



Safeguarding Policy

The Proclamation Trust is a Christian ministry organisation, registered with the Charity Commission (charity number 1094952), which subscribes to historic, orthodox Christian beliefs. Those who participate in the Ministry of the Proclamation Trust are expected to be Christians committed to biblical authority in all matters of life and doctrine and do so on the understanding that we adhere to a conservative evangelical theological position, and hold to the historic, orthodox Christian position on matters of ethics, including the doctrines of humanity, marriage and human sexuality. We believe that all people have been created in God's image with God-given value and dignity. As a result, we value all people and recognise our duty of care towards all those for whom we have a particular responsibility in relation to our ministry.

The Proclamation Trust is therefore committed to nurture, protect and safeguard all those involved in our ministry, especially those at particular risk of harm.

This document applies to anyone working at or on behalf of The Proclamation Trust including all staff, visiting teachers, volunteers and students.

The main areas of the Trust's work are

1. Ministry Training Courses (Ministry Training Course, Cornhill Training Course, Cornhill Plus)
2. Residential conferences
3. Day conferences

The Trustees will provide effective oversight of safeguarding across The Proclamation Trust by:

- a. Ensuring that they appoint from amongst their number a nominated Safeguarding Trustee who will act on their behalf to provide strategic leadership and guidance on matters related to safeguarding including compliance.
- b. Ensuring that the organisation's leadership promote the importance of safeguarding and lead the development of a culture that is biblically faithful, healthy, transparent, and accountable and that safeguarding is appropriately prioritised, and its profile maintained.
- c. Ensuring that a suitably knowledgeable and appropriately trained and skilled Designated Safeguarding Lead (DSL) and a deputy (DDSL) are appointed and that they are adequately supported and resourced.
- d. Ensuring that a proportionate and legally compliant safeguarding policy is implemented and that it is reviewed by the trustees with input and support from the DSL and Deputy DSL at least annually.
- e. Ensuring that clearly defined safeguarding procedures and systems are in place, that they are understood and implemented by all staff, volunteers, and anyone else who acts on our behalf.



- f. Ensuring that the DSL provides a verbal update to all trustee meetings (which will be conveyed by the safeguarding trustee) and that a written annual report is provided to the trustees by the Safeguarding Trustee, the DSL, and DDSL.
- g. Ensuring that the effectiveness of the safeguarding arrangements is monitored on an ongoing basis and reviewed annually in line with the review of the policy and procedures.
- h. Ensuring that safeguarding roles and responsibilities are clearly defined and that appropriate accountability is provided.
- i. Ensuring that clear and transparent processes for raising complaints, concerns or allegations or other expressions of dissatisfaction are in place.
- j. That a clear statement in relation to safeguarding is included in the annual Charity Commission submission.
- k. That any “Serious Incidents” (as defined in the Charity Commission Guidance – <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>) are reported accurately and in a timely manner.

Safeguarding children

1. Ministry Training Courses

The minimum age for admission to these courses is 18 (and, in practice, generally significantly older). The safeguarding of children therefore does not arise within the scope of this work.

2. Residential conferences

The minimum age for delegates is 18. The safeguarding of children therefore does not arise within the scope of this work.

3. Day conferences

The minimum age for attendance is 18. If delegates ask to bring children, we explain that for safeguarding and insurance reasons we cannot allow this.

Safeguarding adults at risk of harm:

General

None of the activities the Proclamation Trust runs by their nature routinely involve providing services (e.g. health or care services) to those generally or routinely considered vulnerable adults. However, we recognise that any adult may be vulnerable. Some of the factors that increase vulnerability include:

- 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
- the failing faculties in old age
- a permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, for example bereavement or previous abuse or trauma.

We also recognise that a particular situation may render any adult vulnerable, including the desire to please a lecturer, prominent figure, employer, church minister or other role model.

A person who might be considered vulnerable in this way has the right to:

- be treated with respect and dignity
- have their privacy respected
- be able to lead as independent a life as possible
- be able to choose how to lead their life
- have the protection of the law
- have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background
- be able to use their chosen language or method of communication
- be heard.

