



## Churches Together in South Tyneside

### **Policy Name: Adults, Children and Young People Safeguarding**

**DOCUMENT REF. CTST ACYS**

ISSUE	1	2	3
DATE			

**Policy and/or Procedure adopted on:** 3<sup>rd</sup> October 2025

**Policy and/or Procedure Review date:** 2<sup>nd</sup> October 2026

Signed:

Name: Audrey Tennet

Position: Chair

### **AMENDMENT RECORD**

Page No.	Amendment No.	Reason For Change	Incorporated By	Date of Incorporation
17	1	Appointment of an Operations Manager: Paul Jones paul.jones@churchestogethersouthtyneside.org	Hilary Thompson	6.2.2026



## **CHURCHES TOGETHER IN SOUTH TYNESIDE (CTST) ADULTS, CHILDREN AND YOUNG PEOPLE SAFEGUARDING POLICY**

### **I INTRODUCTION**

CTST's Safeguarding Policy is essentially concerned with safeguarding adults, children and young people at risk – protecting them from harm (loss of or damage to a person's rights, property or physical or mental wellbeing), protecting their right to live in safety and free from abuse and neglect.

This policy statement is designed to ensure that CTST understands its duty to safeguard adults, children and young people coming into contact with CTST, knows what the policy contains and understands how the policy is to be implemented, and what the responsibilities of each role in the organisation are.

This policy follows -

\*National guidance from The Care Act 2014, which replaced the "No Secrets" guidance of 2000 in giving direction and guidance regarding safeguarding vulnerable adults, who are now known as 'adults at risk';

\*Working Together to Safeguard Children 2015;

\*Guidance from South Tyneside Council's Child Protection and Adult Safeguarding policies;

\*and Inspire South Tyneside.

We also follow guidance from the Charity Commission and take notice of guidance from significant voluntary organisations, e.g., N.C.V.O. and Durham Community Action - Understanding Safeguarding within the Voluntary Sector.

Keeping staff and other volunteers safe should be covered in the Health and Safety policy.

All projects must be fully compliant with the Safeguarding Policy of CTST at all times.

When a CTST employee is working at or for another organisation they will follow the Safeguarding Policy of that organisation.

When an employee of another organisation is working for CTST with our beneficiaries they will follow the Safeguarding Policy of CTST.

## **2 BACKGROUND TO OUR POLICY**

The items considered in the background to our policy are culture, aim, values, purpose and activities

### **2a Our Culture**

Protecting people from harm is central to our culture. We prescribe and foster an open and positive culture and ensure all involved feel able to report concerns, confident that they will be heard and responded to. All our workers and volunteers have DBS checks. We prescribe that trustees will take responsibility for putting things right when necessary.

#### **2a(i) Managing safeguarding well is essential to the culture of CTST**

Managing Safeguarding well -

- \* Instils trust in all members of CTST,
- \*Develops good practice, habits and behaviour,
- \* Protects the credibility and reputation of CTST.

Everyone needs to accept that:

- \* Abuse, harassment and harm can happen to everyone, and that abuse, harassment and harm are wrong:
- \* People need to feel protected, and people should be protected
- \* Safeguarding should be a priority.
- \* All adults participating in CTST are expected to comply with this safeguarding policy.

### **2b Our aim**

CTST seeks to put unto practice Christian social teaching - enriching the lives of vulnerable people, caring for people in vulnerable situations and promoting harmony among different groups of people.

#### **2b (i) Safeguarding and our aim**

Our Safeguarding Policy is integral to meeting our aims.

### **2c Our Values**

We value compassion and respect and the uniqueness of every person at every stage in their lives and in all the situations and contexts in which they live.

### **2d Our purpose**

Our purpose is to enable vulnerable people to engage in social/spiritual activity in a range of situations and locations.

### **2e Our activities**

#### **2e (i) We run three projects with specific activities**

\**Street Angels* have volunteers on the streets and at events to assist people (adults, children and young people) who put themselves in potentially dangerous situations, e.g. being drunk, losing their money, being inadequately clad, being separated from their friends and family. The volunteers undertake actions like providing blankets to keep people warm, calling taxis to take people home, providing first aid, telephoning parents to engage their help, liaising

with police.

\* *Happy at Home* arranges for volunteers to visit lonely/isolated older people who are largely housebound in their homes, and to make telephone calls and doorstep visits as appropriate. It also provides social hubs and other social activities for older people who can travel to them. Children and young people may occasionally attend events or special celebrations accompanied by responsible adults.

\* *Nurturing Dementia* supports people with dementia and their carers. It raises awareness and understanding of dementia, explaining how to care for and support those affected by it. It provides social inclusion events for those living with dementia and their carers, holds dementia friendly awareness sessions in community settings and provides dementia friendly intergenerational celebrations. Children and young people attend events or special celebrations accompanied by responsible adults.

