SAFEGUARDING POLICY

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Revisions:	• Policy name changed from Safer Ministry to Safeguarding policy • Change of personnel in Safeguarding team • Core principles of safeguarding now aligned with Care Act 2014 guidance • Policy has been updated to better reflect the safeguarding requirements across the UK nations and ROI. • Clarity for reporting safeguarding concerns across Church Army • Related additional policies including: Digital Technology Use Policy • Some appendices have been removed from Safer Ministry Policy and are now separate guidance documents: Regional Definitions Guidance, Electronic Communication and Use of Photography Guidance, Recognising Abuse Guidance. • Wording and readability
Related Policies:	Data Protection Policy Digital Technology Use Policy Whistleblowing Policy Recruitment Policy Health and Safety Policy
Related Processes and guidance documents:	Regional Definitions Guidance Electronic Communication and Use of Photography Guidance Recognising Abuse Guidance

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POLICY REVIEW

The annual review includes a check of the current statutory and Anglican safeguarding guidance applicable in each jurisdiction in which Church Army ministers.

The policy is agreed by the Board of Trustees who are ultimately responsible for Church Army's safeguarding governance.

WHAT TO DO IF YOU HAVE A CONCERN

Everyone in Church Army regardless of their role or context is responsible for protecting and safeguarding the welfare of the others, including children, young people and adults at risk.

Where there is immediate or ongoing danger, contact the relevant emergency service on 999 (or 112) when it is safe and appropriate to do so.

Centre of Mission and Project staff:

- Follow your local safeguarding procedure
- An internal Church Army report must not replace or delay any statutory, mandated or locally agreed reporting duty.
- If you are unsure of local procedure, contact the Church Army Safeguarding Team directly on safeguarding@churcharmy.org

All other Church Army staff:

- Contact the Church Army Safeguarding team directly on safeguarding@churcharmy.org

Any Church Army staff member needing advice regarding a safeguarding concern is to contact the Safeguarding Lead or one of their Deputies. If unable to reach a member of the Safeguarding team, contact Thirtyone:eight's helpline on 0303 003 1111 (quoting our membership number, which is available on the Church Army Intranet).

SAFEGUARDING TEAM

The Safeguarding team are responsible for ensuring the policy and practice of Church Army creates a safe space for everyone. The Safeguarding Lead has overall responsibility for safeguarding, with Deputy Safeguarding Leads providing support and expertise in specific areas of the organisation. They respond to current and non-recent concerns or allegations of abuse related to Church Army personnel or activities. You can contact them on safeguarding@churcharmy.org or by contact phone numbers where provided.

The Safeguarding team are:

Rob Greensmith
Safeguarding Lead
07905 905 437

Curtise Monk
Safeguarding Administrator

Sue Way
Deputy Safeguarding Lead

Alan Williamson
Safeguarding Advisor: NI and ROI

Tim Woolley
Deputy Safeguarding Lead

Bishop Saju Muthalaly
Bishop of Loughborough and Safeguarding Trustee

If you have a concern which relates to the Safeguarding Lead, you should contact Matt Barlow, Church Army's CEO in the first instance, or Bishop Saju, the Trustee responsible for safeguarding if the Church Army CEO is unavailable, or you feel your concern has not been addressed.

POLICY SUMMARY

- Protecting and safeguarding those who are vulnerable is central to who we are, reflecting both our values and our vision. Church Army will do all it can to ensure that the organisation and its activities are safe.
- Everyone in Church Army, whatever their role or context, whether in a paid or unpaid role, is responsible for protecting and safeguarding the welfare of the children, young people and adults at risk with whom we work.
- All our work with children, young people and adults at risk will be in line with the core safeguarding principles of empowerment, prevention, proportionality, protection, partnership and accountability.
- Church Army will follow the safeguarding legislation, statutory guidance and recognised Anglican safeguarding procedures applicable in the jurisdiction in which its ministry or activity takes place. Church Army also affirms the principles of the United Nations Convention on the Rights of the Child and other relevant human rights instruments. Premises and activities will comply with the applicable equality, disability, accessibility and human rights requirements of the relevant jurisdiction.
- Everyone working for Church Army must:

    - Be recruited in line with Safer Recruitment practices
    - Have read and understood this policy
    - Attend regular and relevant safeguarding training
    - Maintain vigilance in relation to safeguarding, report incidents and concerns diligently, and/or discuss any concerns with the Safeguarding team.

