Safeguarding Policy and Procedures

September 2026

Review Date: September 2027

Place of Worship: Appleton Parish Hall

Dudlow Green Rd, Appleton, Warrington

WA4 5EQ

Email: info@aimchurch.org

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This policy should be read alongside:

- Safer Recruitment Policy,
- Code of Conduct,
- Complaints Policy,
- Whistleblowing Policy,
- Disciplinary and Grievance Policies,
- Health and Safety Policy,
- Data Protection Policy,
- Social Media Policy,

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Contents

Section 1: Details of the Organisation 5
Section 2: Governance and Culture 6
Our Commitment 6
Governance 6
Section 3: Awareness and Prevention 8
Understanding Harm, Abuse and Neglect 8
Organisational Awareness 9
Safeguarding Training 10
Safer Recruitment 10
Managing Those Who May Pose a Risk 11
Section 4: Management of Workers 12
Practice Guidelines 12
Code of Conduct 12
Positions of Trust 13
Whistleblowing / Raising a concern 14
Section 5: Partnership Working 15
Section 6: Responding to Concerns 16
Recording Concerns 16
Getting Advice and Making Referrals 17
If the Safeguarding Lead Is Unavailable 18
Making a Referral Yourself 18
The Role of the Safeguarding Lead 18
Detailed Procedures Where There Is a Concern About a Child 18
Concerns About Physical Injury, Neglect or Emotional Abuse 18
Concerns About Sexual Abuse 19
Detailed Procedures Where There Is a Concern About an Adult at Risk 19
England, Wales and Northern Ireland 20
Referrals for Adults at Risk 20
Concerns About Spiritual Abuse 20
Allegations Against Workers Who Work With Children 21
Allegations Against Workers Who Work with Adults at Risk 21
Allegations of Non-Recent Sexual Abuse 21

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Charity Number: **1198556**

Section 7 – Supporting Victim-Survivors 22
Supporting Those Affected by Harm and Abuse 22
Adoption of the Policy 23
Appendix 1 24
Statement on Safeguarding 24
Part 1: Record of concern about a child/adult's safety and welfare staff/volunteers report form 34
APPENDIX 2 Categories of abuse, signs and symptoms 26
APPENDIX 3 Sample boundaries and restrictions statements 29
APPENDIX 4 Good Practice Guidelines 31
APPENDIX 5 Code of Conduct 32
APPENDIX 6 Cause for Concern form 34

Section 1: Details of the organisation

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Name of Organisation: AIM Church (Appleton Independent Methodist)

Address: The Parish Hall, Dudlow Green Rd, Appleton, Warrington WA4 5EQ

General Email address: info@aimchurch.org

Senior Leader Name: Peter Gleave (Pastor/Elder)

Senior Leader Contact Email: pastor@aimchurch.org

Safeguarding Lead Name: Sarah Gleave

Safeguarding Lead Contact Telephone / Email: safeguarding@aimchurch.org

Deputy Safeguarding Lead Name: Appointment pending

Deputy Safeguarding Lead Contact Telephone / Email:

Safeguarding Trustee Name: Anthony Scott

Safeguarding Trustee Contact Telephone / Email: Tony@aimchurch.org

Membership of Denomination: Independent Methodist

Denomination Safeguarding Lead: Graham Edmondson

Contact Details for Denomination Safeguarding Lead: safeguarding.officer@imchurches.org.uk

Charity Number: 1198556

Insurance Company: Congregational – Employers' liability Insurance

The following is a brief description of our organisation and the type of work / activities we undertake with children and adults at risk:

AIM Church is an Independent Methodist Church, currently using the building at Appleton Parish Hall, where we hold regular Christian activities including our weekly Sunday Services and Tuesday Coffee Morning. In addition, we meet in the homes of our members for Homegroup (Bible study and prayer) and community focused courses such as 'The Bereavement Journey.' This means we are regularly involved with various age groups from children and young people to the elderly.

Section 2: Governance and Culture

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Our Commitment

We are committed to providing a safe and caring place for children, young people and adults.

We know that people can experience harm, abuse and neglect.

We believe everyone should be treated fairly and with respect. We support the UN Universal Declaration of Human Rights and the International Covenant on Human Rights. These say that everyone should have equal rights and freedoms, whoever they are and whatever their circumstances.

We also support the Convention on the Rights of the Child. This says that every child should be safe, protected from harm and supported to reach their full potential.

This is why **AIM Church** follows the safeguarding procedures in this policy, in line with law and guidance.

We are committed to working with statutory and voluntary agencies to help keep children, young people and adults safe.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (Our Ten standards | Thirtyone:eight).