**2e (ii)** In addition, CTST has a written working agreement with another charity – ‘KEY Community’ – to collaborate on the prevention and alleviation of poverty, through a project known as ‘KEY to Life’. According to the terms of the agreement, ‘KEY Community’ will manage project staff and volunteers according to its policies and procedures. Therefore, the safeguarding arrangements for ‘KEY to Life’ do not appear in this document.

### **3      CONSIDERATIONS AROUND SAFEGUARDING AND BEING AT RISK**

#### **3a    Safeguarding**

##### **3a(i) What is safeguarding**

Safeguarding means protecting the right of a child or an adult at risk to live in safety, free from abuse and neglect.

##### **3a(ii) Who carries out Safeguarding for CTST**

The safeguarding of vulnerable adults attending CTST’s activities is entrusted to the staff and volunteers attending the activities. All ensure the best care and support. The safeguarding of children and young people attending our events is in the first place the responsibility of the adults who bring them and who will always have them in sight. CTST personnel also have a responsibility to help keep a child or young person safe. We will ensure children are properly supervised and respond to any risk of harm or maltreatment to promote the welfare of children and young people. Street Angels who come across adults and children and young people in need of protection from harm, will provide appropriate care.

#### **3b    Risk in safeguarding**

Risk is concerned with the risk of serious physical harm, sexual harm and exploitation, psychological and emotional harm, neglect, discrimination or financial harm. (See 3c (iv) below.

##### **3b(i) Definitions of a child and an adult who are at risk**

A child at risk is a child:

\*Who is experiencing or is at risk of abuse, neglect or other kinds of harm

\*Has needs for care and support (whether or not the authority is meeting any of those needs). (CPD Online College).

An adult might be at risk if they are aged 18 or older and:

\*Have needs for care and support (whether or not the local council is meeting any of those needs)

\*Are experiencing, or at risk of, abuse or neglect.

\*As a result of those care and support needs are unable to protect themselves either from the risk of, or the experience of, abuse or neglect. (People First)

### **3b(ii) Our risk assessment process.**

Staff and volunteers are trained in knowing what risk is, in the factors that increase being at risk, (see 3c(i) below), the kinds of abuse that people may experience (see below) and what procedures to follow when they suspect someone is at risk. (See 6a (vii) and 7)

### **3b(iii) DBS checks**

All trustees, workers and volunteers have a DBS check from the Disclosure and Barring Service, to reduce the likelihood of them being a risk to CTST beneficiaries, at a level appropriate to their work for CTST. Workers and volunteers will need an enhanced check if they are not supervised the whole time by someone with a check. (NCVO)

The Designated Person Safeguarding (DPS) is responsible for ensuring the above persons have an appropriate DBS. The DPS ensures recognised standard procedures for acquiring and renewing DBSs are carried out.

## **3c The Safeguarding of adults at risk of abuse**

### **3c(i) Factors in adults that increase being at risk**

Factors increasing being at risk are:

\* A sensory or physical disability or impairment

\* A learning disability

\*A physical illness

\* Mental ill health (including dementia), chronic or acute

\* An addiction to alcohol or drugs

\* Failing faculties in old age

\* Youth

\* A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, for example bereavement or previous abuse or trauma

\* Living in poverty, i.e., when resources are well below minimum

### **3c(ii) The safeguarding of adults at risk requires protecting them from abuse as detailed below:**

\* *Physical Abuse* - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions

\* *Sexual Abuse* - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting

\* *Psychological Abuse* - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks

(Every other category of abuse will almost inevitably involve elements of psychological abuse)

\* *Financial or Material Abuse* - including theft, fraud, exploitation, pressure in connection

with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

\* *Neglect and Acts of Omission by others* - including ignoring medical or physical care needs, failure to provide access to appropriate health care, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

\* *Self-neglect* - neglecting self-care (neglect of own personal hygiene, nutrition, hydration, health, financial management), not taking care of one's environment (living in squalor,) refusing services which would mitigate the risk of harm and improve well-being

\* *Hoarding* – the excessive collection and storing of items, often in a chaotic manner, to the point where the living space is not able to be used for its intended purpose

\* *Domestic abuse* - applies to people who are connected to one another and is rarely one off. It should be seen as a pattern of abusive and controlling behaviour in which the abuser seeks power over the victim

\* *Discriminatory Abuse* – discrimination on the grounds of race, faith or religion, disability, gender, sexual orientation, age; it includes forms of harassment like jokes, slurs, or similar treatment

\* *Mate crime* – when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It is carried out by someone the adult knows and often happens in private

\* *Cuckooing* - when people live at home with no support network the home can be taken over, for example by drug dealers

\* *Predatory Marriage* - typically involves a situation where one person does not have the required mental capacity to consent to marriage but is led into it and taken advantage of by the other party to secure financial or other gains. Entering into a marriage revokes any will that has been put in place. When the vulnerable person dies, the predator benefits from the estate. The predatory spouse may engage in grooming activities – trying to alienate the victim from family and friends and most marriages take place in secret

*Modern Slavery* – happens when an individual, cannot leave or refuse to be exploited by others for personal or commercial gain (includes forced labour or forced marriage)

\**Living in poverty* – can increase the likelihood of an adult experiencing or being at risk of abuse and/or neglect. There may be safeguarding incidents committed accidentally, or deliberately by people close to the adult, who are struggling as a result of living in poverty. There are likely to be more incidences of self-neglect as a result of people living in poverty.

