



## The Safeguarding Policy

### SECTION 1

#### Details of the organisation

**BeSpace**

St James Church Centre  
13 Beauchamp Lane

Oxford  
OX4 3LF

[info@bespace.be](mailto:info@bespace.be)

Charity Number: **1168891**

Insurance Details:

***Ansvar Insurance***

***Type of Insurance: Charity and Community Connect***

***Policy Number: CCW 2282749***

BeSpace is registered with the Charity Commission and is a member of the Churches' Child Protection Advisory Service (Thirty one eight).

## Our commitment

As Trustees and staff, we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and vulnerable 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.” As trustees and staff, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS/ Thirty one Eight) **and prepared in consultation with Oxford Safeguarding Children Board**

### The Trustees and staff undertake to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- support the Safeguarding Coordinator(s) in their work and in any action/s they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS/ Thirty one eight and any amendments subsequently published. The trustees and staff agree not to allow the document to be copied by other organisations.

## SECTION 2

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

### Understanding abuse and neglect

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

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

*1. 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 which states:

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

### Definitions of abuse

*Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.*

*Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.*

*Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.*

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

### What is abuse and neglect?

*Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.*

**Physical abuse**

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

**Emotional abuse**

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

**Sexual abuse**

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

**Neglect**

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

- *provide adequate food, clothing and shelter (including exclusion from home or abandonment);*
- *protect a child from physical and emotional harm or danger;*
- *ensure adequate supervision (including the use of inadequate care-givers); or*
- *ensure access to appropriate medical care or treatment.*

*It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.*

## Signs and symptoms of abuse

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

### Physical

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

### Sexual

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

### Emotional

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

### Neglect

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

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

## How to respond to a child wishing to disclose abuse

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

*It is especially important to allow time and space for the person to talk*  
*Above everything else listen without interrupting*  
*Be attentive and look at them whilst they are speaking*  
*Show acceptance of what they say (however unlikely the story may sound) by reflecting back*

*words or short phrases they have used*

*Try to remain calm, even if on the inside you are feeling something different*

*Be honest and don't make promises you can't keep regarding confidentiality*

*If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.*

*Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.*

### **Helpful Responses...**

*You have done the right thing in telling*

*I am glad you have told me*

*I will try to help you*

### **Don't Say...**

*Why didn't you tell anyone before?*

*I can't believe it!*

*Are you sure this is true?*

*Why? How? When? Who? Where?*

*I am shocked, don't tell anyone else*

## **Safeguarding awareness**

The Trustees and staff are 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 from CCPAS/ Thirty one eight or recognised equivalent organisation.

The Trustees and staff 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.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

BeSpace works under the Safeguarding guidelines and practice of the school or organisation it is running the prayer space within.

### **In Schools:**

When BeSpace is leading a prayer space, all workers of BeSpace are to strictly follow the School's Safeguarding policy and guidelines. Therefore, BeSpace adopts the school's policy.

### **In Community Organisations:**

When BeSpace is leading a prayer space in this context, BeSpace strictly follows the organisation's Safeguarding policy and guidelines. Therefore, BeSpace adopts the organisations policy.

If an accusation is made against a BeSpace employee while working within a school or community organisation, the Safeguarding officer for BeSpace deals with the allegation in conjunction with the organisation's safeguarding lead.

In the case of staff to staff misconduct, this is not a safeguarding issue and is an internal disciplinary issue to be resolved by the Trustees of BeSpace.

- As well as strictly following the safeguarding practice of the organisation BeSpace are working within, the person in receipt of allegations or suspicions of abuse should also report concerns as soon as possible to the safeguarding officer (hereafter the "Safeguarding Coordinator for BeSpace") listed below, who is nominated by the Trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
  - Ben Leach  
07759 253303
- In the absence of the Safeguarding Coordinator for BeSpace (and after following the safeguarding practice of the organisation BeSpace is working within), or if the suspicions in any way involve the Safeguarding Coordinator then the report should be made to the Deputy Safeguarding coordinator (hereafter the "Deputy") listed below:
  - Mary Krutz  
07931 365182.
- If the suspicions implicate both the Safeguarding Coordinator and the Deputy for BeSpace, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child in a school that BeSpace is working within, BeSpace will follow the safeguarding procedures for that school. Where the concern is regarding an adult in need of protection BeSpace will follow the safeguarding procedures of that organisation.
- The Safeguarding Coordinator for BeSpace may need to inform others depending on the circumstances and/or nature of the concern. Where required the Safeguarding Coordinator should then immediately inform the insurance company and the Trustee listed below.
  - Patrick Gale  
01235 831286  
07739 797155
- Suspicions must not be discussed with anyone other than those nominated above. Where BeSpace is dealing with a safeguarding issue and not the school a written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Trustees will support the Safeguarding Coordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Trustees and staff hope that members of BeSpace will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Trustees and staff demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding coordinator/ deputy 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 BeSpace within their work in a school or community organisation sees that a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, BeSpace will immediately speak to the nearest organisation's professional to ask to be directed to the organisation's Safeguarding Coordinator/Deputy who will deal with the situation.

#### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, BeSpace will follow the organisation's safeguarding practice that they are working within.

- They will NOT speak to the parent/carer or anyone else.

### **Detailed procedures where there is a concern that an adult is in need of protection:**

#### **Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self -neglect, forced marriage, modern slavery, domestic abuse**

If BeSpace has a concern about any of the above the charity will immediately speak to the nearest organisation's professional to ask to be directed to the Safeguarding Coordinator/Deputy of the organisation BeSpace is working within. The organisation's Safeguarding officer will then follow up the concern.

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

#### **Allegations of abuse against a person who works with children/young people**

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

### **When working in schools**

- If abuse or symptoms of neglect, extremism or radicalisation are disclosed in the course of our work in a school the school's designated Safeguarding Coordinator must be contacted as a first priority and the school's Child Protection and Safeguarding Practice and procedures followed. We have a legal duty to report these.
- If it is not possible to contact this person or a suitable deputy speak to the Safeguarding office for BeSpace. Where the concern regards a child, contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services. Alternatively contact CCPAS for advice. Contact the school's designated Safeguarding Coordinator or the Deputy Designated officer at the earliest opportunity to report your concerns and the action you have taken.
- The local Multi agency safeguarding hub office telephone number (office hours) is 0845 050 7666. The out of hours emergency number is 0800 833 408.
- For the Police Protection Team call the general enquiry number, 101 and ask for the Child Protection Team. In emergencies call 999.
- All staff and BeSpace office team will read and agree to follow this policy and the BeSpace Safeguarding Guidelines before beginning work in schools (see BeSpace Safeguarding Guidelines in the appendix for further details).

### **Allegations of abuse against a person who works with adults with care and support needs.**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator for the organisation BeSpace is working within and with the BeSpace Safeguarding Officer, in accordance with the Local Safeguarding Adult Board (LSAB) procedures will need to liaise with the Adult Social Care Team in regards to the suspension of the worker.

## SECTION 3

## Prevention

### Safer recruitment

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

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

### Working with Volunteers

Ultimately, the school or organisation having the prayer space are responsible for the volunteers they allow to work on their site. However, BeSpace still require the following information from churches and volunteers.

*When BeSpace is leading a prayer space in any capacity the local church BeSpace are working with find the volunteers to help within a prayer space.*

BeSpace has a Model Partnership Agreement between BeSpace and the church/charity (see appendix) which outlines the responsibilities of each party. This is signed before the prayer space begins by both BeSpace and the local church/other charity taking responsibility for the Prayer Space or who are working jointly with us in some way.

Within a Prayer Space a child or vulnerable adult will never be left alone with an adult who is part of the BeSpace team running the prayer space. The Prayer Space will be closed where it cannot be supervised by at least three adults.

The local church, in reference to their safeguarding policy find appropriate volunteers to be in a Prayer Space BeSpace are leading/or partly leading.

However, we still require volunteers to:

- Sign a volunteer declaration form stating they have no convictions or current criminal charges pending in the case of offences against children or young people and that they have read and will comply with the safeguarding and DBS guidelines from BeSpace (Which adhere to the school's safeguarding policy)
- A DBS where the school/ organisation require it.
- Where the volunteer is not directly known to the church (who are the ones gathering the volunteers), the church must have a copy of the volunteers DBS check and follow up on a character reference. It is unlikely that the church will not directly know a volunteer, but in the unlikely situation where it does occur, we expect the church to have a copy of the volunteers DBS certificate and a character reference.

The church must inform BeSpace if they are using a volunteer who is not directly known to them.