The Proclamation Trust will seek to safeguard vulnerable adults by:

- valuing them, listening to and respecting them
- exercising proper care in recruitment, making all the necessary checks
- ensure that all staff, visiting teachers, apprentices, volunteers and students are made aware of, understand and implement the safeguarding policy
- ensuring effective management of all those people involved in our ministry through supervision, support, training and quality assurance measures
- responding promptly to every safeguarding concern or allegation raised
- appointing a “appointing a suitably knowledgeable and appropriately trained and skilled Safeguarding Lead, who will have an overview of all the Proclamation Trust’s activities and seek to implement the safeguarding policy
- Regularly reviewing (on at least an annual basis) the safeguarding policy to ensure it remains fit for purpose and legally compliant
- Appoint an External Safeguarding Advisor as a person entirely outside the organisation to whom reference may be made if internal procedure proves insufficient in a particular situation.



Safeguarding adults at risk of harm:

Activity-specific information

1. Ministry Training Courses

We recognise that we have direct responsibilities towards our students in relation to the time they spend with us for teaching and supervision, as well as some indirect responsibility towards students in relation to churches from which they are sent and may be engaged as ministry trainees or with some other role related to their training.

During the application process, the staff member reviewing the application will be mindful of watching for signs of vulnerability. Each case will be treated individually as appropriate, in liaison with the church contact person.

During the course all teaching staff are vigilant towards the needs of individual students. If a concern arises or we are made aware of a concern by a church contact person, staff will be alerted as necessary, balancing the need for privacy and the need for awareness to ensure the individual is safeguarded. There is a formal complaints procedure on public display to all students should the need arise. If a student raises a safeguarding concern or allegation relating to their course study, the teaching staff should promptly refer the matter to the Safeguarding Team or if this is not appropriate, to the Safeguarding Lead. If the student prefers, they may refer the matter directly to the Safeguarding Team without involving teaching staff.

At the end of the academic year, each student is given the opportunity to offer feedback. This is not just on the course content but explicitly includes the opportunity to comment on how they have been treated both by Proclamation Trust staff and at their church. Proclamation Trust staff should be mindful of any safeguarding issues raised in this feedback and deal with them in accordance with the safeguarding policy.

2. Conferences

Staff running and speaking at conferences are vigilant to ensure the needs of vulnerable adults are met. Disabled delegates are routinely accommodated appropriately. If staff are aware in advance of delegates affected by any of the factors above other than a physical disability, an individual plan including risk assessment is made.

At the end of each conference, all delegates are given the opportunity to offer feedback on all aspects of their experience at a Proclamation Trust event.



Safeguarding within the student's church

Safeguarding matters in churches which send students to study at the Proclamation Trust are properly the remit of the churches themselves. We strongly recommend that students take it upon themselves to find out about, and adhere fully to, the safeguarding policies and procedures of any church where they have a placement, contract of employment, or where they are placed for a mission week. Any safeguarding issues witnessed within these settings should be reported and addressed through the procedures that are in place within that church or organisation.

If a student should experience abuse, bullying, neglect or any other inappropriate behaviour within their church setting, they should first raise it within that organisation using that organisation's reporting procedure. If these procedures prove unhelpful, the student may also seek advice and help from the Proclamation Trust's Safeguarding Lead.

We recognise that The Proclamation Trust has no direct responsibility for, or control over, any other church or organisation, however we will endeavour to support any student facing difficulties wherever possible and with the means open to us. If a student reports such unresolved concerns to someone within the Proclamation Trust, that person should consult a member of the Proclamation Trust Safeguarding Team who will ordinarily refer the matter to the safeguarding Lead of the relevant church or organisation in order to seek to urge that a helpful process and satisfactory resolution is arrived at. If there is a compelling reason for not so referring, the matter may be passed to the External Safeguarding Advisor who will follow the safeguarding policy and guidance given by the Charity Commission in determining any action which may be appropriate.

