

LIBERTY CHURCH

Safeguarding Policy

Version 1.1

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Section 1: Details of the organisation

Name of Organisation: Liberty Church Dunfermline

Address: Liberty Centre, Pitreavie Way, Dunfermline, KY11 8QS

Tel No: (01383) 733970

General Email address: office@libertychurch.co.uk

Senior Leader Name: Jon Farrimond

Senior Leader Contact: 07597 198421, Jon@libertychurch.co.uk

Safeguarding Lead Coordinator: Ilona Hunter

Safeguarding Lead Coordinator Contact: 07925249243 /ilona@libertychurch.co.uk

Deputy Safeguarding Coordinator: Fiona Farrimond

Deputy Safeguarding Coordinator Contact: fiona@libertychurch.co.uk

Trustee representative for safeguarding: Stewart Steele

Denomination: independent

Membership of Organisation: Scottish Network Churches

Charity Number: SC002865

Regulators: OSCR

Insurance Company: Ansvr Insurance. ansvar.co.uk Policy Number: CHP 2341599

Statutory authorities contact details

Organisation	Opening hours	Contact details
Police	24 hours	Emergency: 999 Non-emergency: 101
Ambulance	24 hours	Emergency: 999 Non-emergency: 111
Thirtyone:eight	Monday to Friday 9am to 5pm (out of hours available for urgent calls)	0303 003 1111
Fife Council Social Care Contact centre	Mon-Fri 8:50 am to 5pm	03451 551503
	Out of hours emergencies	03451 550099.
	webpage	https://www.fife.gov.uk/kb/social-care
	email	sw.enquiries@fife.gov.uk

What we do

We are a community of ordinary people, of all ages and stages of life, brought together by the love of an extraordinary God. We are committed to love and support each other, and to work together to see lives transformed through the Good News of Jesus Christ.

We are a church serving Dunfermline and surrounding areas. We welcome families, couples and individuals of all ages and walks of life.

We are a church that values, enjoys and cares for our world and one another. We recognise that every person is unique and precious in the sight of God who longs to welcome them back into His family. As part of the worldwide church, we work with others to share the love of Christ, seeking to bring people & God together.

We believe that we should encourage and seek the best for each other, setting aside time for fellowship, fun & celebration.

- We worship together and have groups for children and young people during our Sunday church services and through the week.
- Our Life Groups and weekday groups are where we can grow in our journey of faith, form friendships and support one another.
- We support national and international charities.
- We love to pray, serve and care for each other and our communities in different ways, including renting our venue to various groups.

Section 2: Governance and leadership

Our commitment

Liberty Church recognises the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the 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.” 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.

Our safeguarding statement can be found in APPENDIX 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight](#)), an independent Christian charity which we are members of. Thirtyone:eight help individuals, organisations, charities, faith and community groups to protect people from harm.

Governance

Liberty Church board of trustees is appointed to have delegated authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The board of trustees will have overarching responsibility for safeguarding within the organisation, including referring to the Scottish Charity Regulator-OSCR.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance,

can be pivotal to whether a charity achieves its stated object” (IICSA The Governance Institute, 2017).

The following Safeguarding Policy and Statement aims, do not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation, but to also build an open culture where:

- those who lead do so by example and are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people and there is open communication

Section 3: Prevention and understanding abuse and neglect

Definitions

Safeguarding: measures and actions taken to protect people from harm.

Child: a person aged 0 – 18 years old.

Adult at risk of harm: The Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as someone who is: (a) unable to safeguard their own well-being, property, rights or other interests, (b) are at risk of harm, and (c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected. An adult is at risk of harm if- (a) another person's conduct is causing (or is likely to cause) the adult to be harmed, or (b) the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

Adults in Scotland are generally considered to be over 18, however, depending on the legal circumstances there are some cases where an adult is considered to be over 16.

Furthermore, there are cases where a person may be aged 16-18 (and considered an adult) but their care is rolled out through a Child's Plan.

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 with care and support needs may be abused within a family, an institution or a community setting. Very often the abuser is known or is in a trusted relationship with the child or adult.

To safeguard those in our organisation 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:

1. States 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:

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. Please see guidance notes for a list of these in APPENDIX 2.

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

Liberty Church 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
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and the relevant Disclosure Scotland check (PVG) 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 and induction 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.

Workers from out-with Liberty Church

In circumstances where there are workers/volunteers who are helping in the church for a short-term/occasional basis, a sufficient check will be made, if possible, including face to face interview. We will accept their organisation's safeguarding criteria and liaise with their safeguarding lead. The temporary workers/volunteers will be required to attend safeguarding training with Liberty Church. Personal references will be taken up prior to the appointment. If the appointment is for more than 3 months, the full application process will be adhered to.

Safeguarding team

Whilst the activities of the Lead Safeguarding Coordinator can be delegated to other appropriately trained Safeguarding Coordinators, the ultimate responsibility for implementation of safeguarding policy and procedures at Liberty Church remains with the Lead Safeguarding Coordinator.

The Lead Safeguarding Coordinator should always be available to discuss any urgent safeguarding concerns. If the Lead Safeguarding Coordinator is unavailable, any concerns should be discussed with a Deputy Safeguarding Coordinator.

The Safeguarding Lead Coordinators acts as the main source of support, advice and expertise for safeguarding at Liberty Church.

Duties and Responsibilities of a Lead Safeguarding Coordinator

- Acting as an advocate (i.e. someone who speaks for and on behalf of children and adults at risk of harm)
- Advise and support the leadership team in developing and establishing the Liberty Church approach to safeguarding.
- Play a lead role in maintaining and reviewing the Liberty Church plan for safeguarding.
- Creating, reviewing (annually) and distributing the safeguarding policy, procedures and safeguarding resources throughout Liberty Church
- Advise on training needs and development, providing or sourcing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers. Ensuring all staff are aware of who the safeguarding lead officer and deputy safeguarding officer are and how and when to contact them.
- Manage safeguarding concerns, allegations or incidents reported
- Manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse and harm.
- Maintain accurate and secure records.
- Ensuring Liberty Church has sufficient safer recruitment procedures.
- Completing children and adult's safeguarding training, and safeguarding leads training every two years
- Updating knowledge and skills (for example via e-bulletins, meeting other Safeguarding Coordinators or taking time to read and digest safeguarding developments) at regular intervals to keep up with any developments relevant to their role.

Safeguarding training

Liberty 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.

The Safeguarding Coordinator will provide, or facilitate the provision of, all staff/volunteers with basic safeguarding training and this will be renewed every three years.

Liberty Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Coordinator undertaking advance safeguarding training which will be renewed every two years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The Safeguarding Coordinator will provide or facilitate specialist safeguarding training for the board of trustees which will be renewed every three years.

The Safeguarding Coordinator will also ensure that children and adults with care and support needs 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.

Practice Guidelines

As an organisation 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 potential harm or abuse and false or unfounded accusations.

For some activities specific forms will be utilised, e.g. consent forms, risk assessments etc.

The relevant forms can be obtained from the Safeguarding Coordinator.