Any or all these types of abuse may be perpetrated as a result of deliberate intent, negligence or ignorance. Incidents may be multiple, either to one person in a continuing relationship or service context, or to more than one person at a time.

### **3d The safeguarding of children**

The main responsibility re the safeguarding of children is to keep them safe.

All adults participating in CTST activity do have responsibility for safeguarding children who attend CTST activities. Those who bring them are accountable for their safeguarding. When children are involved in our projects keeping them safe is our main concern. Adults working on our projects should be aware of the signs and types of abuse in children and respond to

them and report them appropriately.

**3d(i) The safeguarding of children at risk requires being aware of signs of abuse in children -**

- \*Withdrawal
- \*Changes in behaviour
- \*Depression, anxiety, unusual fears
- \*Sleep Problems

**3d(ii) The safeguarding of children at risk requires protecting them from abuse –**

- \*Physical abuse
- \*Neglect
- \*Sexual abuse
- \*Psychological or Emotional abuse

**3e Differences between adults and children**

- \*Types of abuse and harm are different
- \*Abuse is reported differently
- \*Legislation is different
- \*Adults have the right to make unwise decisions
- \*When safeguarding adults you must consider the adults' individual needs
- \*As far as children are concerned, adults should be aware that safety is the primary concern

## **4 RECRUITMENT AND SELECTION OF WORKERS AND VOLUNTEERS**

Recruitment of workers and volunteers is open to anyone who is suitable.

Knowledge of what we do and our need for volunteers is spread by word of mouth, advertising, articles in local papers, appeals to local churches and events to attract volunteers.

Initially all workers and volunteers fill in an application form. We have separate forms for project leads, project workers and volunteers.

All workers and volunteers give normal personal details, information about themselves, and reasons for wanting to work on a project. They give the names of two referees who are contacted for references. They agree to a DBS check being done.

In addition, workers give evidence of why they are suitable to work on a project.

Suitability in each case is determined from the application form, references, interview and the possession of a satisfactory DBS check.

People who are not fully reliable are screened out.

All are monitored in the first weeks and subsequently if the need arises, by observation, discussion and feedback to confirm their suitability. Persons who are found to be unsuitable are required to cease working/volunteering for CTST.

Project Leads are appointed by the Management Committee of the project.

The Project Lead for each project and a member of the management committee of each project appoint project workers.

The Project Lead has responsibility for recruiting volunteers.

## **5 TRAINING AND INDUCTION**

### **5a Who should be trained**

All trustees, staff, members of Management Committees and volunteers must accept the responsibility to be trained.

### **5b How training is done**

#### **5b(i) Training of Trustees**

The training of the trustees in their responsibilities for Safeguarding will take place through the annual review of the Safeguarding Policy and the receiving of safeguarding reports from the DPS.

The Training in the 'Background to CTST's Safeguarding Policy' will be carried out through a prayer and reflection at the beginning of Board meetings.

#### **5b(ii) Training of staff and volunteers**

Staff are trained in safeguarding per se via South Tyneside's online training. The DPS trains project staff re section 2 – Background to CTST's policy. Trained staff train the volunteers.

### **5c Who is responsible for Safeguarding training**

\*The Chair of CTST is responsible for ensuring the training of the Executive Lead in the Safeguarding Policy of CTST and the trustees

\*The Executive Lead (DPS) should ensure all chairs of MCs, all staff and volunteers are trained in CTST's Safeguarding Policy.

\*The chairs of the Management Committees should ensure the training of members of the MCs in the Safeguarding policy of CTST.

\*Arrangements for the training of new project leads are made by the Executive Lead (DPS).

\*The Project Leads train volunteers.

### **5d Who is responsible for overall recording keeping of safeguarding training for each Management Committee**

The Chair of the MC should have a list of the training and evidence of training for each member of the MC.

### **5e What should determine the content and nature of the training?**

People should be trained according to the needs of their role(s) and responsibility as laid down in this policy. The PLs of the projects should determine the degree of training needed by each volunteer. Training should be appropriate and proportionate for each project.

### **5f Training by other recognized bodies.**

Training in the Safeguarding of Adults done by other recognized bodies will be accepted.

### **5g What should training consist of**

Training should involve doing activities/giving explanations, as well as handing out leaflets/brochures or proformas.