- Everyone in Church Army shares responsibility for safeguarding. If someone is in immediate danger, call 999. Centre of Mission and project staff should follow local procedures; all other staff should contact the Church Army Safeguarding team. If advice is needed, speak to the Safeguarding Lead, a Deputy, or call the Thirtyone:eight helpline on 0303 003 1111 (quoting our membership number, which is available on the Church Army Intranet) if the Safeguarding Team are unavailable or cannot be contacted.
- Where a person has a statutory or mandated duty to report, or where a local procedure requires a direct report, that duty must be fulfilled without waiting for Church Army to decide whether a referral is necessary. Church Army should be informed in parallel as soon as practicable.
- Church Army will take professional advice from Thirtyone:eight regarding safeguarding matters where required and will work collaboratively with statutory bodies and authorities.
- Church Army will do all it can to manage risk in relation to any person who may present a safeguarding risk, including but not limited to a person with a criminal conviction, caution, relevant vetting disclosure, safeguarding allegation or other credible safeguarding information. Risk assessment and

risk management arrangements will be proportionate and will involve the relevant diocesan or provincial safeguarding body where required.

- Electronic communication is to be used in line with the Digital Technology Use Policy, ensuring appropriate professional boundaries are in place.
- If there are circumstances where Church Army personnel are subject to safeguarding allegations, we will offer pastoral support as well as rigorously following due process.

Throughout this policy, there will be boxes like this highlighting key areas.

1. INTRODUCTION

The purpose of this policy is to demonstrate and ensure Church Army is committed to protecting all people who come into direct or indirect contact with Church Army staff, volunteers, Commissioned Evangelists and Evangelists-in-training (EiT) through its activities.

Church Army undertakes ministry across more than one civil and ecclesiastical jurisdiction. Its safeguarding framework therefore needs to operate consistently as a Church Army policy while recognising that legislation, statutory agencies, vetting systems and Anglican safeguarding structures differ between England, Wales, Scotland, Northern Ireland and the Republic of Ireland.

Where a Church Army Evangelist (an individual who carries a Church Army commission and therefore a Bishop's licence or PTO) or EiT works in partnership with or under the auspices of third parties, such as local churches which are legally responsible for their work, they are to follow the safeguarding policy and guidance of their diocese, which is primarily responsible for their safeguarding practice.

Church Army's projects such as Marylebone and Ty Bronna have local policies which are consistent with the principles of this policy but include fuller explanations or slightly different procedures which are context specific.

As part of its role as a Theological Educational Institution (TEI), Church Army's Initial Training follows the Application of Safeguarding Guidance to Theological Education Institutions (2024) in addition to this policy.

Where Church Army operates outside England, the safeguarding requirements of the relevant jurisdiction and Anglican province or diocese must be followed. In Northern Ireland and the Republic of Ireland, Church Army personnel and activities undertaken within or in partnership with the Church of Ireland must comply with the relevant Church of Ireland child and adult safeguarding policies and procedures in addition to Church Army requirements. Where requirements differ, the higher safeguarding standard should normally be followed provided that it is lawful and consistent with the statutory framework of the jurisdiction.

Core vocabulary

These are for the purposes of this policy; see Regional Definitions Guidance for detailed and regional specific definitions when deciding eligibility, reporting, consent, capacity, vetting or statutory action.

Adult at risk: An adult whose circumstances, needs or exposure to harm mean that safeguarding action may be required.

Child: A person under the age of 18.

Spiritual abuse: A form of emotional and psychological abuse within a religious context.

2. CHURCH ARMY'S SAFEGUARDING STATEMENT

Church Army Trustees affirm, through this Safeguarding Policy, that the welfare of all staff, volunteers and those who use or encounter Church Army services and people is paramount. All Church Army staff and volunteers are committed to maintaining the highest standards of safeguarding practice so that our workplaces, ministries, projects and activities are safe places for all.

We will uphold best practice to build relationships characterised by integrity, honesty and trust, to prevent and to protect those who are at risk of harm or who have experienced harm. Where an individual may present a risk to others, Church Army will seek to respond appropriately by offering support while taking proportionate steps to assess and manage that risk.

We are committed to safer recruitment, fair appointment processes, and appropriate training and support for all those in positions of trust. Church Army's leadership is committed to promoting a safeguarding culture in which everyone understands that safeguarding is their responsibility, regardless of role, and plays their part in creating a safe environment for all.