We will ensure that:

- Each leader/helper is of good character, good standing in the church and of good reputation.
- Each new leader/helper/staff is interviewed, and safeguarding will be discussed during the interview
- As far as possible a leader/helper is not alone with a child/young person/vulnerable adult where their activity cannot be seen. On church premises, this may mean leaving doors open or two groups working in the same room.
- In a counselling situation where privacy and confidentiality are important, another adult knows the interview is taking place and with whom. Another adult must be in the building, and the young person/vulnerable adult should know they are there.

- Access to the building is safe and well lit.

The leader/helper should:

- Treat all people with respect and dignity befitting their age; watch language, tone of voice and where they put their body.
- Not engage in any of the following:
 - invading the privacy of children when they are showering or toileting.
 - excessively rough or sexually provocative games.
 - making sexually suggestive comments about a person, even in 'fun'.
 - inappropriate and intrusive touching of any form.
 - any scapegoating, ridiculing or rejecting a person
 - bullying in a physical or verbal way
 - blatantly favouring some children and excluding others
 - criticism of a particular person or a group of people
 - racism
- Control and discipline children without anger or the use of physical punishment.
- Make sure another adult is present if, for example, a young child has soiled their under clothes and needs to be thoroughly washed. The parent/carer will be first notified to help if they are available or asked permission if they are not.
- Not let any child or adult involve them in excessive attention seeking that is overtly sexual or physical in nature.
- Not invite a child or young person to their home without parental permission and the presence of another leader or helper
- Only invite a group to their home when there is another leader present.
- Make sure the parents/carers know where their child is.
- Not give lifts to children or young people on their own.
- Disclose any previous criminal convictions (all convictions must be disclosed as the Rehabilitation of Offenders Act 1974 does not apply).

Good Practice with Colleagues

If you see another leader/helper acting in ways which might be misconstrued, be prepared to speak to them or your team leader about your concerns.

Leaders should encourage an atmosphere of mutual support and care which allows all leader/helpers to be comfortable enough to discuss inappropriate attitudes or behaviour

Management of offenders and those who may pose a risk

When someone attending Liberty Church is known to have abused children, is known to be under investigation, or is known to be a risk to adults with care and support needs, a Safeguarding Coordinator and nominated leaders will meet the individual concerned and offer pastoral care; but in accordance with our safeguarding commitment to the protection of children and adults with care and support needs, they will set boundaries with and for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties, and a Safeguarding Contract will be put in place and reviewed at least annually. For more see the Liberty Church Safeguarding contract policy & procedure (Appendix 3).

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The code of conduct can be found in Appendix 7.

Safeguarding for Trustees

At Liberty Church, our Trustees have a legal duty to act in the interests of the organisation and in particular to act with care and diligence. Trustees should ensure mechanisms are in place to create a safe environment for staff, beneficiaries and volunteers. Trustees have a collective responsibility for safeguarding even if certain aspects of the work are delegated to staff. Ultimately, the Trustees are accountable for all that happens within Liberty Church.

Section 4: Partnership working

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

We therefore have clear guidelines with regards 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 (please see Appendix 8). It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets our safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults with care and support needs and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 5: Responding to disclosures of abuse

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. All workers and volunteers should follow the procedures described below.

When someone makes a disclosure

If someone discloses something to you, remember to listen carefully and reassure the person disclosing that they have done the right thing by telling someone. One question that is very useful to ask is “Does anyone else know?” Never promise not to tell anyone or keep it a secret but do maintain confidentiality where appropriate. Let the person know that any information will only be shared on a need-to-know basis, and that you are going to share it with your team leader and a Safeguarding Officer as the next step. ***If a child discloses some area of abuse REMEMBER you cannot promise confidentiality.***

However:

- Always take what the child says seriously.
- Keep calm and don't over-react
- Assure the child they are not to blame
- Avoid leading questions– use TED: can you TELL/EXPLAIN/DESCRIBE a bit more?
- Check with the child your understanding of what happened
- As soon as possible, make a detailed written account stating time, place and circumstances.
- Pass a verbal and written account to the Safeguarding Coordinator as soon as possible

Reporting a disclosure or concern

The person in receipt of a disclosure of abuse, or who has a safeguarding concern, should report as soon as possible using the Liberty Church Safeguarding Concern and Incident Report Form (Appendix 4) using the person's own words to describe the abuse. This form can be found in clipboards with children registers, in Little Gems and TZ rooms on the wall. An electronic version of the form can be downloaded from the church website and emailed to member of the Safeguarding Team. A Safeguarding Coordinator will deal with the disclosure, including referring the matter on to the statutory authorities where necessary. If the disclosure in any way involves a Safeguarding Deputy Coordinator or the Senior Pastor, then the report should be made to the Lead Safeguarding Coordinator and the Trustee Representative for Safeguarding. If the disclosure in any way involves the Lead Safeguarding Coordinator, then the report should be made to the Deputy Safeguarding Coordinator and the Senior Pastor.

In the absence of all Safeguarding Coordinators and the Trustee Representative for Safeguarding, then the report should be made in the first instance to:

Thirty-one: eight

PO Box 133

Swanley

Kent

BR8 7UQ

Tel: 0303 003 1111

Alternatively contact Social Services or the police.

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 Thirtyone:eight, although we hope that members of Liberty Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator /Trustee Representative for Safeguarding has not responded appropriately they are able to contact an outside agency directly (see section 1.2).

If the concerns implicate both the Safeguarding Coordinator and the Deputy Safeguarding Coordinator, then the report should be made in the first instance to the Chair of Trustees and Senior Pastor.

The worker or volunteer can also contact Thirtyone:eight to get further advice if required: Tel: 0303 003 1111. Option 2

The Safeguarding Coordinator may first ring the Thirtyone: eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or Trustee Representative for Safeguarding who may need to liaise with the insurance company or the charity regulator OSCR to report a serious incident/raise a concern.
- Local Authority Designated Officer – Child’s Named Person if the allegation concerns a worker or volunteer working with someone under 18.

Concerns 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 disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy Safeguarding Coordinator should not delay referral to the statutory services, Police Scotland or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Coordinator/ Deputy Safeguarding Coordinator 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.

The role of the safeguarding Coordinator /Deputy Safeguarding Coordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who 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 Coordinator /Deputy Safeguarding Coordinator will:

- Seek advice from Thirtyone:eight, who will confirm their advice in writing.
- Contact Children's Social Services 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.

Disclosures of sexual abuse:

In the event of disclosures or concerns of sexual abuse, the Safeguarding Coordinator /Deputy Safeguarding Coordinator will:

- Seek advice from Thirtyone:eight, who will confirm their advice in writing.
- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. The Safeguarding Coordinator will NOT speak to the parent/carer or anyone else.

Detailed procedures where there is a concern about an adult at risk:

Concerns or allegations of abuse or harm, including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is a disclosure or a concern about any of the above, the Safeguarding Officer will:

- Seek advice from Thirtyone:eight, who will confirm their advice in writing.
- Contact the Adult Social Care Team who have legal responsibility to investigate allegations of abuse.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- Seek advice from Thirtyone:eight and in discussion with them consider appropriate action with regards to the scale of the concern. Thirtyone:eight will confirm their advice in writing.
- Identify support services for the victim i.e. counselling or other pastoral support.