Governance

AIM Church has a Board of Trustees (or governing board) with legal responsibility for the organisation. The Board helps make important decisions and makes sure the organisation follows the law and good practice.

The Board also helps create the organisation's culture. Culture means "the way we do things around here". It includes our values, behaviours and how people treat one another. A good culture helps keep people safe.

The Board of Trustees has overall responsibility for safeguarding. This includes making sure:

- safeguarding is taken seriously
- people know how to report concerns
- workers are trained
- policies are followed
- risks are managed
- legal duties are met
- concerns are reported to the relevant charity regulator (The Charity Commission for England and Wales) when required

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This Safeguarding Policy and Safeguarding Statement **[Appendix 1]** are designed to help create a safe environment and a positive culture where:

- leaders set a good example
- safeguarding is everyone's responsibility
- workers and volunteers are recruited safely
- workers receive the training they need
- people are accountable for their actions
- workers follow the Code of Conduct
- the organisation's values are seen in everyday actions and behaviour
- people feel able to speak openly about concerns

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Section 3: Awareness and Prevention

Understanding Harm, Abuse and Neglect

Safeguarding means taking steps to prevent and respond to harm, abuse and neglect.

Anyone can experience harm or abuse. It can happen to children, young people and adults. Harm and abuse can happen in many places, including:

- at home
- in the community
- in schools, churches and other organisations
- online
- in places where people live or receive care

Harm and abuse can be caused by:

- a family member
- a friend
- someone in a Position of Trust
- a carer
- a stranger
- another child or adult

Everyone has the right to live free from harm, abuse and neglect. UK law gives extra protection to children and some adults who may be at greater risk of harm.

For the purposes of this policy, a child is anyone under 18 years old.

An adult at risk of harm will be defined as follows:

Any person aged 18 years or older who:

• Has care and support needs.

• Is experiencing, or is at risk of, abuse or neglect.

• Is unable to protect themselves because of their care and support needs. (**The Care Act 2014)**

We follow the UN Convention on the Rights of the Child (UNCRC). Article 19 says that children should be protected from all forms of violence, abuse, neglect and exploitation.

We also support the UN Universal Declaration of Human Rights. Article 5 states that nobody should experience cruel, inhuman or degrading treatment or punishment.

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This policy is informed by and will be implemented in accordance with the safeguarding legislation and statutory guidance applicable in England, including the Children Act 1989, the Children Act 2004, the Care Act 2014, *Working Together to Safeguard Children* (2026), the Care and Support Statutory Guidance, the Safeguarding Vulnerable Groups Act 2006, relevant Disclosure and Barring Service legislation and guidance, the Mental Capacity Act 2005, and applicable data protection legislation.

The Church will also follow the safeguarding procedures of the relevant local authority safeguarding partners and adult safeguarding arrangements.

Further information about:

- types of harm and abuse
- signs and indicators of harm and abuse can be found in **[Appendix 2].**

Organisational Awareness

We want everyone who encounters **AIM Church** to know that safeguarding is important. We will make sure people know how to get help, raise concerns and find information about safeguarding.

We will share our safeguarding message in the following ways:

- We will publish this policy on our website.
- We will display safeguarding information during Sunday worship and events
- Safeguarding will be discussed at relevant meetings.
- We will remind workers, volunteers and service users how to report concerns.

AIM Church will also make sure that children and adults at risk of harm know where to get help if they are worried about:

- abuse
- harm
- neglect
- bullying
- discrimination
- exploitation
- any other concern affecting their safety or wellbeing.

We believe that safeguarding information should be easy to find, easy to understand and available to everyone who needs it.

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Safeguarding Training

AIM Church is committed to providing safeguarding training for all workers and volunteers. Training helps people understand their responsibilities and know what to do if they have a safeguarding concern.

We want everyone in the organisation to understand:

- what safeguarding is
- how to recognise signs of harm, abuse and neglect
- how to respond to concerns
- how to report concerns
- their role in keeping people safe.

All workers and volunteers who are involved with children, young people and/or vulnerable adults will receive safeguarding training that is appropriate for their role This will include induction training when they start and refresher training at agreed intervals.

Training requirements will be set for:

- Trustees
- Safeguarding and Deputy Safeguarding Leads
- Leadership Team (Elders & Deacons)
- Children's Workers
- Workers who support Adults at Risk of Harm

Training will be completed every **3 years** unless any new legislation or statutory advice determines it is completed sooner.
The organisation will keep records of safeguarding training and make sure people complete the training needed for their role.
Where national safeguarding training standards apply, **AIM Church** will follow those standards and make sure workers complete the required level of training.