Where disclosures or allegations of abuse are made, Church Army will take them seriously, respond appropriately, and work in partnership with statutory agencies. We are committed to providing appropriate pastoral support to those who have experienced abuse, while also recognising our duty of care towards those against whom allegations have been made.

3. OUR CORE PRINCIPLES

Church Army's core safeguarding principles reflect recognised safeguarding practice and will be applied in accordance with the legislation and statutory guidance of each jurisdiction in which Church Army ministers.

- **Empowerment**: People are encouraged and supported to make their own decisions and give informed consent.

- **Prevention**: It is better to take proactive, preventative action to stop harm, abuse or neglect from occurring in the first place.

- **Proportionality**: Any response or intervention must be the least intrusive possible and appropriate to the specific risk presented.

- **Protection**: Dedicated support and representation are provided for those who are unable to protect themselves from abuse or neglect.

- **Partnership**: Local solutions are developed through multi-agency collaboration (e.g. social care, healthcare, police, and education) ensuring communities have a part to play in preventing, detecting, and reporting neglect and abuse.

- **Accountability**: Accountability and transparency are key in delivering safeguarding practice. All safeguarding decisions must be clear, well-documented, and justifiable.

For adult safeguarding in Northern Ireland and the Republic of Ireland, these principles should be read alongside the Church of Ireland adult safeguarding principles of a rights-based approach, empowerment, person-centred practice, consent and collaboration, with confidentiality also explicitly emphasised in the Republic of Ireland code. Adult safeguarding decisions must give proper weight to autonomy, capacity, informed consent, proportionality and the adult's preferred outcome.

We will follow both local and international legislation, guidance, and recognised good practice. We aim to work with people on a need-to-know basis, ensuring confidentiality and appropriate sharing of statutory information with the relevant authorities where required.

4. CREATING SAFE SPACES

4.1 Everyone is responsible

Everyone who participates in the life of Church Army has a role to play in ensuring a safe environment and culture.

Whatever their role, everyone should be aware of what to do if they have concerns or receive disclosures of abuse. This includes all working environments and offices, and as such staff and volunteers must be aware of other CA policies to help ensure a safer workspace.

Line managers should ensure that ALL staff and volunteers read the Safeguarding policy.

All Church Army staff and representatives working directly with children, young people and/or adults at risk **have a responsibility to**:

- Read and understand this policy
- Undertake and renew a police check
- Attend regular safeguarding training
- Work within the expectations of the safeguarding policy for their activities

4.2 Healthy Culture

Church Army actively encourages a safe and healthy culture in which:

- Issues and concerns about safeguarding are raised and addressed.
- There is a healthy regard for accountability.
- Individuals are treated with respect and value.
- Individuals are appropriately trained to be responsive and aware of safeguarding or related concerns.

4.3 Safer Recruitment

We believe following safer recruitment practices is an essential part of keeping people safe.

This goes beyond ensuring people have police checks. We follow the Church of England Safer Recruitment and People Management Guidance[1] in the recruitment processes of those joining Church Army in paid or volunteer positions.

Where recruitment takes place in Northern Ireland or the Republic of Ireland, Church Army will also follow the applicable Church of Ireland safer recruitment and vetting procedures for the role, where the ministry is within or in partnership with the Church of Ireland.

Church Army will ensure the following in relation to appointing **members of staff**:

- Roles have a written job description and person specification which state whether the role requires a police check and at what level.
- Job descriptions will make clear whether the role is a position of trust and what level of safeguarding training is required.

[1] https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance

- All new job descriptions will make it clear safeguarding is everyone's responsibility.
- Applications are made via a Church Army application form and a blind recruitment process is followed.
- Shortlisted candidates will be invited to an interview for the post.
- Candidates are asked safeguarding questions in an interview where the role includes safeguarding duties and responsibilities.
- At least two references must be received for successful candidates and followed up if there is information which raises any potential safeguarding concerns.
- A relevant criminal records check is completed for the region where a candidate will be working.
- A criminal records check at the appropriate level is completed and renewed every three years if the role remains eligible.
- Employees have a probation period and regular supervision where safeguarding is discussed.

Volunteers who are recruited to support our work at our projects will follow the same process as above; however, there may be a shorter review period of three months.