If there is a concern regarding spiritual abuse, Safeguarding Coordinator will:

- Identify support services for the Survivor i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

More information about Spiritual Abuse can be found in Appendix 2.

Disclosures or concerns of harm by a person who works with children

If an accusation is made against an employee or a volunteer whilst following the procedure outlined above, the Safeguarding Coordinator will, in accordance with Local Health and Social Care Partnership procedures:

- Seek advice from Thirtyone:eight, who will confirm their advice in writing.
- Refer the matter to Children's Social services who will investigate the concerns and pass on information to Disclosure Scotland in relation to the worker.
- Where applicable make a referral to Disclosure Scotland (Appendix 5) for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. A referral must be made within 3 months of the organisation's disciplinary actions, or the organisation will find themselves criminally liable.

Disclosures or concerns of harm by a person who works with adults at risk of harm

The Safeguarding Coordinator will:

- Seek advice from Thirtyone:eight, who will confirm their advice in writing.
- Liaise with Adult Social Services to discuss concerns and where appropriate with Disclosure Scotland in regards the suspension of the worker.
- Where applicable, make a referral to Disclosure Scotland (Appendix 5). A referral must be made within 3 months of any disciplinary measures. The Adult Support and Protection (Scotland) Act 2007 and the Code of Practice April 2014 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 adult with care and support needs chooses for no further action and they have

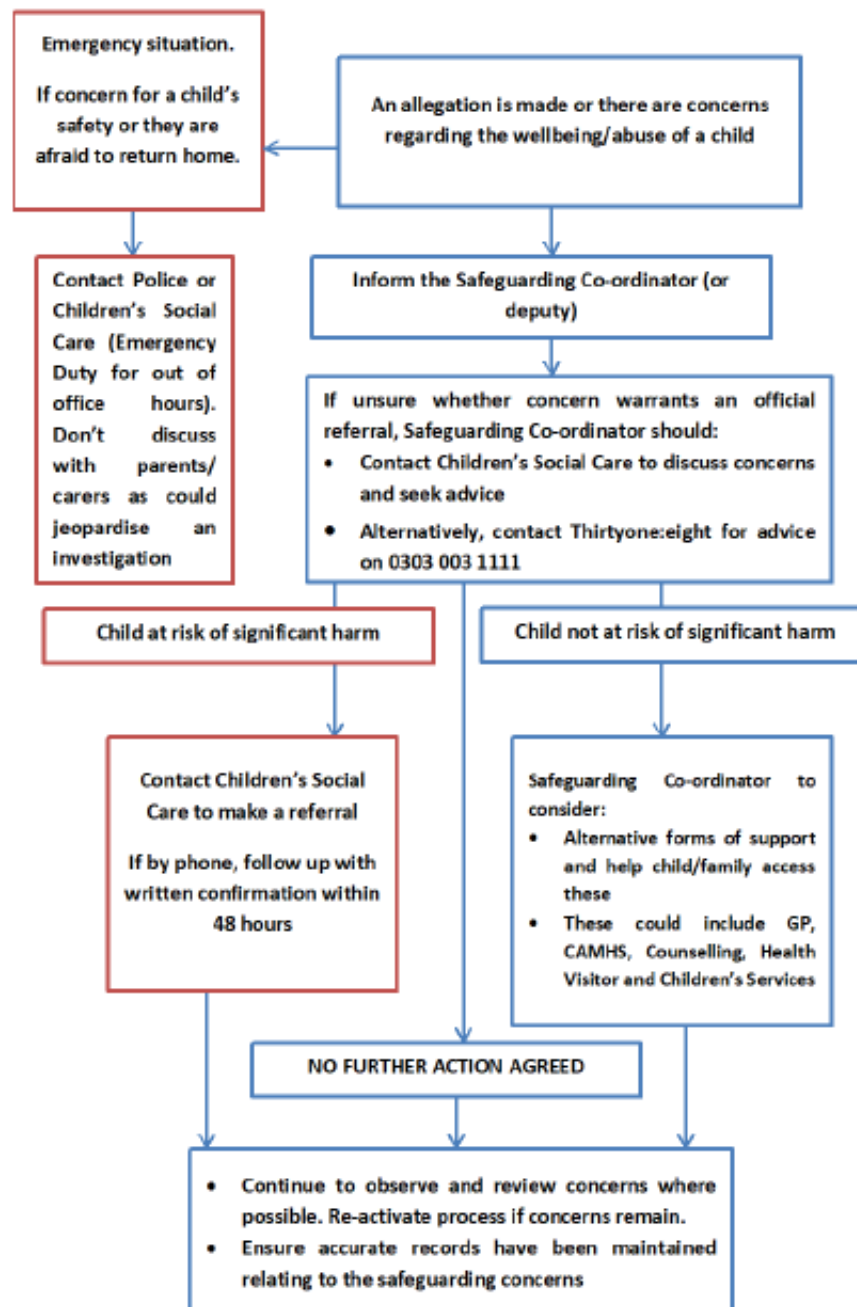
the capacity to communicate their decision. However, this is a decision for Adult Social Services to decide not the Safeguarding Coordinators or church leadership.

Management of safeguarding information

Careful attention is paid to the storage, use and sharing of data held by the church relating to other people. The General Data Protection Regulation (2018) and Data Protection Act (2018) outline the rights of individuals regarding information that is held and used by organisations. Everyone that processes data within the church should understand their responsibilities under GDPR and comply with its requirements. Our Liberty Church Privacy Policy outlines how we safeguard any personal data that we gather and can be found on our website. All Safeguarding related data and documents are stored digitally on a laptop with two-factor authentication, in password protected folders and only accessible by the relevant Safeguarding Officers. See Liberty Church Privacy Policy for Disclosure Information.

Flowchart for Action Children and Young People

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.



Working Together to Safeguard Children defines significant harm as:

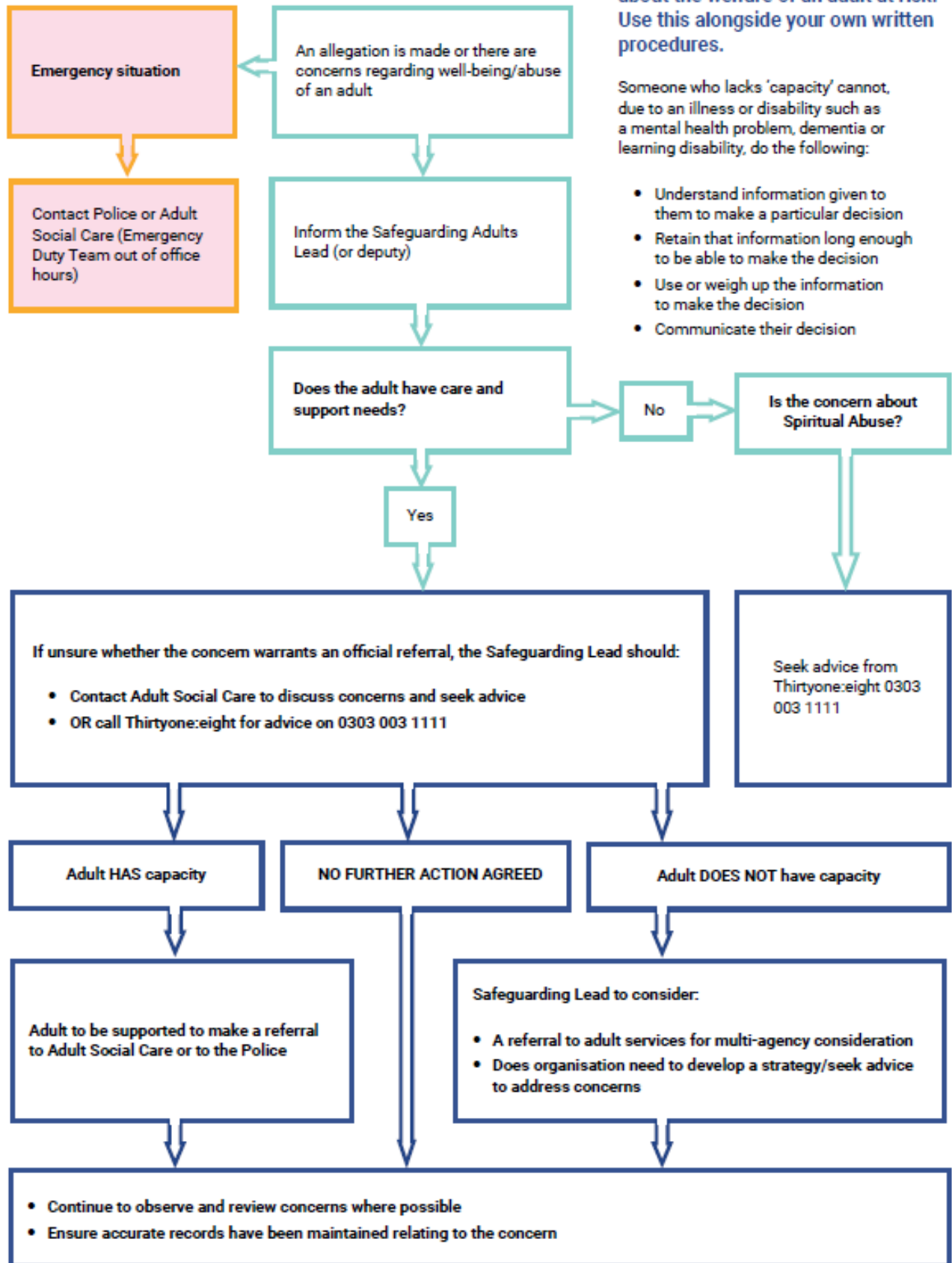
“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

Action for Adults at risk flowchart

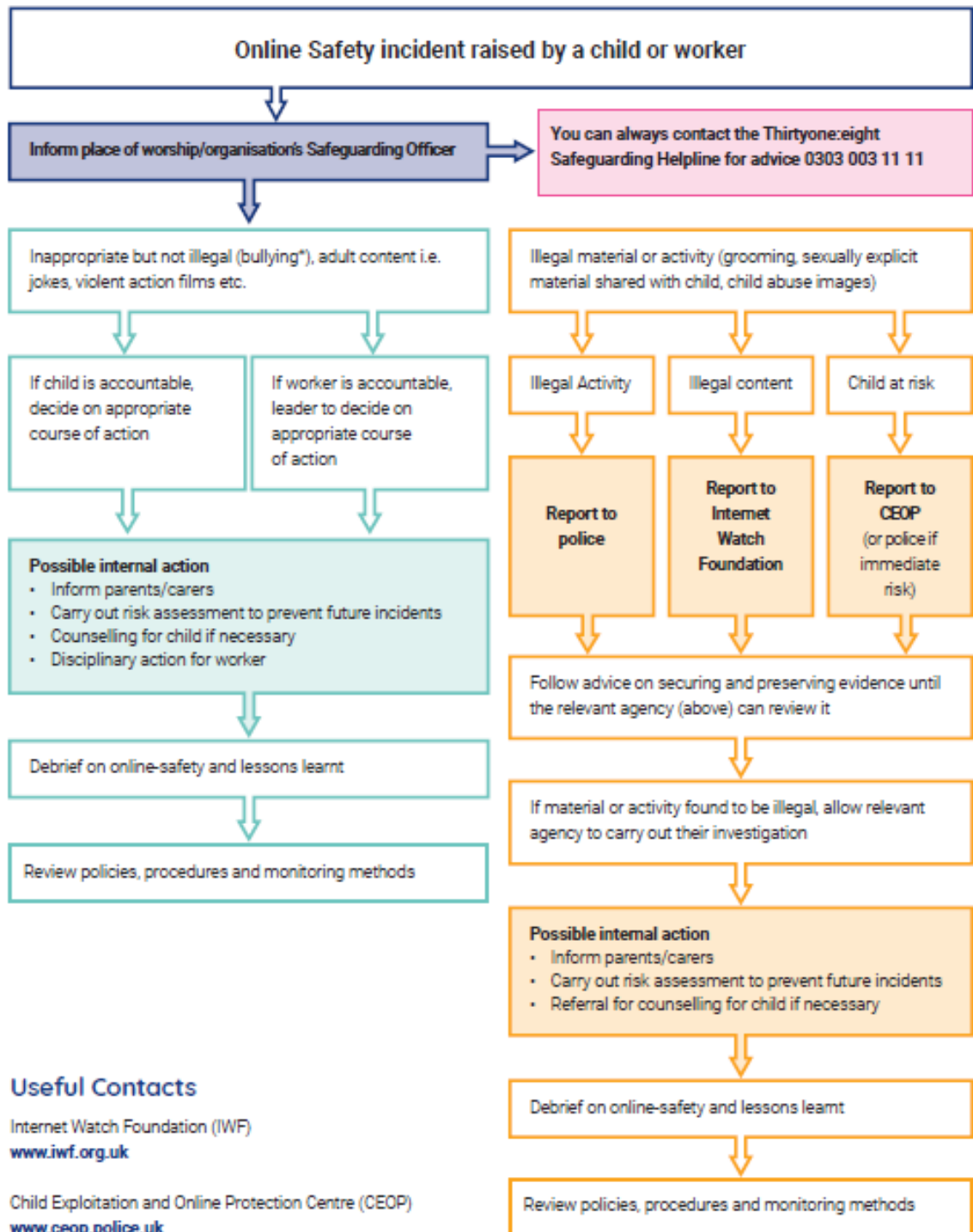
This flowchart gives an overview of action to be taken when concerned about the welfare of an adult at risk. Use this alongside your own written procedures.

Someone who lacks 'capacity' cannot, due to an illness or disability such as a mental health problem, dementia or learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision



Online Safety Flowchart



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

(*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

Section 6: Wellbeing Support and Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering wellbeing support/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 Liberty Church.