Safeguarding training is an important part of creating a culture where people are aware of safeguarding issues and know how to help keep others safe.

Safer Recruitment

AIM Church is committed to recruiting workers and volunteers safely. We will follow government guidance and safer recruitment practices to help protect children, young people and adults at risk of harm.

Before someone starts work or volunteering with us, we will make sure that:

- there is a written role profile, job description or person specification for the role

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- applicants complete an application form
- suitable applicants are interviewed
- safeguarding is discussed during the recruitment process
- references are obtained and checked where appropriate
- relevant criminal records checks are completed
- qualifications are checked where these are needed for the role
- a suitable induction and training programme is provided
- any probationary period is completed successfully
- the worker or volunteer receives a copy of the safeguarding policy and knows how to report concerns.

When carrying out criminal records checks, we will follow the relevant Code of Practice and handle information fairly, securely and lawfully.

Safer recruitment helps us make informed decisions about who works and volunteers in our organisation. It is an important part of our commitment to safeguarding.

Managing Those Who May Pose a Risk

Sometimes a person who attends the organisation may be known to pose a risk to children or adults at risk of harm. When this happens, **AIM Church** will take steps to help keep everyone safe.

The Leadership will:

- assess the risks involved
- seek advice from appropriate agencies and professionals where needed
- put appropriate safeguarding measures in place
- clearly explain any boundaries that must be followed
- monitor the situation to help ensure those boundaries are kept
- offer wellbeing support or pastoral care where appropriate.

Any boundaries or restrictions will be based on:

- a risk assessment
- the needs of those who may be at risk
- advice from relevant external agencies and professionals. Our priority is to protect children and adults at risk of harm while treating all people fairly and with dignity.

Sample boundaries and restrictions statements can be found in **[Appendix 3]**

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Section 4: Management of Workers

Practice Guidelines

As an organisation that works with children, young people and adults at risk of harm, we are committed to good practice. Good practice helps us:

- keep people safe
- run activities safely
- build positive relationships
- reduce the risk of harm, abuse and neglect
- reduce the risk of misunderstandings or false allegations.
- We have practice guidelines for the activities we run. These guidelines explain how activities should be planned and delivered safely.

The good practice guidelines can be found in [Appendix 4.]

We will use risk assessments where needed to identify and manage risks.

We will also use consent forms when they are needed for an activity.

All workers and volunteers are expected to follow the practice guidelines that apply to their role and activities.

Good practice helps us create a safe, positive and supportive environment for everyone involved in our organisation.

Code of Conduct

AIM Church is committed to supporting all workers and volunteers. We will provide support, supervision and training to help people carry out their role safely and well.

All workers and volunteers will receive a Code of Conduct. This explains the standards of behaviour expected when working with children, young people and adults at risk of harm.

The Code of Conduct helps workers and volunteers:

- understand their responsibilities
- act safely and professionally
- maintain appropriate boundaries
- protect the people they work with
- protect themselves from misunderstandings or unfounded allegations.
- All workers and volunteers are expected to:
- follow the Code of Conduct

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- act in ways that support safeguarding
- treat people with dignity and respect
- follow organisational policies and procedures
- seek advice if they are unsure what to do.

The Code of Conduct applies both during organisational activities and, where relevant, outside of those activities when a person's behaviour could affect their role, the safety of others and the reputation of the organisation.

Additional training and support will be provided where needed to help workers and volunteers understand and follow the Code of Conduct.

The Code of Conduct can be found in [Appendix 5.]

Positions of Trust

All adults who work with children, young people or adults at risk are in a **Position of Trust**. This means people place trust in them because of their role and responsibilities.

People in a Position of Trust have a responsibility to use their role safely and appropriately. They must always act in the best interests of the people they support.

Workers and volunteers must:

- maintain professional boundaries
- treat people with dignity and respect
- act in a safe and appropriate way
- avoid behaviour that could be misunderstood
- never misuse their position, influence or authority.
- People in Positions of Trust should be aware that the power they hold can affect the people they support. Because of this, they must take extra care in how they behave and interact with others.

Any behaviour that exploits, manipulates or harms another person is unacceptable and may result in safeguarding action being taken.

It is illegal in England, Wales and Northern Ireland for a person in a Position of Trust within a faith setting to engage in sexual activity with a 16- or 17-year-old who is under their care or supervision.

All workers and volunteers are expected to understand the responsibilities that come with being in a Position of Trust and to act in a way that supports safeguarding at all times.

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Whistleblowing / Raising a concern

AIM Church wants people to feel safe speaking up about concerns. We encourage workers, volunteers and others to report anything that may put people at risk or go against our values.