The following practices are in place to recruit those who enter our **discernment process for training:**

- All candidates complete an application form with a request to declare any criminal convictions or safeguarding information.
- Three references are taken up as part of the process including one from an incumbent, and usually another from the Diocesan Director of Ordinands (DDO).
- Candidates attend panels where their suitability for training and evangelism is assessed.
- Any safeguarding information or disclosures are passed on from the Chaplaincy team to the Safeguarding team to review.
- Appropriate criminal records checks are conducted or confirmed prior to commencing in training and risk assessments completed for any disclosures or potential safeguarding risks.
- Safeguarding training is completed prior to commencing in training.

All those joining Church Army initial training receive a copy of our Safeguarding policy and attend an induction session which includes how to raise a concern with the Safeguarding team.

It is our intention that everyone in Church Army receives regular effective supervision to ensure that there are mechanisms in place for accountability and to mitigate any behaviours or actions which could cause harm.

4.4 Criminal Records Check

It is a criminal offence for an individual who is barred from working with vulnerable groups to apply for a regulated activity role and it is a criminal offence for an organisation to appoint a barred person to a regulated activity role.

Where a post requires a criminal record or vetting check, the requirement and applicable scheme will be stated clearly in the advert and role description. The required check or vetting disclosure must be completed before the person begins regulated or relevant work, and any necessary risk assessment must be completed before duties commence. The correct process will be determined by the jurisdiction and the nature of the role.

The Safeguarding Lead will ensure that any legal duty to make a barring, safeguarding or other statutory referral is discharged to the appropriate body in the relevant jurisdiction Church Army Commissioned Evangelists or Evangelists-in-Training who are not employed by us must notify us when they have renewed their criminal records check with their diocese.

Failure to complete a criminal records check renewal within a timely manner could result in a suspension of commission or suspension from role.

4.5 Training

Regular safeguarding training is significant in ensuring a safe and healthy culture.

For all formal roles within Church Army, we have identified:

- the level of training needed
- the verified courses for each level
- when the training is to be completed
- how often the training is to be renewed

This is set out in our safeguarding training map; a summary is provided in Appendix 8.

The training map is reviewed annually by the Safeguarding team, and at additional times when new posts are created or new training needs identified.

Where Church Army employs, job descriptions will set out what level of training is required and when it must be completed.

All Church Army Evangelists, those working in Centres of Mission, in training and those holding a Bishop's licence or PTO should complete the safeguarding training required by the relevant Anglican province or diocese for their role.

All Church Army staff in regulated roles at one of our projects will usually be trained to level 3 with an appropriate identified and verified course. This training is

expected to be completed within six months of starting employment, with level 1 and 2 training completed at the start of employment.

All Project Leads or Designated Safeguarding Officers/Persons must complete level 4 training before the end of their probation period.

All those whose roles have been identified as a 'position of trust' - anyone in a spiritual, pastoral support, training/coaching, managerial and leadership role, e.g. chaplains, those offering reflective supervision, tutors, Envoy staff and SLT/line managers, are to complete additional relevant safeguarding training. This training may include areas such as safeguarding in pastoral ministry, understanding spiritual abuse and healthy cultures, and victim/survivor-centred communication.

Trustees and governance committee members are expected to complete safeguarding training. This will usually be through the Church of England or other provincial leadership training, or Thirtyone:eight's Safeguarding for Trustees training. This will be renewed every three years.

Staff who are not in a regulated role will be required to complete level 1 basic safeguarding training at the start of their employment, and any additional safeguarding training identified as necessary for their role.

The Safeguarding Administrator will keep records of all Church Army staff, volunteers and Commissioned Evangelists' safeguarding training on our database.

Failure to complete safeguarding training as required may result in disciplinary action being taken where the individual is an employee of Church Army.

5. REPORTING AND RESPONDING TO ALLEGATIONS OR CONCERNS

5.1 Reporting a Concern

Anyone can raise a concern or complaint about an incident they have seen, heard or experienced involving Church Army personnel. This concern can be raised without fear of retribution.

Concerns or complaints can be reported verbally or in writing to the Safeguarding team (safeguarding@churcharmy.org). A concern should be raised within 24 hours if possible.

The safeguarding page of the Church Army **intranet** includes a form for reporting safeguarding concerns.

Report the concern through the appropriate Church Army and local safeguarding route as soon as possible. Church Army will advise on any additional organisational action required. Internal reporting to Church Army does not replace or delay any

statutory reporting duty, mandated reporting duty, Church of Ireland reporting requirement, or the need to contact emergency or statutory services where immediate action is required.