### **5h What does Induction Training do**

Induction Training:

- \*Gives training in Safeguarding according to the stipulations of this document
- \*Gives an overview of the organization, structure and operation of CTST, and the particular project a person is working on
- \*Explains the different roles and responsibilities in CTST and in the person's project
- \*Ensures trainees know the culture, values, aims and purpose of CTST and those particular to their project
- \*Ensure trainees know the services and activities of their project

### **5i Training plans, records and ongoing safeguarding training**

There should be a training plan and record of training for each person designated in 5c above.

### **5j How is the safeguarding training made relevant**

It is expected that quizzes will be used, and role play and scenarios illustrating safeguarding issues that can be encountered in the individual projects will be analysed taking account of the culture, aims, purposes, values and structure of CTST. Conclusions for action should be drawn.

### **5k Reporting training**

The MCs of the projects should receive a Safeguarding Training Report at each MC. The Board of Trustees should receive a report on Safeguarding Training in the projects at each meeting and an annual review from the DPS.

## **6 RESPONSIBILITIES**

All trustees, staff and volunteers have a duty of care to keep people safe from harm.

### **6a The safeguarding responsibilities of CTST Board of Trustees (B of Ts)**

**6a(i)** The B of Ts appoints and directs the Designated Person Safeguarding, (DPS) and the Designated Trustee Safeguarding (DTS).

**6a(ii)** The B of Ts needs to ensure the Board is trained in their responsibilities for Safeguarding per se:

\* To ensure it has appropriate safeguarding policy and procedure in place, has a process for review, reviews the policy annually and ensures it is relevant

- \* To ensure the Safeguarding Policy explains how people will be protected from harm, identifies possible risks and definitions of abuse
- \* To have a risk assessment process – consider who might be at risk of harm within CTST, identify what type of harm they might be at risk of and how likely it is they will be harmed; prioritise the risks depending on the level of likelihood and impact
- \* To ensure everyone can recognise, respond to, report and record a safeguarding concern
- \* To ensure serious allegations and incidents are reported to the B of Ts and the Charity Commission, letting each know how the Board deals with the allegations and how they will be reported to other relevant authorities
- \* To make sure people can confidently raise safeguarding concerns
- \* To review what level of DBS checks are appropriate for different roles within CTST
- \* To ensure the Safeguarding Policy is followed by all trustees, staff, volunteers and people involved in enabling CTST activities
- \* To check that people are suitable to act in their roles and fulfill their roles
- \* To ensure the date of acceptance of the policy is recorded, and also the date for the annual planned review, and the date the review were carried out
- \* To receive a report at each meeting from the DPS and consider the implications thereof and any action required
- \* To receive an annual report from the DPS making clear what has happened in response to the monthly reports

**6a(iii)** The B of Ts need to be trained to understand and implement the ‘Background to CTST’s Safeguarding Policy’

Below are the relevant sections in the policy:

- 2a and 2a(i) CTS’s culture
- 2b and 2b(i) CTST’s aims
- 2(c) CTST’s values
- 2(d) CTST’s purpose

## **6b The safeguarding responsibilities of the individual members of CTST B of Ts**

\*The individual members of CTST B of Ts need a knowledge of the Safeguarding Policy. \*They need an understanding of safeguarding training, the protection of people at risk and protection procedures with respect to safeguarding in CTST. They need to be trained to know when and how to act if they come across safeguarding issues. This further ensures they have a framework for understanding reports about safeguarding and being able to respond to them.

## **6c The safeguarding responsibilities of the Designated Person Safeguarding (DPS)**

\*The Designated Person Safeguarding, attends the Board of Trustees of CTST, is appointed by it and accountable to it.

\*The DPS is also the Link Person with South Tyneside. This role involves raising specific live issues (e.g., allegations) concerning safeguarding with South Tyneside.

\* They have an overall charge of the operation of Safeguarding in CTST. They are responsible for the day-to-day operation of the Safeguarding Policy. This includes overseeing the drawing up and implementation of training plans and reporting on these to the Board of Trustees. The DPS should ensure all steps and procedures in the Safeguarding document are followed by all personnel.

\*They should ensure there is a Safeguarding training plan for all Management Committees and Management committee members, all CTST workers and volunteers and that the plans are implemented. They should report to the Trustees on the state of the Safeguarding Training plans and their implementation.

\*They should ensure that:

The Safeguarding Policy is up to date and brought for review by the B of T.

All instances of alleged or reported abuse are recorded and moved up to the appropriate authority by the PLs.

\* They should report instances of alleged or reported abuse to the B of Ts.

\*The DPS should receive concerns about safeguarding from the PLs and act appropriately on them.

\* The DPS is responsible for the induction of PLs and ensuring training is arranged for PLs,

\*The DPS should understand and give guidance on the law re DBSs.

\*The DPS should ensure that all DBS checks are up to date.

\*The DPS should ensure safeguarding is on the agenda of each regular meeting and make a Safeguarding report to the B of Ts at each meeting of the B of Ts.

\*An annual report should be submitted to the Board of Trustees of CTST. The report should review the issues raised during the year making clear points that should go forward to the review of the Safeguarding Policy.