All BeSpace staff, trustees, networkers and volunteers hold DBS checks requested by BeSpace. In the unlikely event of a volunteer who is NOT staff, trustee or networker and who will go into schools or similar on behalf of BeSpace.

- BeSpace will also require them to have a DBS on their own expense or from another organisation they work with and BeSpace also requires a character reference for them.

*For Prayer Spaces which BeSpace leads and has responsibility for finding volunteers, BeSpace require:*

- For one off volunteers for a prayer space; a copy of a valid DBS certificate and ideally also a character reference.
- Sign a volunteer declaration form to state they have no criminal convictions.
- One-off volunteers will be followed up after a prayer space to see if they would like to become more regular volunteers.
- For regular volunteers (defined as once a year or more): a copy of a valid DBS certificate AND a character reference from a local church leader would be required.

*BeSpace Networkers:*

BeSpace has volunteer Networkers in different areas that it works within. These Networkers will go through the process of having a DBS through BeSpace.

*Where the local church is running a prayer space by themselves:*

The church is responsible through their Safeguarding Policy and Procedures for all the volunteers involved in delivering the prayer space. Although the church is running the space under their own name and is solely responsible for the prayer space, the signed model partnership documentation provides guidelines to follow when running a prayer space.

This document recommends that the church responsible for the prayer space get volunteers to:

- Sign a volunteer declaration form stating they have no convictions or current criminal charges pending in the case of offences against children or young people and that they use safeguarding and DBS guidelines under consultation with the school.
- A DBS where the school/organisation require it.
- That the prayer space leader has a DBS Check.
- BeSpace also advises where the volunteer is not directly known to the church (who are the ones gathering the volunteers), the church should have a copy of the volunteers DBS check and a character reference. It is unlikely that the church will not directly know a volunteer, but in the unlikely situation where it does occur, we advise the church to have a copy of the volunteers DBS certificate and a character reference.

## **Management of Workers – Codes of Conduct**

As Trustees and staff, we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. The Trustees undertake to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

### **Position of Trust**

'Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship'.

### **Abuse of Trust**

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

(Sexual Offences Act 2003.Sect 16-19 re-enacts and amends offence of abuse of position of trust)

**SECTION 4****Pastoral Care****Supporting those affected by abuse**

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

Where the person is a member of a local church, we will work in partnership with those in the church with responsibility for pastoral care to ensure that the person receives appropriate support.

If the person is not a member of a local church, we will assign a suitable member of staff to work with them and where necessary support them in accessing help from other agencies.

**Working with offenders**

No one who is known to have abused, or is considered a risk to, children, is permitted to work with BeSpace as a member of staff or as a volunteer as we have insufficient staff resources to commit to the training, contract setting, and close supervision required.

## SECTION 5

## Practice Guidelines

As an organisation working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are being developed.

### Working in Partnership

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

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

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

**Signed by: M. Krutz**  
(CEO)

**Signed by: B. Leach**  
(Trustee)

**Date: 25/11/2019**

**Date: 25/11/2019**

**To be reviewed on September 2020**

## APPENDIX 1

## Trustee Safeguarding Statement

The Trustees of BeSpace recognise the importance of its work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the organisation:

This organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

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

### We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding coordinator/s in their work and in any action/s they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the "Safe and Secure" safeguarding standards developed by the Churches Child Protection Advisory Service/ Thirty one eight.

### **We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or adult with care and support needs, then speak to one of the following who have been approved as safeguarding coordinators for this organisation.

**Ben Leach** (07759 253303) **Child Safeguarding Coordinator**

**Mary Krutz** (07931 365182) **Deputy Child Safeguarding Coordinator**

A copy of the full policy and procedures is available from the administration office, please email [info@bespace.be](mailto:info@bespace.be) to receive one.

Signed by Trustees

Signed B. Leach

M. Krutz

Date: 25/11/2019

## **Model Partnership for working with Local Churches/ Charitable Organisations to provide prayer spaces in schools**

### **Background:**

BeSpace is a small Christian charity overseen by a board of trustees and with The Bishop Of Dorchester as our Patron. Our vision is to see every child, young person and adult connect with God in their daily lives. We achieve this by helping Christians serve the spiritual life of their local communities mainly but not exclusively through prayer and reflection spaces. In a practical sense, a prayer space involves transforming a physical space for a day, week or more, in which children and young people can creatively explore faith and spirituality from a broadly Christian perspective. These spaces share four essential values: Hospitality, respect, creativity and unity. We believe prayer spaces work best when hosted by Christians who already have or are able to build long lasting relationships with local people. We believe prayer and reflection spaces can be catalysts for those using them to build regular rhythms in life to 'be and/or connect with God'

### **Our work in Oxfordshire:**

BeSpace primarily, though not exclusively, serves the region of Oxfordshire.