No one should carry out their own investigation into safeguarding concerns or allegations. It is the responsibility of the Safeguarding team with external advice and collaboration with statutory services to decide when an investigation is needed.

5.1.1 Reporting in Northern Ireland and Republic of Ireland

5.1.1.1 Reporting in Northern Ireland

Where a child safeguarding concern arises within Church of Ireland ministry, the Church of Ireland child safeguarding procedure must be followed. The RCB Safeguarding Casework Officer is a first point of contact for allegations and ensures that concerns meeting the statutory threshold are referred to the appropriate Gateway Services Team within the Health and Social Care Trust and/or the Police Service of Northern Ireland. The legal duty to report relevant information under the Criminal Law Act (Northern Ireland) 1967 must not be delayed by an internal Church Army process.

For adult safeguarding in Northern Ireland, concerns should be reported to the Diocesan Adult Safeguarding Panel or the Church of Ireland Safeguarding Officer (NI), who acts as the Adult Safeguarding Champion and is the principal Church contact with HSC Trusts and the PSNI. Where there is an immediate safety concern, absence of a designated person must not delay direct contact with the relevant statutory service.

5.1.1.2 Reporting in the Republic of Ireland

Where a child safeguarding concern arises within Church of Ireland ministry, the Church of Ireland child safeguarding procedure must be followed. The RCB Safeguarding Casework Officer is a first point of contact for allegations and ensures that concerns meeting the statutory threshold are reported to Tusla and/or An Garda Síochána. A person who is a mandated person under the Children First Act 2015 must fulfil their own mandated reporting duty and must not wait for Church Army to decide whether a report is required.

For adult safeguarding in the Republic of Ireland, concerns should be reported immediately to the Church of Ireland Safeguarding Officer (RI), or in their absence to the Diocesan Adult Safeguarding Panel. The Safeguarding Officer (RI) is the principal Church contact with the HSE and An Garda Síochána for adult safeguarding matters.

Cross-border concerns

Where a concern has connections with both jurisdictions, the location of the child or adult, the location of the alleged harm and the relevant statutory responsibility must be considered. More than one statutory authority may need to be informed.

Uncertainty about jurisdiction must never be a reason to delay action where a child or adult may be at immediate risk.

5.2 Reporting a concern about the Safeguarding team

If you have a concern about a member of the Safeguarding team, please contact the Safeguarding Lead.

If your concern relates to the CEO, please contact Bishop Saju Muthalaly (bishop.loughborough@leicestercofe.org), Safeguarding Trustee and Vice-Chair or if uncontactable, contact Chair of Trustees, Bishop Guli Francis-Dehqani (bishop.chelmsford@chelmsford.org)

5.3 Responding to a concern or disclosure

All concerns or disclosures will be responded to in a professional and timely manner and dealt with seriously.

If someone within Church Army is informed of or feels concerned about the abuse of a child, young person or adult at risk and believes they may be suffering or likely to suffer significant harm, they must:

- **Listen to the individual** – you are listening to understand more about the concern and assess what needs to be passed on, but you will not ask probing questions. You should be led by the individual in terms of how and when they want to speak.

- **Keep calm** – your body language and response will determine how much the person feels able to share with you.

- **Do not investigate** - If you need to ask questions to ensure clarity, do so using 'what, when, who, how, where' questions. Avoid asking 'why' questions which could imply responsibility/guilt.

- **Do not promise confidentiality** – It is our duty to respond to concerns or allegations appropriately and effectively. In our response to allegations, it is important for individuals to know what will happen with the information they share.

- **Write and report** - After the conversation, clearly record the facts and information shared in writing. If you need to talk to someone, contact your line manager or a member of the Safeguarding team. You should pass on the concern through your relevant safeguarding reporting process; if unsure of this process, contact the Safeguarding team.

5.4 Reporting and referring

Concerns or incidents in projects and Centres of Mission must be reported as soon as possible to the appropriate local safeguarding contact; all other staff are to report to the Safeguarding team at safeguarding@churcharmy.org. If you are unsure whether to report, make a report anyway; do not be concerned about over-reporting.

If advice is needed, speak to the Safeguarding Lead, a Deputy, or Thirtyone:eight on 0303 003 1111 (quoting our membership number, which is available on the Church Army Intranet) if the Safeguarding team are unavailable or cannot be contacted. Unavailability of the Safeguarding team must not stop you seeking advice from Thirtyone:eight and taking any subsequent actions as directed.