- All pastoral carers (paid or volunteer) must abide by the church's Safeguarding Policy. Children must never be visited or engaged with alone; a second adult should be present, or contact should take place in an open/public space.
- Any safeguarding concern must be reported immediately to the Safeguarding coordinator.
- Pastoral care is never to be used as a means of undue influence, control or manipulation. Confidentiality has limits when safeguarding or serious harm is suspected: It may be necessary to break confidence in order to protect someone from serious harm.

Section 7: Adoption of the Policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: Stuart Penman

Position: Chair of Trustees



Signed by: Jon Farrimond

Position: Lead Pastor

Date: 05/06/2026

A copy of this policy is also lodged with: (delete if not required)

APPENDIX 1- Safeguarding statement

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of organisation: Liberty Church Dunfermline

The following statement was agreed by the Trustees and the Leadership Team on 30th April 2026.

- Liberty Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.
- We recognise the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of Liberty Church
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing harm.

We are committed to:

- following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that all paid staff and volunteers and relevant hires of the building will work within the agreed procedure.
- Implementing the requirements of all relevant legislation including, but not limited to:
 - the UN Convention on the Rights of the Child
 - the UN Universal Declaration of Human Rights and the International Covenant of Human Rights
 - The Children (Scotland) Act 1995 and Children and Young People (Scotland) Act 2014, which remains in place and places a duty on social work departments and police to investigate if they have reasonable cause to suspect that a child living in their area 'is suffering, or is likely to suffer, significant harm'.
 - Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act)
 - Data Protection Act 2018 (GDPR)
- implementing the Scottish Government's pledge to all children and young people at risk of abuse ('Protecting Children and Young People - The Charter' Scottish Government, 2004) that: they will get the help they need when you need it, they will be seen by a professional such as a teacher, doctor or social worker to make sure

they are safe and not put at more risk, they will be listened to seriously, and professionals will use their power to help them, they will be able to discuss issues in private when, and if they want to, they will be involved with, and helped to understand, decisions made about their life; and they will have a named person to help them. and that those helping them will: share information to protect them, minimise disruption to other parts of their life, work together effectively on their behalf, be competent, confident, properly trained and supported and rigorously monitor services to continually improve how and what is done to help children and young people.

- implementing Scottish legislation of the protection of adults which refers to the risk of harm rather than abuse. The Adult Support and Protection (Scotland) Act 2007 provides ways to offer support and protection to certain adults who may be at risk of harm or neglect.
- We support the Scottish Government's vision that every child and young person in Scotland should experience safety, care, good health, achievement, activity, respect, responsibility, and inclusion. These aspects of well-being are known as the eight well-being indicators within the Scottish Government's GIRFEC strategy ("Getting it Right for Every Child", 2008). We also share the vision that adults who may be at risk of harm due to disability, mental disorder, illness, or physical or mental frailty should be able to live their lives with independence, choice, and freedom from fear of harm. We recognise the importance of fostering a welcoming, inclusive, safe, and healthy environment and are committed to meeting the requirements of the Equality Act 2010, as well as implementing all other relevant legislation as part of our safeguarding responsibilities.
- supporting, resourcing and training those who undertake this work.
- ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- ensuring that everyone agrees to abide by these recommendations and the guidelines established by Liberty Church.
- supporting all in Liberty Church affected by abuse.

We recognise:

- Children's Social Care 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 police Scotland should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as Safeguarding coordinators for Liberty Church.

Safeguarding Coordinator: Ilona Hunter

Deputy Safeguarding Coordinator: Fiona Farrimond

A copy of this organisation's policy can be accessed on Liberty Church's website.

Signed by leadership:

Jon Farrimond

Lead Pastor

Date: 05/06/2026

Signed by a Trustee:

Stuart Penman

Trustees Chair



Date: 05/06/2026

APPENDIX 2- Types of abuse and recognising abuse

Where reference is made to a child, such reference is also applicable to an adult at risk of harm in all cases.

Physical Harm: The deliberate use of physical force by one person against another with the intent to cause harm. It includes actions such as:

- hitting, slapping, kicking, shaking, throwing
- burning or scalding
- poisoning
- misuse of medication
- inappropriate or unlawful use of restraint
- involuntary isolation or confinement
- forcible feeding or withholding food
- fabricated or induced illness.

In Scotland, the term physical harm is used rather than physical abuse. It includes rough-handling, physical punishments, involuntary isolation, forcible feeding, and withholding food, it also recognises fabricated or induced illness as a form of physical harm.

Since November 2020, all forms of physical punishment of children—including smacking—are against the law in Scotland.

[The Children \(Equal Protection from Assault\) \(Scotland\) Act 2019](#) removed the defence of 'reasonable chastisement', giving children the same legal protection from assault as adults.

Emotional harm: Emotional or psychological harm and abuse refers to ongoing emotional mistreatment that can lead to serious and lasting harm to a person's emotional development. It typically involves actions or behaviours such as:

- making someone feel worthless, unloved, or inadequate
- repeatedly causing fear or humiliation
- threatening harm or abandonment
- using coercion or intimidation
- isolating someone from others

- harassing or bullying, including online (cyberbullying)
- enforced social isolation
- failing to respect someone's privacy.

Neglect: When a person's basic needs are not met, either deliberately or through failure to act, and this causes harm or puts them at serious risk.

It can affect both children and adults and may involve:

- not providing enough food, clothing, or shelter
- not keeping someone safe or properly supervised
- not giving access to medical care or treatment
- ignoring emotional needs or failing to offer support
- not helping with education, learning, or development
- failing to respect someone's identity, culture, or beliefs
- leaving someone in unsafe or unhygienic conditions

Neglect may happen because of a lack of knowledge or awareness, or through a failure to take reasonable action, whether deliberate or not.

Neglect is the most common form of child abuse in the UK.

Scotland also acknowledges that even a single incident of neglect can be harmful.

[Physical abuse - Child Protection Scotland](#)

For adults, neglect includes situations where someone is unable to care for themselves and others fail to provide support.

This is covered under the [Adult Support and Protection \(Scotland\) Act 2007](#). Scotland places strong emphasis on the child or adult's experience, including being left alone, ignored, or unsupported.

Sexual harm: Any behaviour perceived to be of a sexual nature that is unwanted or happens without consent or understanding. The harm may involve physical contact and touching or non-contact activities.

This includes, but is not limited to:

- forcing or enticing a child to take part in sexual activities
- rape
- sexual harassment

- indecent exposure
- sexual assault
- sexual photography
- inappropriate looking, touching, or sexual teasing

Consent is a critical factor and must be freely given, with full understanding and capacity. Abuse may occur physically, emotionally, or digitally, and can be perpetrated by adults or other children.

The legal framework includes [the Sexual Offences \(Scotland\) Act 2009](#), and it defines consent specifically as free agreement, highlighting the importance of voluntary participation.

Spiritual harm: Spiritual harm is coercion and control of a person by another in a spiritual context. It's a type of psychological abuse that happens in religious settings. It often includes using power — sometimes in the name of God or religion — to control, confuse, or pressure someone. This can involve making a person think, say, or do things without letting them make their own choices. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or using the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context.

