also presents challenges in managing workloads and clearly defining the safeguarding role.

Professionals - Light London church is dedicated to following policy guidelines when addressing safeguarding concerns. A designated safeguarding lead, along with a team of safeguarding leaders, handles these concerns,

ensuring they follow internal safeguarding processes before escalating matters to the local authority's safeguarding department, if necessary.

Light London church recognises the challenges and barriers to safeguarding within faith-based communities and is aware of the common issues that can arise when addressing safeguarding concerns. As a result, safeguarding concerns at Light London church are handled impartially, ensuring that proper safeguarding procedures are followed without compromise.

The following challenges are considered:

- The trust placed in religious leaders can create opportunities for abuse and, at the same time, make it less likely for victims to be believed if they raise accusations against a leader within the religious community.
- The reluctance to believe that someone within their own faith could harm another member, coupled with the desire to protect the reputation of the faith group by not exposing such individuals, creates significant challenges.
- A culture of welcome and inclusion in religious communities can make them vulnerable to individuals seeking to exploit this openness for abusive purposes. This challenge is often intertwined with beliefs about forgiveness and offering second chances.
- Blurred boundaries between adults and children can occur during activities such as pilgrimages, retreats, overnight prayers, and other trips, creating potential risks for safeguarding concerns.
- There is often a reliance on volunteers to manage safeguarding issues at the individual congregation level. These volunteers may have varying levels of knowledge and confidence, and without adequate support, they can easily step away from their responsibilities.
- Concerns about organisational reputation often arise from the belief that religious groups are morally upright institutions. Abuse within the organisation threatens this status, which has contributed to instances where faith groups have repeatedly concealed potential scandals.

- Community organisations/charities, faith groups – especially smaller ones – may have limited resources to devote to safeguarding
- They may lack a culture of safe recruitment, supervision, human resources, and other management structures that are essential for ensuring accountability and transparency.
- There can be tension between religious laws and customs and statutory requirements.
- Determining how to best allocate limited resources while ensuring that safeguarding remains a priority is crucial. This includes dedicating resources specifically to safeguarding, particularly for the training of members identified as responsible for this area

Proportionality

Light London Church is a faith-based organisation that is currently based in the London Borough of Greenwich in Woolwich, with a rapidly growing congregation. When a safeguarding issue arises within the Church setting or other related church gatherings, the leaders follow Light London's internal safeguarding processes. If escalation is necessary and concerns are substantiated, the local authority safeguarding department in the hosting borough where the incident takes place will take over the investigation, rather than the Greenwich Borough where Light London's head office is located. To support this structure and its anticipated growth, Light London has developed robust and comprehensive safeguarding policies and procedures, including those for child protection, adult safeguarding, whistleblowing, and lone working.

Capacity and Skills/ Scale of change

- Light London church recognises concerns regarding the skills and capacity of individuals in faith-based organisations to effectively lead and implement safeguarding practices. Many volunteers supporting these

organisations often struggle to find time for formal training. To address this, Light London has established a dedicated safeguarding team, led by the Senior Leaders and their subordinates.

- This frontline team is responsible for ensuring that effective safeguarding training is conducted, refresher courses are provided, and regular reviews of safeguarding practices are carried out.
- They also analyse lessons learned, identify policy gaps, and work to minimise risks and prevent future incidents. Additionally, Light London's leaders ensure that while implementing both internal safeguarding policies and legal requirements, victims receive the necessary support, and perpetrators are given appropriate assistance. All workers and volunteers get regular training.

Cultural Change

Light London Church recognises the challenge people face in accepting that someone within their faith could commit abuse, as well as the desire to protect the reputation of their faith. In some communities, a strong emphasis on forgiveness and giving second chances, even to known abusers, can create a culture that is less likely to address or investigate incidents of abuse and concerns about unsafe practices or individuals. Light London church is committed to integrating safeguarding into its operational practices, aligning it with the faith's mission to protect and safeguard vulnerable children, adults, and all members.

Legal Framework

Like many religious organisations, Light London Church is aware of the legal framework for safeguarding children, vulnerable adults, and all its members. It recognises that conflicts between civil law and faith law can pose potential barriers to effective safeguarding. Addressing the notion of being answerable solely to a higher power and not to civil and statutory safeguarding requirements is essential. It is important to clarify the obligation to report child or adult abuse to statutory agencies.