Church Army will work with the appropriate statutory and safeguarding authorities in each jurisdiction. This includes Local Authority Designated Officers (LADO) where applicable in England and Wales; Child Protection Committees and Adult Support and Protection services in Scotland; Gateway Services within the relevant Health and Social Care Trust and/or the PSNI in Northern Ireland; and Tusla and/or An Garda Síochána for child safeguarding, or the HSE and/or An Garda Síochána for adult safeguarding in the Republic of Ireland. Where the ministry is within the Church of Ireland, the relevant Church of Ireland safeguarding officer and diocesan safeguarding structure will also be involved.

5.5 Disclosures of non-recent abuse

Non-recent abuse often refers to circumstances in which an adult has been abused as a child or young person under the age of 18. It includes any abuse that happened some time ago, even if the person was over 18 at the time.

Individuals from within or external to Church Army who have complaints about non-recent abuse related to Church Army personnel or activities should contact the Safeguarding team at safeguarding@churcharmy.org. Complaints will be taken seriously and responded to appropriately.

5.6 Working with Victim-Survivors

Making a disclosure of abuse can be traumatic and therefore a victim-survivor-centred approach is essential when responding to concerns.

It is important that a supportive and safe environment is created, and the individual is treated with dignity and respect. An inappropriate response can compound the harm and distress felt by victim-survivors.

Church Army will work in accordance with the relevant safeguarding framework and local support arrangements for complainants, victim-survivors and respondents.

This means we follow the principles of:

- Making sure survivors know that they are heard, understood, believed and supported.
- Ensuring that our response to disclosures does not cause further trauma to the person disclosing.
- Survivors are provided with the support they need, when they need it.
- Having a Safeguarding team which understands the impact of trauma and the best way to respond to it.
- Seeking to create a culture where people are listened to and respected so it feels safe to disclose.
- Making sure the process for responding to disclosures is clear and followed.
- Dealing with safeguarding concerns quickly, fairly and with accountability.

Disclosures may also be made via social media, email or other electronic platforms. Where this happens, the Safeguarding Lead or team should be informed and contact should be made to continue the discussion. It is up to the victim-survivor to decide how and when they wish to communicate, whether online or in person.

Our Safeguarding team will complete trauma-informed training on responding well to victim-survivors.

5.7 Victim-Survivor support

Church Army is committed to providing support to victim-survivors of abuse according to the wants and needs of the individual. This may be provided by Church Army staff or by supporting the victim-survivor to access appropriate external support.

5.8 Concerns regarding Church Army Evangelists

Where an allegation or concern relates to a Commissioned Evangelist or Evangelist-in-training, Church Army will work with the relevant local diocesan or provincial safeguarding team. Commissioned Evangelists and Evangelists-in-training must notify Church Army Safeguarding without delay if they become the subject of any safeguarding allegation, concern, investigation, enquiry, or criminal proceeding

relating to safeguarding matters whether substantiated or not. This requirement applies whether the matter arises from their work with Church Army, other employment, voluntary activities, or their personal life. Notification should be made via the safeguarding inbox or directly to a member of the Safeguarding Team.

Where the Evangelist is licensed, appointed, training or ministering within the Church of Ireland, Church Army should notify and work with the appropriate Church of Ireland safeguarding structure. For child safeguarding, this may include the RCB Safeguarding Casework Officer, the Diocesan Safeguarding Panel and the Bishop. For adult safeguarding this may include the Church of Ireland Safeguarding Officer (NI or RI) and the Diocesan Adult Safeguarding Panel. The lead case management body should be agreed and recorded, while Church Army retains the information necessary to discharge its own employment, commission and governance responsibilities.

Church Army will aim to communicate effectively, sensitively and on a strictly need-to-know basis with these teams with appropriate information sharing agreements in place where needed.

Safeguarding information arising in the Republic of Ireland should not be shared routinely with Church Army centrally simply because a concern has been raised. Before identifiable case information is shared outside the Republic of Ireland with the central Church Army Safeguarding team, the primary purpose for the sharing must be explicit, necessary and recorded. The person authorising the sharing should be satisfied that the concern has reached the relevant safeguarding or risk-management threshold for that purpose, and that Church Army centrally has a defined safeguarding, employment, commissioning, governance or risk-management responsibility which makes receipt of the information necessary. Internal organisational interest alone is not sufficient.