#### **6d The safeguarding responsibilities of the Designated Trustee Safeguarding (DTS)**

\*The DTS is not concerned with the day-to-day operation of the Safeguarding Policy.

\*The DTS has an overview of all matters relating to safeguarding in CTST, ensures all requirements and elements are in place and that things are done correctly.

\*The DTS supports and guides the Board of Trustees in safeguarding matters.

\*The DTS is the point of contact for the DPS, and also for staff or volunteers if someone wishes to complain about a lack of action or concern in relation to safeguarding.

\*The DTS will be the Safeguarding Lead in the absence of the DPS.

\*The DTS will handle suspicions or allegations of abuse relating to the DPS.

\*The DTS will report serious incidents to the Charity Commission.

#### **6e The safeguarding responsibilities of the Management Committees (MCs) and the chair of the Management Committees of the projects**

\*Each project is managed by a Management Committee. They are a point of contact for the DPS.

\*The MC of each project is responsible for ensuring the Safeguarding Policy is implemented in the project.

\*The Training Plan for each project should be approved by the MC. It should show how training is appropriate and proportionate for ensuring the mission, aims and values of CTST are understood, all facets of safeguarding are understood, for the level of staff responsibility, and for the nature, work and amount of contact of volunteers on the Project. There should be a record for each member of staff and volunteer.

\*The MC should receive a Safeguarding and Safeguarding Training Report at each meeting. The report should use the structure and terminology of CTST's Safeguarding Policy.

\* The MC must ensure all staff and volunteers are aware of the procedure that will follow if allegations of abuse are made against them,

- \*The chair of the MC should ensure the training of new members of the MC in the Safeguarding Policy.
- \* The chair of the MC should have a record of the training of each member of the MC and of the evidence for the training.

#### **6f The safeguarding responsibilities of the Project Leads (PLs) of the projects – Responsible Persons (RP)**

- \* The PL is the Responsible Person for Safeguarding (RP) for their project and has responsibility for implementing the Safeguarding Policy in that project.
- \*The PL of each project is responsible for the support of staff and volunteers and for ensuring they implement the safeguarding policy.
- \* The PL should maintain an up-to-date safeguarding training plan. It should plan training for
  - ensuring the mission, aims, values and purpose of CTST are understood and implemented on the project
  - understanding and implementing all facets of safeguarding for the level, nature and amount of staff responsibility
  - the nature, work and amount of contact of the volunteers on the Project.
- \* There should be a training record for each member of staff and volunteer.
- \* The PL should provide a Safeguarding and Safeguarding Training Report for each MC meeting. The reports should use the structure and terminology of CTST's Safeguarding Policy.
- \* The PL should maintain an up-to-date DBS record for each volunteer and member of staff.
- \* The PL has responsibility for moving up reports and concerns of abuse to the appropriate statutory authority:
  - for **safeguarding children** - the Integrated Safeguarding Interventions Team (ISIT) 0191 424 5010 during daytime hours up to 5.00pm or out of hours 0191 456 2093  
email: [Let'sTalk@southtyneside.gov.uk](mailto:Let'sTalk@southtyneside.gov.uk)
  - for **safeguarding adults** – Let's Talk Team 0191 4246000 for adult social care services or Out of Hours Team 0191 4562093.
  - Police 999 or 101.

They should ensure all steps are taken and procedures followed are recorded.

- \* The PL should report incidents re safeguarding to the DPS and give access to the records made.
- \* The PL will decide when it is appropriate to contact a family member/carer and if necessary, do so.
- \* On becoming aware of risk in situations, the PL should alert the DPS with suggestions for amelioration.

\*The Responsible Persons for Safeguarding and their respective projects are:  
 Stephen Slade- *Street Angels*  
 Mim Ritson -*Happy at Home*  
 Maria Scurfield- *Nurturing Dementia*

#### **6g The safeguarding responsibilities of the project staff and volunteers of the three projects**

- \*All staff and volunteers must accept the responsibility for being adequately trained in the

Safeguarding Policy of CTST and must implement it.

\*They should treat all with gentleness and kindness, making sure their well-being is promoted, taking their views, wishes, feelings and beliefs into account, in keeping with the culture, aim, values and purpose of CTST.

\*They should approach the PL with any concerns of abuse. If significant harm is suspected, immediate safety should be ensured by immediately contacting the PL or the safeguarding children or adult telephone numbers, or email addresses, or police as above.

## 7 REPORTING PROCEDURES

### 7a Ensuring that the volunteers and staff recognise abuse, harm and neglect

This is guaranteed by the above training provided under the auspices of South Tyneside Safeguarding Boards, or by appropriately trained staff.

Staff and volunteers are trained to know how to spot signs of abuse; namely:

\**People disclosing* they are or have been abused

\**People repeating concerns* about the attitude or behaviour of someone

\**People showing signs* of abuse as detailed at 2c(vi).