Responding to child/ Adult safeguarding concerns by speaking to safeguarding officers

- All members and leaders and other relevant individuals should report any concerns regarding the welfare of a child, young person, or vulnerable adult to the Designated Safeguarding Officers.
- If there is a concern or disclosure involving a leader at Light London, it should be communicated directly to the Senior Leaders or to the safeguarding lead.

Responding to child/ Adult safeguarding without speaking to safeguarding officers.

- If you need to address a concern urgently and cannot reach your designated safeguarding officers, contact your local authority's Children's Social Care Services
- In an emergency, call 999 to report a crime. If the child is not in immediate danger, you can reach the police by calling 101.
- For additional support with children's concerns, the NSPCC Child Protection Helpline at 0808 800 5000, is available 24/7.

Nominated Safeguarding Officers/Leads

Senior Leaders: Apostle Tobi Arayomi and Prophet Nicola Arayomi

Designated Safeguarding Officers: Elder Christine Raquel Muyizzi and Prophet Dwight Guy

Elder Sandra Bryant: Belinda Rumara: Mary Adeshina: Susanna Sonaike:

Leaders (All leaders to report concerns to designated officers)

Children's Ministry: Prophet Fola Coker

All commissioned leaders are aware of who to contact if they are concerned about the welfare of a child, young person or vulnerable adult

Managing a disclosure including allegations against leaders

If you are concerned about:

- Something a child, vulnerable adult or any other individual says,
- Child or vulnerable adult presenting with unexplainable Marks and bruising
- Changes in a child's behaviours
- Something another child says about a peer or vulnerable adult being at risk

Managing children's allegations

- Provide a safe environment preferably with two people involved in gathering information.
- Information should be recorded in first person
- Parents should be informed immediately and if they are not the alleged perpetrators should be involved in the process of gathering information to ensure compliance in relation to parental consent and a child is likely to feel more reassured when the parent is involved.
- It is important to reassure the child that they are not in trouble and by disclosing they are doing the right thing but they need to tell the truth.
- Factual information should be recorded no assumptions or speculation

- Time scales are very important so it is important to deal with the situation as soon as possible without drift in case escalation to external safeguarding agencies is required. The forensic window is not missed which is normally within 2 days.
- No leading questions should be used
- Open ended questions should be used as opposed to closed questions.
- Make sure the setting is confidential and comfortable.
- Be mindful and self-aware of your body language and reactions by avoiding responding in shock, horror or fear, laughter or any form of impulsive reaction about anything said.
- Keep calmly, speak slowly and maintain a calm demeanour
- Use simple language and no jargons when asking questions
- Reassure that they have done the right thing
- Listen carefully to what they say and don't make assumptions
- The second person can make observations as the first one is gathering information.
- Listen more than you talk and avoid advice giving and attempting to solve the problem.
- Don't put words in their mouth or assume what they are going to say or what they mean.
- Allow the individual to use their own language and at their pace
- Do not interrogate just take facts
- Do not ask further questions unless to clarify something that has been said. Limit questions to the following four questions if the individual has not already provided you with the information:
 - What happened?
 - When did it happen?
 - Where did it happen?
 - Who did it?
- How do you know them? (if the relationship with the accused is unclear)

- Do not promise confidentiality as in public interest and safeguarding confidentiality can be breached.
- Share with the individual what you are going to do, who you will share the information with, what going to happen next

Recording Safeguarding information

Immediately after you have responded to the concern in an appropriate way, request and use a **RED CONCERN FORM** which can be obtained from the Designated Safeguarding Lead. Record EXACTLY what the individual shared in their own words, including how, when and where the account happened with specific timelines including the hours and minutes with the sequence of events outlined.

Referral

Ensure you pass on your recorded concerns on the **RED CONCERN FORM** immediately to one of Light London's Designated Safeguarding Officers/ Leaders. Hand the form in person to a DSL; do not leave it with another individual or leader. After following the internal procedures and the case is deemed to be escalated to external safeguarding agencies this has to be done immediately not later than 24 hours. Safeguarding is managed by the hosting Local authority and police where the alleged safeguarding incident takes place.