For child safeguarding, where the purpose of the disclosure is safeguarding case management, identifiable information should ordinarily only be shared centrally where the concern has met the relevant Church of Ireland reporting or risk-management threshold and Church Army has a necessary role in the case. Where a matter is below that threshold, it should normally remain within the appropriate Irish safeguarding structure unless a separate, clearly documented and lawful Church Army purpose requires central involvement. Where advice is needed without that threshold being met, anonymised or sufficiently de-identified consultation should be used wherever possible.

For adult safeguarding in the Republic of Ireland, the decision must additionally reflect the consent-driven and person-centred Church of Ireland framework. The adult should normally be told what information is proposed to be shared, with whom and why, and their informed wishes should be respected unless an overriding lawful basis requires or permits disclosure. The decision should record the purpose, the adult's wishes and capacity where relevant, the risk being addressed, and why sharing identifiable information with Church Army centrally is necessary and proportionate.

When another responsible body, such as a diocese or provincial offices in Scotland and Wales are taking the lead in a case, a member of the Safeguarding team will be part of a core group. If it is not possible to have access to a diocesan core group, the matter will be recorded with the National Safeguarding Team.

Depending on the nature of the allegations, it may be necessary for an employed individual to be suspended on full pay whilst an investigation takes place.

It may also be necessary for a Church Army commission to be suspended where the individual has been arrested or charged with an offense against a child, or if the Safeguarding team believe that they pose a significant risk of harm. Where a diocese has suspended the licence of an Evangelist, it is most likely Church Army will suspend their commission; however, the situation will be reviewed and risk assessed by the Safeguarding team.

The procedure will usually involve the Safeguarding Lead reviewing the case and making a recommendation to the CEO to suspend a commission, who will make the final decision. This recommendation and decision will be communicated in writing. If a commission is suspended, this will also be communicated to the relevant diocesan Bishop where the Evangelist is licenced.

Suspension is a neutral act and does not imply any presumptions concerning the outcome of an investigation.

Church Army will take advice from Thirtyone:eight on these matters where necessary.

Decisions to suspend will not be taken lightly and the impact on the individual involved will be considered, and details will be clearly communicated with the individual. We will seek to put support in place through our Chaplaincy team for those who are suspended or undergoing a safeguarding investigation.

6. WORKING WITH THOSE WHO POSE A RISK

6.1 Those who may pose a risk

For the purposes of risk management, a person of concern is a wider category than a convicted offender. It may include a person whose behaviour, safeguarding history, allegation, statutory involvement, vetting disclosure or other credible information indicates that a safeguarding risk may need to be assessed and managed. The use of this term does not imply guilt or a criminal finding.

6.2 Known Offenders

Church Army aims to make its ministries accessible to all. This may mean that known offenders are actively involved in our activities. Church Army will do all

that it reasonably can to ensure that they are able to engage in our ministries wherever it is safe and appropriate to do so.

It is possible that some of those putting themselves forward for roles in Church Army which involve working with children and adults at risk have convictions or cautions on their records. Church Army will carefully and sensitively consider whether they pose a safeguarding risk through a thorough assessment process.

For Church Army/Church of Ireland partnerships, the Memorandum of Agreement or equivalent document should identify: the safeguarding policy that governs day-to-day ministry; the Parish Panel or equivalent where applicable; the diocesan and RCB safeguarding contacts; who makes statutory referrals; who undertakes vetting; who maintains local and central records; who leads risk management; and how information is shared between Church Army and the diocese. The agreement must not restrict any person from fulfilling a legal or mandated reporting duty.

6.3 Risk Assessment

Staff and volunteers for whom Church Army undertakes a criminal records check which contains information will have a risk assessment with a member of the Safeguarding team, usually the Safeguarding Lead. When Commissioned Evangelists are not employed or volunteering with Church Army, their diocese is responsible for risk assessment and management, with an expectation that this information will be shared with Church Army's Safeguarding team.

In some situations, it may be appropriate for a formal risk management plan to be written and lodged with the Safeguarding team. The nature of the risk assessment and a management plan should be proportionate to the matters disclosed. In complex cases, it may be appropriate to establish a safeguarding management group.

A Risk Manager will be appointed to oversee the implementation of the risk management plan on a day-to-day basis, and to keep the assessment under regular review with the individual. Any change in circumstances or risk should be discussed with the Safeguarding team, who will take advice if necessary.