### 7b The training used in CTST to ensure staff and volunteers know how to listen and react to any allegations/concerns of abuse and how to record abuse

Training on how to act is reinforced as necessary, by the PL to ensure the staff and volunteers know how to apply that understanding in their project.

#### *How to listen*

\*Do not press the person for more details - this will be done later.

\*Do not stop someone who is freely recalling significant events - for example don't say,

'Hold on we'll come back to that later,' as they may not tell you again.

\*Listen carefully to what the discloser is saying.

\*Do not be judgmental.

#### *How to react*

\*Stay calm and try not to show shock or disbelief.

\*Be sympathetic ('I am sorry that this has happened to you').

\*Tell the person that they did the right thing to tell you, you are treating the information seriously and it was not their fault.

\*Tell the person you are going to inform the appropriate person and you / the service will take steps to protect and support them.

\*Do not promise to keep secrets - you cannot keep this kind of information confidential.

\*Do not make promises you cannot keep, such as, 'This will never happen to you again'.

\*Do not contact the alleged abuser.

\*Under no circumstances act alone.

\*Be aware of the possibility that medical evidence might be needed.

## How to record abuse

At the first opportunity the reporting person should make a note of the disclosure, allegation or suspicion and sign the record, which should include:

- \*The date and time of the disclosure, allegation or suspicion
- \*What people actually said, writing down words and phrases used
- \*A description of the circumstances in which the disclosure/allegation came about
- \*A note of the setting and anyone else who was there at the time.
- \*Separate out factual information from their opinions
- \*Use a pen or biro with black ink so that the report can be photocopied

## What to do with the report

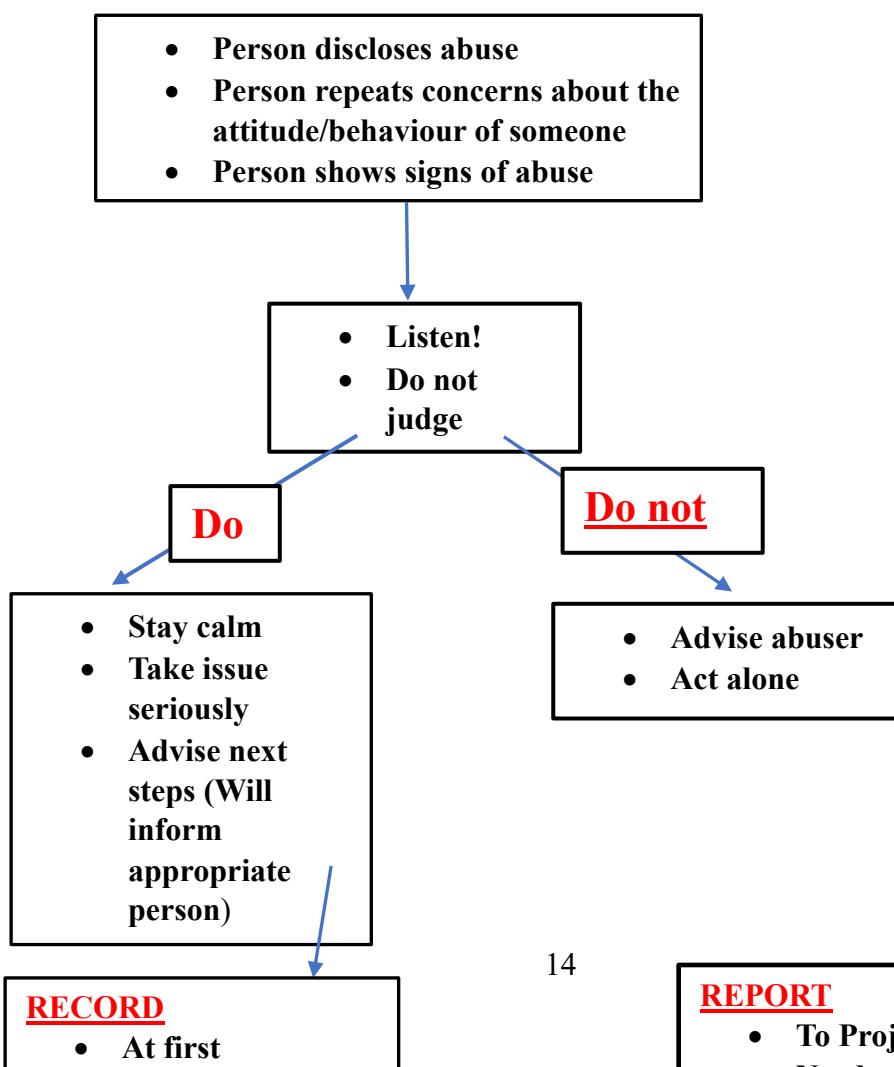
Report to the PL (or if appropriate to the DPS - see section 7 below) as soon as possible handing over the written account – the PL is always available for consultation.

Pass on the information only to those with a legitimate 'need to know,' normally the PL.