Managing Adult Allegations

Light London believes that everyone should be respected and treated equally as an anti-oppressive and anti-discriminatory approach is used. No member of the church should be treated less favourably on the grounds of their age, race, sex orientation, nationality, ethnic origin, religion or beliefs. The anti-discriminatory and anti-oppressive approach is applied.

In cases of complaints or allegations:

- The person receiving the allegation must inform verbally and in writing the designated safeguarding officers within 24 hours of notification. They must:
- Treat the matter with seriousness and in strict confidence
- Keep detailed record/ account of the allegations made (names, date, time, location and any potential witnesses)
- Keep detailed record of the allegation in relation to the victim and alleged perpetrator
- Notify designated safeguarding officers
- On completion of the above, designated safeguarding officers must report the allegation within 24 hours to Senior Leaders, Apostle Tobi Arayomi and Prophet Nicola Arayomi.
- Appropriate advice will be sought from senior leaders about the best course of action to address the complaint or allegation.
- Correct adult safeguarding procedures to be followed where a crime has been committed and a referral to external safeguarding agencies to be completed like Social Services and the Police.
- It is important to ask the victim how they would like the investigation to progress as safeguarding for adults is personal and the victim needs to say what outcome they want from the inquiry. This can be addressed by social services.
- Prevention code of conduct ongoing safeguarding training.
- How to respond to allegations documentation of concern
- A chair or trustee who can respond to safeguarding allegations who will liaise with insurance company and Charity Commission to report serious incidents

- Regarding allegations of physical injury, neglect, sexual or emotional abuse not to mention to carers or parents if they are the alleged perpetrators unless advised to do so having contacted children social Services.
- Seeking medical help if needed informing doctors of any suspicions however this needs to be done with parental consent unless the parents and carers are the perpetrators and in such an event social care department and the police CAIT (Child abuse investigation team) department.
- Working with offenders and those who may pose a risk to others. Leaders will supervise the individual concerned and offer pastoral care but with safeguarding children to protection of children and adults with care and support needs, set boundaries to the person which they will be expected to adhere to. These boundaries will be based on the appropriate risk assessment and through consultation with appropriate parties.
- Allegations of abuse against a person who works with children and young people or vulnerable adults. If an accusation is made against a leader, member volunteer or paid staff, they will be relieved of their duties pending internal investigations. Normal safeguarding procedures to be followed and with external agencies a Local Authority designated officer (LADO) would be informed to take the lead in the investigation and the police where necessary

Action In respect to false allegation:

In circumstances where the allegations are found to be false and unfounded senior leaders will consider whether to take further action against the person under appropriate policy. These also need to be properly recorded with the outcome of concerns not being substantiated and no further action justifying the rationale for that outcome and conclusion.

There are lessons learnt in this incident and gaps should be identified to prevent this from happening again. There is a need to give support to both the alleged perpetrator and the person who made the allegation.

Safeguarding staff training

- Light London Church is committed to getting the foundations right via having good and well understood policies and procedures in place
- Light London has created clear leadership and governance structures, so that everyone connected to their communities knows who to go to for help
- Ensuring leaders and volunteers are trained and confident, so that they understand what to be aware of and how to respond to concerns or issues.

- Light London carries out a safe recruitment process and makes sure that all appropriate checks are completed on volunteers that will work or come into contact with children and adults at risk in line with the Disclosure and Barring Service requirements.
- Information provided in a DBS disclosure report must be kept confidential and only on a need-to-know basis. Such information will be handled in accordance with GDPR (General Data Protection Regulation).
- By conducting checks and providing details of criminal records and other relevant information, DBS helps to identify applicants who may be unsuitable for certain work and positions, especially those involving contact with children (those less than 18 years old) or adults at risk.
- Depending on the type and regularity of contact with children or adults at risk involved in a particular role, employers are entitled to make appropriate types of enquiries about the applicant's criminal record and seek a disclosure through a DBS check.