Safe Recruitment

The recruitment / appointment of staff and volunteers is of critical importance to The Proclamation Trust. All staff and volunteers will be subject to appropriate recruitment processes.

At least one person who is involved in the process of recruitment of staff or appointment of volunteers will be trained in Safe Recruitment.

Staff and volunteers will be provided with written job / role descriptions and person specifications prior to deciding whether to apply for and take up the position / role.

Appropriate records will be kept of all recruitment processes and decisions.



Recruitment Process

All applicants (whether staff or volunteers) will be required to complete an application form.

Paid staff positions

- Shortlisted applicants will be required to attend a formal interview.
- Prior to appointment of staff, references will be sought including, a reference from the current or previous employer.
- Prior to appointment the applicant's identity and right to work in the UK will be verified.
- Upon commencement of their position, all staff will be required to complete a formal induction process as outlined in their role description and including any areas for development identified during the recruitment process.

Volunteer Positions

- All applicants for a volunteer position will be required to attend a discussion to ensure their suitability and clarity of understanding of the role and its requirements.
- Prior to appointment, references will be sought.
- Following appointment, volunteers will be required to complete a formal induction process as defined in the role description.

Responding to safeguarding concerns or disclosures

All staff, visiting teachers, apprentices, volunteers and students should be made aware that they are encouraged to report safeguarding issues of concern to a member of the Safeguarding Team. Any safeguarding allegation reported to the Safeguarding Team will be dealt with promptly, efficiently and with due attention to obligations of confidentiality and in line with national and local safeguarding guidelines. The action taken will depend on the severity of the allegations and the risk of continued abuse taking place.

Managing immediate risk

Upon identification of a safeguarding concern or receipt of a disclosure, the staff member / volunteer should make an assessment as to whether any immediate action is necessary to protect the individual.



The worker may seek advice from the Safeguarding Lead / Safeguarding Team, however, the seeking of advice should not unnecessarily delay or prevent the protective action or place the individual at risk of further or increased harm.

In such urgent situations and if the DSL cannot be immediately contacted, the staff member / volunteer should contact either the relevant emergency service on 999 or Social Care to obtain support. Under such circumstances, the DSL should be notified at the earliest possible opportunity.

Once it has been established that the individual is not, or is no longer in imminent danger, the concern will be reported to the DSL.

Managing the risks - the role of the DSL

In discussion with the staff member / volunteer reporting the concern, the DSL will review any immediate actions taken and will be responsible for follow-up or further action that may be required.

Upon receipt of the completed form, the DSL will establish a “Confidential File” in relation to the person at risk, or if there is an existing confidential file, it will be updated.

The confidential file will be updated with any further discussions or actions, including any advice sought or referrals made and updating will continue on an ongoing basis.

The DSL will confirm to the person raising the concern that the matter has been actioned. The DSL will not provide any unnecessary information. Information is only shared on a “need to know” basis.

Where the concern meets the statutory threshold, the DSL will notify the carer of the individual concerned (or the individual themselves if they are a competent adult) that a referral is being made to Social Care. Advice can be sought from CSS or from the relevant social care service if the DSL is unsure if the statutory threshold has been met.

Information will not be shared with the individual / carer in situations where to do so would place an adult at increased risk of harm or abuse.

The referral will be made to the appropriate Social Care service.

If the referral has not been acknowledged within 2 working days, the DSL will follow up with Social Care (or other agencies as required).



The DSL will work with the Local Authority and other safeguarding partners on behalf of the organisation to ensure that we fully participate in the safeguarding process.

The Safeguarding Team:

- The Business and Conference Manager (Kate Peters) – Designated Safeguarding Lead
kate.peters@proctrust.org.uk
- The Director of the Proclamation Trust (Robin Sydserff)
robin.sydserff@proctrust.org.uk
- The Director of Women's Ministry (Carrie Sandom)
carrie.sandom@proctrust.org.uk
- The Chair of Trustees (Simon Pillar)
[email address available by request](#)
- Christian Safeguarding Services - external advisors
Contact@thecss.co.uk