In an emergency where the person is under immediate danger, dial 999 or 101 and then inform the PL (or DPS).

Be aware that the report may be required as part of a legal action or disciplinary procedure.

## Reporting Procedures when abuse is suspected



**7c The arrangements used in CTST to ensure the staff and volunteers know what steps to take if allegations are made or suspicions raised of abuse of beneficiaries**

Volunteers and staff are made aware of the roles of the (PL/RP) and the DPS with respect to CTSTs beneficiaries.

Volunteers and staff are trained to:

Contact the PL for guidance;

Write a report as above;

In what to do with the report – who to give it to;

To contact 999 or 101 immediately and then inform the PL, if the person is in immediate danger;

Under no circumstances deal with the issue alone.

**8 STEPS TO MANAGE ALLEGATIONS MADE AGAINST A TRUSTEE, MEMBER OF STAFF OR A VOLUNTEER**

All staff and volunteers should be made aware by the PL/RP of the procedure that will follow if allegations of abuse are made.

\*If a trustee, a member of staff, or a volunteer has a suspicion or allegation about a volunteer they should follow the above procedure (section 6) and report to the Project Lead (RP). They should not alert the person against whom the allegation is made. Allegations of abuse by a volunteer must then be investigated by the PL.

\*If a member of staff, a trustee or a volunteer has a suspicion or allegation about a member of staff or a trustee they should follow the above procedure (section 6) but report to the Designated Person Safeguarding. They should not alert the person against whom the allegation is made. Allegations of abuse by a member of staff, or a trustee must then be investigated by the DPS.

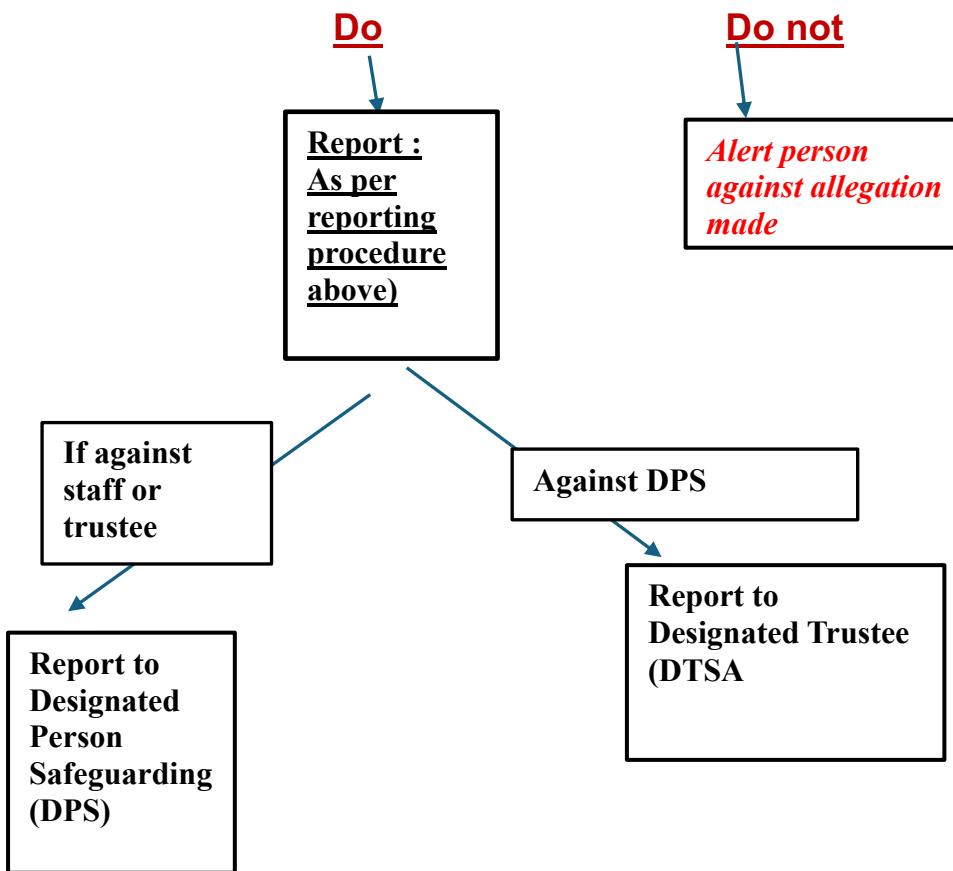
\*If a volunteer, member of staff or trustee has a suspicion or an allegation about the DPS they should follow the above procedure (section 6) and report to the Designated Trustee Safeguarding. Allegations of abuse by the DPS should be investigated by the DTS.

\*All persons receiving reports of suspicions or allegations of abuse should follow the above procedure (section 6).

People should be counselled to overcome the abuse if that is thought appropriate. If the abuse is significant disciplinary proceedings may be necessary.