We have been involved in facilitating creative, reflective prayer spaces in schools since September 2010. In that time, we have worked with over 100 churches and schools and seen over 300 prayer and reflection spaces take place. This represents over a third of the schools in the county who have had a prayer space and many of them are building them regularly into school life.

**This document aims to set out the framework for BeSpace's work with local churches/ organisations and clearly define the roles and responsibilities of each, as they partner together to facilitate the exploration and discussion of prayer and belief in their local school/s.**

### **How we work together:**

Usually a local church or charitable organisation will contact us wishing to hold a prayer and reflection space in a local school that they have good links with. In other instances, a school may hear about prayer spaces and either BeSpace or the local school contacts the church/ organisation to request support with running the prayer space.

Our aim is to equip local Christians to carry out prayer and reflection spaces independently (taking full ownership) in their local school with access to BeSpace for advice, support and resources as required.

To this end we aim to provide more support for a first prayer space and then release responsibility to the church/ organisation so that any subsequent prayer and reflection spaces are run more independently and the church or charitable organisation leading feels confident in doing this.

The following outlines the typical responsibilities of BeSpace and the local church or charitable organisation in first and subsequent prayer spaces.

### **For a Schools first prayer and reflection space:**

For a first prayer space BeSpace will be involved with the liaison and meetings with the school and local church/ organisation. The local church/ organisation will organise volunteers from their congregation or local volunteer pool to run activities in the prayer space and BeSpace will offer training for these volunteers at a suitable time.

The church/ organisation will also provide session leaders who will have the opportunity to visit a prayer space running locally to observe how to lead sessions and will receive training on leading a session before the prayer space. BeSpace will help with the setup of the prayer space and support the volunteers and session leaders by modelling how to lead sessions and giving feedback in the first 1-2 days the prayer space is running. For the remainder of the prayer space the local church/ organisation will lead the days independently, pack down the space at the end and return the equipment to the BeSpace store.

The following outlines the responsibilities of BeSpace and the local church/ organisation when running a first prayer space.

Organisation/ Documentation:

<b>BeSpace</b>	<b>Church/ organisation</b>
Confirming a suitable date for the prayer space that works for all parties	Organising appropriate and sufficient volunteers to work in a school setting (typically 4 group volunteers per session)
Carrying out a risk assessment and getting documentation signed off by the school	Ensuring risk assessment is received and read by volunteers
Providing templates for the school to complete a class timetable and the church to complete a volunteer timetable	Putting together a volunteer timetable
	Identify potential session leaders for the prayer space (these leaders will visit a prayer space and attend training prior to the prayer space happening)

Safeguarding:

<b>BeSpace</b>	<b>Church/ Organisation</b>
Complying with school procedures, completing and signing any documentation and ensuring the church is aware of what their volunteers need to do to comply with school safeguarding	Communicating safeguarding information to all volunteers and ensuring compliance with school procedures
Providing a prayer space leader that has a current DBS check for the days BeSpace are leading	Ensuring all volunteers have signed DBS voluntary disclosure form
	Providing a prayer space leader that has a current DBS check for the days the church/ organisation is leading
	Inform BeSpace of any volunteers helping in the prayer space that are not known by the person responsible for finding the volunteers

Activities/ equipment/ info:

<b>BeSpace</b>	<b>Church/ Organisation</b>
Plan activities for the prayer space and agree them with the school and church/ organisation	Arranging return and collection of equipment (if needed)
Provide equipment and model setting up of the prayer space	Taking care of equipment on loan from BeSpace
Providing BeSpace information to display while prayer space is running so any interested parties can find out more	Purchasing additional resources if running activities which BeSpace does not stock the resources for

Training/ support

<b>BeSpace</b>	<b>Church/ Organisation</b>
Delivering training for local leaders and volunteers	Arranging a training venue and ensuring good attendance at training
Supporting the team on location and modelling how to lead prayer space sessions	Inviting church/ school leaders to visit the prayer space
Hosting any interested church/ school leaders who wish to visit	
Providing an option of a debrief to consider next steps	

**For subsequent Prayer and reflection Spaces and when churches/ organisations are leading a prayer space independently of BeSpace but where it could be linked to our work:**

BeSpace aims to equip the local church or charitable organisation to carry out further prayer spaces independently, accessing BeSpace for resources and advice as required. The local church/ organisation may introduce any prayer space activities they wish, in collaboration with the school. The school will ultimately recognise the church/ organisation as the provider of the prayer spaces and not BeSpace. We hope where appropriate and with the permission of the school that local churches and charitable organisations will become more involved in serving the spiritual life of their local school.