Financial harm (or Material harm): The unauthorised, improper, or exploitative use of an individual's money, property, possessions, or benefits.

It includes:

- theft, burglary, or fraud (including internet scamming).
- exploitation and embezzlement.
- coercion or being put under pressure concerning a person's finances (including wills, property, inheritance or financial transactions).
- misuse or misappropriation of property, possessions or benefits.
- withholding pension or other benefits
- scamming
- false representation, such as using another person's bank card or legal documents without permission.

Possible signs and indicators:

- unusual financial activity such as making an unexpected change to a will, a sudden sale or transfer of a property, or unusual activity in a bank account.
- sudden inclusion of additional names on a bank account or where a signature does not resemble the person's normal signature.
- reluctance or anxiety by a person when discussing their finances.
- a substantial gift to a carer or other third party.
- a sudden interest by a relative or other third party in the welfare of the person.
- bills remaining unpaid.
- complaints that personal property is missing.
- signs of coercive control or neglect.

Online grooming: is the process by which when someone builds a relationship with a child or adult at risk online so they can harm, abuse or exploit them.

It can occur across all online platforms including social media, messaging apps, online games, livestreaming platforms and chat rooms.

Children and adults at risk can be groomed for many harmful purposes, including:

- sexual harm and abuse
- production of abuse images or videos
- human trafficking and other forms of modern slavery
- financial extortion
- criminal exploitation such as drug trafficking
- radicalisation

Online grooming may also include 'catfishing'- where someone uses a fake persona to build a relationship. Anybody can groom, regardless of age, gender, race or background.

Online grooming is often a more rapid process than grooming in person, and there is greater anonymity for the perpetrator online. Contact may start on one platform but move between multiple platforms; often moving from public forums to private chats. Once the perpetrator has gained a person's trust, harm and abuse might occur in person or online, for example by eliciting images or personal details to control and manipulate the person.

Signs and indicators that a child may be groomed online could include:

- spending increasing amounts of time on the internet.
- becoming increasingly secretive – particularly around use of their phone or other devices.
- shutting the door and hiding what they have on screen when someone enters the room.
- not being able to talk openly about their activity online.
- becoming possessive of their phone and concerned if someone else picks it up and wants to look at it.
- agitated behaviour when answering their phone and needing to take the call in private.
- developing a pattern of leaving the family home for periods of time with no explanation about where they are going.
- withdrawing from family and friends, spending increasing amounts of time talking secretly with the new friend online.
- sudden, unexplained behaviour change and mood swings.
- self-harm

APPENDIX 3- Safeguarding Contract Policy and Procedure

What are Safeguarding Contracts?

A Safeguarding contract is a written agreement between an individual who may pose a risk to children, adults at risk of harm, or anyone else within a church, and an appointed safeguarding group, outlining conditions under which they can attend church services and activities and be part of church life.

Why are these contracts important?

Contracts help to safeguard everyone involved in church life, especially those who are vulnerable. A contract also keeps those who are subject to it safe by ensuring that they have strong, supportive, and accountable relationships within the church. These accountable relationships help minimise the risk of them reoffending or behaving inappropriately.

When does a contract need to be put in place?

When an individual is under investigation after an allegation of inappropriate or abusive behaviour towards children or adults at risk of harm has been made.

When an individual is convicted of offences relating to harm caused to children or adults at risk of harm.

When an individual is cautioned for offences relating to harm caused to children or adults at risk of harm.

When the church receives information from the statutory authorities that they have concerns about the behaviour of an individual in relation to children or adults at risk of harm.

Who needs to be involved in putting a contract in place?

A small safeguarding group will be put in place to write, implement and oversee the contract and support the individual in church life. All members of the appointed safeguarding group agree to keep all details relating to the contract confidential (except in exceptional circumstances where they are required by law to release information), and ensure that they are aware of Liberty Church Safeguarding policies, procedures and guidance and the relevant legislation to the management of personal and criminal data including the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR). The group will usually include one of the Safeguarding Coordinators and the leadership nominated individual.

The appointed group are responsible for: holding the individual in prayer and providing them with the appropriate pastoral support, putting the contract in place, ensuring that the contract is implemented and that the individual abides by the conditions, engage actively in the group

by providing support and oversight of the individual's involvement with the church, work effectively in partnership with statutory agencies (where applicable) to manage safeguarding risks, where appropriate provide support for the family of the individual, review the agreement regularly.

The contract will be reviewed at least annually to check that it is being adhered to and that the individual remains accountable to the appointed group. A regular review will also ensure that the contract contains all the relevant points and that any updates in the case (eg the individual being charged by the police or found guilty by the court) are reflected within it.

What is the process for putting a contract in place?

The appointed group should conduct a "Person who poses a risk Risk Assessment," which will inform the nature and the wording of the contract. There is a Safeguarding Contract template that should be used as the basis from which the individual's contract will be formed. There are several example conditions to choose from, and wording can be adapted so it is appropriate for the individual's specific situation. If anyone from the statutory authorities (police, social services, probation service) has been in contact with Liberty Church about the individual, or we know that the statutory authorities are involved, we will show the contract to them to check that they are happy with the suggested wording. Once the contract wording has been finalised by the appointed group, a meeting should be arranged with the subject of the contract and the appointed group so that it can be talked through. Both the appointed Safeguarding Coordinator and the leadership nominated individual should attend this meeting.

What happens at the meeting?

The process for agreeing a contract can invoke strong emotions and the individual may feel nervous or angry and may be upset or defensive about the process in hand. It is suggested that the meeting starts with a time of prayer. It is also helpful to outline at an early stage the ways in which the church can support the individual and they should be reminded that they are a valued part of the church family. It is important to clearly explain the process being followed and the reason for the contract being put in place in the first place in a way that the individual can understand. It can also be helpful to provide reassurance that this procedure is consistently followed with any individual in similar circumstances and is nothing personal. Once the individual and the appointed group have talked through the specific contract wording and clarified any questions that may have arisen, the contract needs to be signed and dated both by the individual and the appointed group monitoring it. A review date should be agreed and recorded on the contract. Following the meeting a copy of the contract should be kept and stored securely by Safeguarding Coordinators in a location that only they have access to, and by any relevant person within the statutory authorities that are involved. The individual subject to the contract should also receive a copy.

What if the individual refuses to sign the contract?

If the individual won't sign the contract, then the church is left in a position of potentially unmanaged risk. It is crucial that church is as safe a place as possible for the sake of everyone involved in church life. It is strongly advised that the individual is not allowed to attend church unless a signed contract is put in place.

What if the individual breaches the terms of the contract?

This will need to be addressed on a case-by-case basis. It may be that as a result of the breach the individual is asked to stop attending Liberty Church as the church is no longer in a position where potential risks are being well managed. Depending on the nature of the breach, it may also be that the situation is reported to the statutory authorities. If in doubt, always seek advice from the statutory authorities.

What if the individual moves to a new church?