- Light London can undertake different types of criminal records checks if necessary. All volunteer leaders and any member of the Family Team must undertake an enhanced DBS check.
- This will be for positions included in both the ROA (Rehabilitation of Offender's Act) 1974 Exceptions Order and in the Police Act 1997 regulations. This type of check contains the same details as the standard check plus any information held locally by police forces that it is reasonably considered to be relevant to the post applied for.
- The decision as to whether a person with a criminal record should be appointed, or an offer of employment withdrawn, or employment terminated will be taken only after careful and thorough consideration of the outcome of any DBS check as well as job and offence related factors
- Each member of the designated safeguarding officer holds a formal L3 safeguarding qualification, and keeps updated with legislation to refresh their knowledge

Confidentiality

- All members/staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children matters relating to child **or vulnerable adult protection** will be treated as confidential and only shared with members/staff who 'need to know'. There is a lawful basis for child and **vulnerable adult protection** concerns to be shared with agencies that have a statutory duty for child and **vulnerable adult** protection.
- All members/staff must be conscious that they cannot promise to keep secrets – **confidential information** which might compromise the Child's and **vulnerable adult** safety or wellbeing. However, staff volunteers are aware that matters relating to child **and vulnerable adult** protection and safeguarding are personal to children/ **vulnerable adults** and families, in this respect they are confidential and the designated

safeguarding officer will only disclose information about a child to other members of staff on a need-to-know basis.

- All staff/members will always undertake to share the intention to refer a child to agencies who have a statutory duty for child and **vulnerable adult** protection, with their parents /carers unless to do so could put them at greater risk of harm, or impede a criminal investigation

Record keeping

An accurate record should be made when there is concern about a child or adult at risk in terms of risk of harm or safeguarding. The record on the shared drive should include:

- Appropriate personal details of the child or vulnerable adult;
- The nature of concern/ alleged safeguarding category
- The sources of information about the concern
- Any advice given
- With a confidentiality has been discussed with the child or vulnerable adult;
- Names of staff with whom discussed;
- Details of action taken or any referral to an external agency; and
- Date and signature of the person making the record.

Monitoring and review of policy- independent reviews and audits

Light London Church will review its policies and procedures to ensure that they comply with the relevant legislation and the agreed procedures in London. The safeguarding policy will be reviewed annually and updated

to remedy any deficiencies or weaknesses in regard to vulnerable people and young people safeguarding arrangements that are identified without delay.

This policy may be reviewed before the next scheduled date if deemed necessary by the safeguarding Coordinator or Lead when gaps are identified to minimise any eventualities as a result of the deficiencies in the policy and changes in the way the organisation operates.

All parents / carers of students under 18 have access to information regarding the responsibilities of volunteers with regard to safeguarding procedures which can be found on the website.

Young adults and vulnerable persons will be supported to understand their safeguarding issues through:

Making all aware of the safeguarding processes in a way that will encourage the sense of security, confidence and independence; and

The creation of a climate in which responsible behaviour is encouraged and where young people/vulnerable adults will save on to ask for help if they are threatened or at risk of abuse

- Independent reviews are an important mechanism to help organisations learn from cases where people have been abused by a person or people in faith-related roles, especially if it is known or there are concerns that the response did not meet standards of good practice. Independence scrutiny by these means helps both rebuild trust that what happened is truly being brought to light and there is no cover up. They also allow the systemic barriers to be identified that, if not addressed, will prevent future cases from being handled better.
- Routine audits, in contrast, allow constant learning and improvement to be achieved proactively, by inviting in people with fresh eyes and safeguarding expertise before any one has suffered harm. These benefit

from being conducted as collaboratively as possible, rather than being seen as something that is done to organisations. There is also a longstanding fear in some communities of independent oversight leading to religious persecution. The quality of audits will benefit from co-production with abuse survivors in the design and delivery.

Light London Safeguarding Flow chart

Safeguarding disclosure/ Referral /concern

A safeguarding concern is reported to or identified by someone within the church. Please remember

If you are approached by a child/adult at risk, with a disclosure that (s)he is being harmed or abused

Stay Calm

Do not promise to keep the information a secret

Don't question the individual except to clarify what they are saying

Do not ask leading questions and record all the information in first person

Is the child or adult at immediate risk

Yes-----No

If the person is at immediate risk of harm or needs medical attention, dial 999 to contact the emergency services and follow any advice

Please report all concerns within **24 hours** of the disclosure being made to you / the concern arising.

Inform the Safeguarding Lead using the child / adult Safeguarding reporting form.

Email the form to

safeguarding@lightlondon.org

The Safeguarding Lead will maintain the record and escalate appropriately.

Please do not discuss the disclosure / concern with anyone else but the Safeguarding Lead and maintain confidentiality