The following outlines the responsibilities of BeSpace and the local church/ organisation for subsequent prayer spaces.

Organisation/ Documentation:

<b>BeSpace</b>	<b>Church/ Organisation</b>
	Confirming a suitable date that works for all-BeSpace equipment, church, school
	Carrying out a risk assessment and getting documentation signed by the school
	Organising appropriate and sufficient volunteers to work in a school setting (typically 4 group leaders and 1 overall leader per session)
	Ensuring risk assessment is sent to and read by volunteers
	Putting together a volunteer timetable and requesting a class timetable from school

Safeguarding:

<b>BeSpace</b>	<b>Church/ Organisation</b>
	Complying with school procedures, completing and signing any documentation and ensuring that volunteers know what they need to do to comply with school safeguarding
	Providing a prayer space leader that has a current DBS check
	Communication safeguarding information to all volunteers and ensuring compliance with school procedures
	Ensuring all volunteers have signed a DBS voluntary disclosure form

Activities/ equipment/ info:

<b>BeSpace</b>	<b>Church/ Organisation</b>
Provide equipment and activity ideas as required	Plan activities for prayer space and agree them with the school
Providing BeSpace information to display while prayer space is running so any interested parties can find out more	Purchasing additional resources if running activities which BeSpace does not stock equipment for
	Arranging collection and return of equipment
	Taking care of equipment on loan from BeSpace

Training/ support:

<b>BeSpace</b>	<b>Church/ Organisation</b>
Delivering training for local team as required	Modelling leading of activities and introduction for new leaders/ volunteers (including appropriate language of "Many Christians believe")
	Hosting any interested church/ school leaders who wish to visit
	Providing feedback to the BeSpace team and school (if applicable) on the impact of the prayer space for individuals who attended

	Arranging a training venue if required and ensuring good attendance at training
	Inviting church/ school leaders to visit the prayer space and signposting them to BeSpace

**Even where no equipment/ resources are used by BeSpace we would really appreciate it if you could inform us of any prayer spaces running so we are able to keep a record to encourage and envision new people about all that is happening.**

### **Important Safeguarding notes**

Safeguarding always remains the responsibility of the school and they should ensure compliance with their own procedures. For prayer spaces held within church premises both the school safeguarding procedures and the churches own safeguarding procedures should be adhered to.

Any safeguarding guidelines/ DBS disclosure forms used are in addition to the school policies and procedures and are always a compliment and never a replacement to these procedures

BeSpace advocates the use of DBS disclosure forms for each volunteer to sign in a prayer space. This is particularly important where you may have volunteers from a different church who you do not know personally. In this situation it is good practice to request to see an individual's DBS certificate and require them to provide 2 references who can vouch for their character before allowing them to come under your leadership responsibility in a prayer space.

A member of school staff should always be present with each group of children accessing the prayer space.

### **Church/ charitable organisation agreement:**

We require churches and charitable organisations to agree to this following declaration before accessing BeSpace resources or carrying out any prayer space work in a local school where this work could be linked to the work of BeSpace.

We agree to the above conditions and undertake to fulfil our responsibilities in running the prayer and reflection space. In particular, with regard to safeguarding and risk assessment, we agree to undertake risk assessment in conjunction with the head teacher of the school and ensure that all our volunteers strictly follow the school's safeguarding policies and procedures. We will find appropriate volunteers for working within a prayer space with young people. We will ensure the local Christian representative leading the prayer space and/or sessions within the prayer space, under our church/ organisation leadership, has a current DBS check. We take full responsibility for any issues that may arise in any of these areas. We also agree not to proselytize but to serve the spiritual life of the school using the appropriate language of 'Many Christians believe' or 'As a Christian I believe'.

Signed.....

Name (printed).....

Organisation.....

Position.....

Date.....