Records of risk assessments, actions taken and conversations held with the individual must be lodged with the Safeguarding team.

Where a perpetrator of harm to children wants to be involved in the activities of Church Army, but they are not seeking a position of trust, there are helpful guidelines available from Thirtyone:eight.

To ensure that Church Army allows for an offender to engage in activities, a meeting should be held with the offender and a written agreement established which clearly details what must be in place to create a safe environment. The offender should not be offered or accept any role which will give them status or authority, since a child or vulnerable adult or the wider community may deem that person to be trustworthy. The highest level of confidentiality should be maintained unless there is a breach of the agreement and it becomes necessary to inform others to protect a child or vulnerable adult.

If an individual who is known to have offended against children or adults at risk is seeking to volunteer or work with you, we expect you to make the Safeguarding Team aware of this and to take advice from the team, your local safeguarding adviser or Thirtyone:eight about how to ensure safety for them and others.

7. KEEPING SAFE

It is expected that all those involved in the activities for which Church Army are responsible will exercise due diligence with regards to everyone taking part. It is the responsibility of the leader of the activities to make sure that the activities are carried out in accordance with our good practice guidelines and that there are written records of the required risk assessments. Leaders are also responsible for making sure that other workers involved in the activity have received the appropriate training and copies of the relevant policies and procedures.

Where there is dual responsibility for a project or area of ministry, the founding documents such as the Memorandum of Agreement will clearly state which party has lead responsibility for managing safeguarding and in dealing with safeguarding concerns or allegations if they arise. Where we are working in partnership, all partners must be made aware of safeguarding concerns, whichever partner's safeguarding policies and procedures are followed.

7.1 Record Keeping

All Church Army staff and volunteers are expected to comply with the Data Protection Policy and legislation about record keeping. A copy of the policy is available on myhrtoolkit, or by request from the HR team.

You must keep accurate records about any safeguarding concerns, disclosures or allegations. Records must be made as close as possible to the time of the event, concern or allegation. Sensitive personal data must be kept securely. It should never be left unattended or made easily accessible.

Any records regarding safeguarding issues should be shared with the Safeguarding team so that a central record can be held securely.

APPENDIX 1: RECOMMENDED RATIOS

Church Army recommends the following ratios for safely supervising activities, based on Thirtyone:eight guidance:

0-2 years	1 adult to 3 children
2-3 years	1 adult to 4 children
4-8 years	1 adult to 6 children
9-12 years	1 adult to 8 children
13-18 Years	1 adult to 10 children

When working with children and/or young people, it should be "in the open" and publicly visible. If working one-to-one, you should ensure that there is visual access and avoid remote or secluded areas.

Further information for running group activities and peer-led activities for 16-18 year olds can be found on Thirtyone:eight's Knowledge Hub.

APPENDIX 2: CHURCH ARMY TRAINING MAP

This training map applies to all Church Army staff and trustees across England, Wales, Scotland, Northern Ireland and the Republic of Ireland. Training requirements should be interpreted alongside the safeguarding legislation, statutory guidance, denominational requirements and vetting arrangements that apply in each nation.

Level	Detail	Requirement for completion of training
Senior Leadership	Specific roles with a responsibility for organisational safeguarding risk: Safeguarding Lead, Head of Training, Chair of CA Board, Safeguarding Lead Trustee.	To be completed prior to starting in role if new in employment, or within three months of starting the role if role is an additional responsibility. Appreciation that training courses may not align with timescales and this can be reviewed by the Safeguarding team.
Leadership	Roles requiring a police check and working regularly with adults at risk or children as part of their work, and those holding a PTO/Licence with their diocese, designated Position of Trust, Deputy Safeguarding Leads or Senior Leadership within Church Army.	To be completed prior to start date and renewed every three years. Where training cannot be completed prior to starting, to complete basic and foundation training, and agreement from Safeguarding team to start without leadership training in place. Probation passed once leadership training completed.
Foundation	Foundation level for those whose role has a requirement for additional training above basic, and may or may not require a police check	To be completed within six months of start of employment and renewed every three years.
Trustee	Training for trustees focusing on their Safeguarding responsibilities and role in organisational safeguarding culture.	To be completed within six months of start date and renewed every three years.
Basic	All staff and volunteers	To be completed as part of Induction and renewed every three years.