When an allegation of abuse of a person by a member of staff or a volunteer has been resolved, the family of the person should be informed if that is deemed appropriate, of any abuse that has occurred and steps taken to avoid any abuse in the future.

## Reporting procedure – Against Trustee, member of staff or volunteer



## 9 POLICIES THAT SHOULD BE TAKEN INTO ACCOUNT ALONGSIDE THIS SAFEGUARDING PLOICY

Health and Safety, Equal Opportunities, Code of Conduct for Volunteers, Bullying and Harassment, Recruitment and Selection, Safer Recruitment, Recruitment of Ex-offenders and Privacy policies should be used alongside this Safeguarding Policy.

## 10 PROCESSES FOR REVIEWING THE SAFEGUARDING POLICY

The Designated Person informs the Designated Trustee of any changes in the law relating to safeguarding so they can be incorporated in the policy.

The Designated Trustee incorporates changes in the South Tyneside documentation that are significant for CTST.

The Designated Trustee incorporates changes from the voluntary sector documents that are significant for CTST.

A record and review of the outcomes of safeguarding concerns and investigations will enable the assessing of CTST's current safeguarding policies and practice. It will also allow CTST to monitor if there are any changes in the type of safeguarding concerns it faces.

The trustees judge whether there are robust methods for disseminating the policy and take action accordingly.

## 11 ESSENTIAL CONTACTS

### Designated Person Safeguarding

[Paul@churchestogethersouthtyneside.org](mailto:Paul@churchestogethersouthtyneside.org)

Paul retired in December 2024. From 1.01 2025 until new Executive Lead is appointed and takes up post, the Chair of CTST, Audrey Tennet is the Designated Person Safeguarding.

CTST were unable to appoint to the post of Executive Lead and this led to a further review of the post. At 1.10.25 an advert for an Operations Manager will be in circulation.

The Chair of CTST will continue as the Designated Person Safeguarding until an appointment to the post of Operations Manager

[Audrey@churchestogethersouthtyneside.org](mailto:Audrey@churchestogethersouthtyneside.org)

### Designated Trustee Safeguarding

[Jane@churchestogethersouthtyneside.org](mailto:Jane@churchestogethersouthtyneside.org)

The DTS was admitted to hospital in August 2025 and in her absence the Deputy Chair will take on the role of Designated Trustee Safeguarding.

[Bernadette@churchestogethersouthtyneside.org](mailto:Bernadette@churchestogethersouthtyneside.org)

## 12 REVIEWING AND UPDATING THIS DOCUMENT

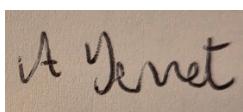
Policy adopted by CTST September 2021

Policy reviewed 15<sup>th</sup> September 2022, 1<sup>st</sup> September 2023, updated 15<sup>th</sup> September 2023, 6<sup>th</sup> September 2024

**Date Policy and/or Procedure adopted on:** 3<sup>rd</sup> October 2025

**Date Policy and/or Procedure Review date:** 2<sup>nd</sup> October 2026

Signed:

A handwritten signature in black ink on a light-colored rectangular background. The signature reads "A Tennet".

Name: Audrey Tennet

Position: Chair

3<sup>rd</sup> October 2025

## APPENDIX ONE

Any arrangements for a person who has not done the full safeguarding training to have a one-off contact with a beneficiary should be made by the PL of the project or the Executive Lead. They should ensure the person knows how to recognise and record a disclosure of abuse and who to pass the record to. They should therefore inform the person about the items below, and also give them this form which will guide their record.

- 1 The person should notice anything a beneficiary says which 'does not seem right'.
- 2 The person should write down the name and address of the beneficiary and date and place of the disclosure.
- 3 The person should write down what the beneficiary said.
- 4 The person should not react, ask any questions, make any promises not to report what has been said.
- 5 The person should use black ink.
- 6 The person should get the report to the PL as soon as possible.

The PL then has responsibility for moving up the report and concern of abuse

- for **safeguarding children** - the Integrated Safeguarding Interventions Team (ISIT) 0191 424 5010 during day-time hours up to 5.00pm or out of hours 0191 456 2093  
email: [Let'sTalk@southtyneside.gov.uk](mailto:Let'sTalk@southtyneside.gov.uk)

-for **safeguarding adults** – Let's Talk Team 0191 4246000 for adult social care services or Out Of Hours Team 0191 4562093

The PL should report the incident to the DPS (Operations Manager), as in section 5a(vi) of the Safeguarding policy.

# REPORTING FORM

## **Churches Together South Tyneside**

We ask for your help in caring for (name).....

Who will be with you on (day, time, date) .....

If something is disclosed to you which does not seem right, do not press for details, just listen and pass what was said to the project leader who asked you to help.

Write down what was said

Place of disclosure.....

Time of disclosure.....

Your name.....

Your address.....

Your telephone no. ....

Your email address.....

Please inform the Project Lead about your concern as soon as possible in person or by phone.

(names on internal document)

Please retain this form for the Project Lead or their representative to collect