If the individual moves to a new church the appointed team are responsible for ensuring that the new church are aware of the safeguarding concerns.

How many people can Liberty Church have on a contract?

Liberty Church can have 1 person on a contract. If the church is already managing someone on a contract, we will need to assess whether we have the capacity to safely manage and monitor any additional individuals.

What support is there for the people that are managing the contract?

It is important that those people who are responsible for managing the contract also receive support. The circumstances leading to a contract being put in place often illicit a strong emotional response. It might also be that the individual who is subject to the contract has been in the church for a long time or is a well-known and liked member. Sometimes this makes it difficult to believe that they could be a risk to others within the church; particularly if they have not yet been convicted or been to Court. The subject of the contract might also be giving explanations for their past behaviour or deny that the behaviour took place. People involved in offending are usually very plausible and can manipulate those around them. The people managing the contract are just as vulnerable to manipulation as other members of the congregation. Whilst it is important that confidentiality is maintained (including not sharing information about the contract for prayer purposes) the people involved in this contract should feel able to talk and reflect on their thoughts and feelings in a safe, confidential, and supportive environment. Liberty Leadership will ensure that appropriate support is available.

External sources: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.baptist.org.uk/Publisher/File.aspx?ID=191058&view=browser

Sample SAFEGUARDING CONTRACT

Subject Name & Address:	Contact details (email & telephone):
Church:	Pastor:
	Safeguarding Coordinator (s):
Members of the Monitoring and Support Group:	Other relevant contacts: (police, probation services, nominated supporters)

Boundaries

(the statements below should be added/deleted or modified as necessary depending on the situation.)

I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults

I will attend meetings and activities as directed by the leadership

I will sit where directed at activities (e.g. religious meetings, social gatherings) and not seek direct contact with children and/or vulnerable adults.

I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress

I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home

I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender or under suspicion.

I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or adults at risk for whom they care

I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)

I accept that "z" will provide me with pastoral care.

I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.

I understand that any other concerns will be taken seriously and reported

I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period

Pastoral care

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

Support you in finding suitable employment opportunity which will not bring you into contact with children or vulnerable adults.

Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.

Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.

Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.

Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.

Attempt to meet any practical needs you may have, including assisting with options for accommodation.

Support you in joining Circles of Support or any other similar programme.

Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of known sex offenders need pastoral care, and 'space' to share without judgement.

Be there for you and will support you.

Subject Signature

Pastor's signature

Safeguarding Coordinator signature

PRINT NAME

PRINT NAME

PRINT NAME

APPENDIX 4- Safeguarding Concern and Accident and Incident Report Form

The individual raising this concern should inform the leader for the group/activity, and initiate any immediate action required. This form should be completed in as much detail as possible, as soon as possible after any safeguarding concern is raised, or any safeguarding incident occurs. This form should be emailed to one of the following Safeguarding Officers:

Ilona Hunter: ilona@libertychurch.co.uk

Fiona Farrimond: fiona@libertychurch.co.uk

Day, date and time of the incident

Names, addresses and ages of those involved in the incident

Where did this incident take place?

Name of the group:

Who is normally responsible for group? (Name, phone number)

Who was responsible for the group at the time of the incident, if different from the above? (Name, phone number)

Which other workers were supervising the group at the time of the incident? (names, phone numbers)

Who witnessed the incident? (Names, phone numbers, and ages if under 16) Normally only two witnesses would be needed.

Describe the concern/accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?

YES NO NONE INVOLVED (Please tick)

If yes, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Have you informed anyone else?

If so, when? Give details of the conversation

Was there any communication/involvement with any local authorities e.g. police/social work YES NO (Please circle) If yes, please give details.

Signature of person raising concern of concern/accident/incident

Signed: _____

Print Name: _____

Date: ____ / ____ / ____

Form seen by: _____

(state role eg. Church Minister, Head of Organisation/Health & Safety Officer)

Signed: _____

Print Name: _____

Date: ____ / ____ / ____

APPENDIX 5- Policy on making a referral to Disclosure Scotland

Introduction

The PVG Scheme requires organisations to make referrals to the Protection Unit at Disclosure Scotland in certain circumstances. If an organisation or employer has employees or volunteers doing 'regulated work', they have a duty to report any harmful behaviour that might affect whether the person is allowed to work with children or adults at risk of harm. This applies whether the person is a member of the PVG Scheme or not. By law, employers must report harmful behaviour even if it takes place outside of work, or the employer only finds out about it after the employee or volunteer has left. Disclosure Scotland will then use this information to help them decide if someone remains suitable to continue to do regulated work (with children/adults/both) or if they should be removed from regulated work.

Aim

To properly refer to the Protection Unit at Disclosure Scotland.

Scope

This policy is relevant to all those involved in making recruitment/disciplinary decisions in our organisation.

Policy Person responsible for making referrals

The person responsible for making referrals to Disclosure Scotland on behalf of Liberty Church is the Lead Safeguarding Coordinator. Other Safeguarding Coordinators at Liberty Church can also refer to Disclosure Scotland in the absence of the Lead Safeguarding Officer.

When to make a referral

When a volunteer or member of staff is permanently removed from a regulated work position with Liberty Church, there are certain circumstances where our organisation must notify the Protection Unit at Disclosure Scotland that this has happened. If we would have permanently removed the individual, the actions detailed in this policy will continue to apply, even if a member of staff or volunteer leaves their regulated work position prior to any action being taken, irrespective of the reason that they leave.

Conditions for referral

Two conditions must be met before we let Disclosure Scotland know that something has happened.

Condition 1:

A person has been permanently removed/removed themselves from regulated work

Condition 2:

At least 1 of the following 5 grounds apply:

- Caused harm to a child or adult at risk of harm
- Placed someone at risk of harm
- Engaged in inappropriate conduct involving pornography
- Engaged in inappropriate sexual conduct
- Given inappropriate medical treatment

Types of harm

There are a number of different ways 'harm' can be defined. It's also important to bear in mind that people can cause a risk of harm without actually doing anything directly. Examples of harm include:

- physical harm (like inappropriate physical restraint or assault)
- psychological harm (like emotional abuse)
- theft (like embezzlement)

Examples of behaviour which lead to a risk of harm include:

- attempting to harm (even if they don't succeed)
- trying to make someone else cause harm
- encouraging someone to self-harm
- reckless behaviour or incompetence that may cause someone to be harmed as a result, even if they didn't mean it to

Making a referral is not optional. It is a legal requirement to report circumstances where both conditions are met. This should be done within 3 months of the permanent removal of the individual.

Historical allegation of harm

Where there is an historical allegation of harm or inappropriate behaviour about someone who is no longer in regulated work with us but which we believe would, in all probability, have led to the 2 conditions being met, we will consider whether we want to make a referral but the legal responsibility applies only after 28 February 2011 when PVG was first introduced.

Referral process

Where it is necessary to make a referral, this process will be carried out by the Lead Safeguarding Officer. In their absence, the referral process will be carried out by one of the

other Safeguarding Officers. Failure to make a referral where required, may result in our organisation being prosecuted. It is therefore essential that those involved in carrying out disciplinary action notify the Lead Safeguarding Officer or Safeguarding Officers when both conditions for making a referral have been met.

The form for making a referral can be found on Disclosure Scotland's website ([here](#)), along with instructions for completing the form and the Protection Unit can be contacted on 03000 2000 40 if help is needed.

The form asks for:

- proof of the person's identity (name, address, date of birth, national insurance number)
- details of the type of regulated work they're employed to do
- the person's PVG scheme number, if they have one (can be found on ChurchSuite profile)
- information on the harmful behaviour
- details and documentation of the employer's investigation and outcome

You should not identify any children or adults at risk of harm by name. Use a coded reference instead, like "child A - age 12, male, victim". When the details have been filled in, email the referral form to pucorrespondence@assured.systems.gov.scot or print it out and post it to the address on the form.

External references Source: www.mygov.scot/pvg-referrals

APPENDIX 6- Liberty Church Privacy Policy for Disclosure Information

Secure Handling and Retention of Disclosure Information

For the purpose of this policy, PVG Scheme Disclosures and Level 2 Disclosures issued from 1 April 2025 onwards and PVG Scheme Records and PVG Short Scheme Records, Standard disclosures and Enhanced disclosures issued prior to 1 April 2025 will be referred to as disclosures.

In accordance with the Disclosure Scotland Code of Practice, for registered persons and other recipients of disclosure information, we will ensure the following practice

Requesting Disclosures

Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure will only be used for recruitment purposes.

Our organisation will ensure that an individual's consent is given before seeking a disclosure. Before using disclosure information for any other purpose, we will seek their consent and will take advice from Volunteer Scotland Disclosure Services (VSDS) to ensure it is appropriate to use the disclosure for a purpose other than recruitment. Furthermore, we will ensure that all sensitive personal information that is collated for the purposes of obtaining a disclosure will be always managed confidentially by those involved in the disclosure process.

We will not request disclosure information for other organisations without first discussing the appropriate process and receiving approval for this from VSDS.

Sharing Information

We will only share disclosure information with those authorised to see it in the course of their duties.

Storage

Disclosure information will be stored in secure conditions as follows:-

Online Results

A note will be taken of any vetting information which needs to be reviewed. Access to disclosure information will be restricted to those that are entitled to see it in the course of their duties. When receiving an online result, it is essential that we record the information required for our Disclosure Tracking Record.

No photocopy or other image of the disclosure information will be retained.

Paper Disclosures

Paper documents will be kept in lockable and non-portable storage units. Access to disclosure information will be restricted to those that are entitled to see it in the course of their duties. No photocopy or other image of the disclosure information will be retained.

Telephone Results

When receiving disclosure information by telephone, VSDS staff will only convey information detailed in disclosures accessed by our organisation to our enrolled signatories once they have correctly answered the relevant security questions.

Failing to provide the correct answers to the required security questions will result in VSDS withholding the required information and may lead to an investigation being carried out to establish why our enrolled signatory was unable to provide the required security information. Once the disclosure information has been shared with us, VSDS will shred the disclosure.

VSDS does not keep a record of any information contained on the disclosure. When receiving a telephone result, it is essential that we record the information required for our Disclosure Tracking Record.

Emailed Certificates

VSDS ceased emailing disclosures on 10 June 2024, this section is only required for organisations that received disclosures by email and stored those email disclosures.

Care will be taken in relation to emailed disclosure information, and we will endeavour to prevent unauthorised viewing, transmission, storage, printing or fraudulent manipulation.

Access to email disclosures will be restricted to those who are entitled to see it in the course of their duties.

When receiving an email certificate, it is essential that we record the information required for our Disclosure Tracking Record. The email then will be deleted from the inbox and deleted folder.

No photocopy or other image of the disclosure information will be retained.

Record Keeping

It is our organisations responsibility to keep accurate information about disclosures we have accessed. The following information will be recorded on our Disclosure Tracking Record:

- Name of Applicant
- Date of Birth
- Level of Disclosure
- Position applied for
- Signatory

- Date Posted/requested online
- T Reference Number
- Date disclosure issued
- Certificate/Disclosure Number
- PVG Membership Number
- Recruitment Decision and date

PVG number will be also recorded in Church Suite.

We will not record whether there was any vetting information as the Code of Practice prohibits this. VSDS provides a sample tracking document in the guidance and resources section of their website.

Retention

We will not retain disclosures for longer than is necessary for the purpose for which the disclosure record was obtained. PVG disclosures will be destroyed securely on receipt of an updated PVG disclosure, and they will not be retained beyond the last day that a scheme member is carrying out regulated work for our organisation.

Destruction/Deletion

We will take reasonable steps to ensure that disclosure information is destroyed by suitable and secure means, for example, shredding, pulping or burning. Electronic images from email certificates will also be deleted permanently from both the email address where it was received and from where it is stored.

We will ensure that all staff with access to disclosure information are aware of this policy and have received training and support to help them to comply with both this policy and the code of practice. A copy of this policy will be made available to any applicant, member of staff or volunteer who requests it.

Lost Disclosures

If we lose a physical or emailed copy of a disclosure or any other record of disclosure information, we will notify the scheme member(s) affected, VSDS and the Information Commissioners Office.

Code of Practice

Further instructions and guidance on secure handling of disclosure information can be found in sections 3 and 12 of the Code of Practice.

APPENDIX 7- Liberty Church Code of Conduct for working with children, young people and adults

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect children, young people and adults from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children, young people or adults you are acting in a position of trust for Liberty Church. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to one of the safeguarding co-ordinators
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks

- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Liberty Church social media policy (Appendix 13)
- Developing inappropriate relationships
- Smoking/vaping and consuming alcohol or illegal substances or being under the influence of alcohol or drugs when formally representing Liberty Church
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you may be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to step down from your position. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or Disclosure Scotland. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

APPENDIX 8- Partnership Agreement for Safeguarding

The name of your organisation including charity and company number (if any).

I/We can confirm that all the required recruitment and vetting checks as listed below have been completed for all workers who undertake paid or voluntary work within the Liberty Church premises. All our staff and/or volunteers

- Have completed an application form and self-declaration form
- Written references have been obtained and followed up where appropriate
- Relevant criminal records checks have been completed
- Have completed an Overseas criminal records check (if necessary)
- Qualifications where relevant have been verified
- Have completed a suitable training period and signed a Code of Conduct
- Are aware of our safeguarding policies and procedures

Our full vetting and induction procedures can be found(provide a link to your safeguarding policy).

Signed:
Name Printed:
Position:
Date:

APPENDIX 9- Safeguarding training plan

	Safeguarding Coordinator	Safeguarding Deputy Coordinator	Trustees	Pastors& Elders	Ministry Group Leaders	Children Ministry Team	Community Action Team
Safeguarding children	x	X		x		X	
Safeguarding adults at risk of harm	x	X		x	x		x
Safeguarding for Leads	x	X					
Safeguarding for trustees	x	X	x				
Pastoral care	x	X		x	x		
Safer recruitment	x	X					
Spiritual abuse	x	X		x	x		