We are committed to:

- promoting an open and honest culture
- creating a safe environment where concerns can be raised
- listening to concerns carefully
- responding fairly and appropriately
- taking concerns seriously
- protecting people who raise concerns from unfair treatment, retaliation or mistreatment.

Workers and volunteers should report concerns if they believe:

- someone may be at risk of harm
- safeguarding procedures are not being followed
- there has been misconduct or poor practice
- behaviour is putting people or the organisation at risk
- something does not feel right and needs to be checked.
- People who raise concerns in good faith will be supported. They will not be treated unfairly because they reported a genuine concern.
- All concerns will be considered carefully and managed in line with organisational policies and procedures.

(The Whistleblowing Policy should be read alongside this policy.]

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Section 5: Partnership Working

At times we work with other organisations and groups. We know that safeguarding practices may differ between organisations, so it is important that everyone understands our safeguarding expectations.

When we work in partnership with others, we will:

- discuss safeguarding arrangements
- share our safeguarding expectations
- agree how concerns will be reported and managed
- work together to help keep people safe.

Where appropriate, we will use a safeguarding partnership agreement.

We expect all partner organisations to:

- take safeguarding seriously
- follow relevant safeguarding laws and guidance
- respond appropriately to concerns
- provide a safe environment for children and adults at risk of harm.

Good partnership working helps us create safer environments and provide better support for children, young people and adults at risk of harm.

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Section 6: Responding to Concerns

Never investigate a safeguarding concern yourself. If someone tells you about harm, abuse or neglect, your role is to listen, record the information and report it.

All safeguarding concerns must be recorded using the organisation's safeguarding reporting form.

A copy of the form can be found in **[Appendix 6.]**

If a worker or volunteer receives a disclosure, allegation or concern about harm, abuse or neglect, they should report it as soon as possible to the Safeguarding Lead.

Safeguarding Lead

Name: Sarah Gleave
Email: safeguarding@aimchurch.org

The Safeguarding Lead has been appointed by the leadership and members to manage safeguarding concerns and make referrals to statutory authorities when needed.

Deputy Safeguarding Lead

If the Safeguarding Lead is unavailable, or if the concern involves the Safeguarding Lead, the concern should be reported to the Deputy Safeguarding Lead.

Name:
Telephone:
Email:

Safeguarding Trustee

If the concern involves both the Safeguarding Lead and the Deputy Safeguarding Lead, the concern should be reported to the Safeguarding Trustee.

Name: Tony Scott
Email: Tony@aimchurch.org

Support From Thirtyone:eight

AIM Church is a member of Thirtyone:eight; the Safeguarding Lead or other authorised workers may contact the Thirtyone:eight Safeguarding Helpline for advice. Telephone: **0303 003 1111 (Option 2)**

Recording Concerns

The worker or volunteer should:

1. listen carefully
2. take the concern seriously
3. record the information accurately

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4. complete the safeguarding reporting form
5. share the information with the Safeguarding Lead, Deputy Safeguarding Lead or Safeguarding Trustee as soon as possible.

Concerns should only be shared with people who need to know. All records must be stored securely in accordance with GDPR procedures.

Getting Advice and Making Referrals

The Safeguarding Lead may need to seek advice or share information with other organisations.

Depending on the concern, this may include:

- the Chair of Trustees
- the trustee responsible for safeguarding
- the organisation's insurer
- the relevant charity regulator
- local safeguarding professionals
- statutory agencies.

This may include referrals to:

- **Children's Services: 01925 443322, press option one followed by option one or contact 01925 443322 and press option 2 to go through to our out of hours service**
  Report abuse of children and young people | warrington.gov.uk

- **Adult Services: Contact the One Front Door team on 01925 443322 or outside of office hours contact them via 01925 444400**
  Report an Adult Safeguarding or Care Quality Concern | warrington.gov.uk

- **Police: 101 or 999 if person at is at risk of harm**
- **Local Authority Designated Officer (LADO):** Tel: 01925 442079**,** Email: LADO@warrington.gov.uk

  Local authority designated officer (LADO) | warrington.gov.uk

- **Charity Commission for England and Wales: Our advisors are available Monday to Friday, 9am to 5pm**
  0300 066 9197
  The Charity Commission - GOV.UK

If there is an allegation about a person who works with children, the Safeguarding Lead may need to inform **the Local Authority Designated Officer (LADO)**

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The Chair of Trustees or trustee responsible for safeguarding may need to contact the insurance company or the charity regulator **Charity Commission for England and Wales,** to report a serious incident/raise a concern.

If the Safeguarding Lead Is Unavailable

The absence of the Safeguarding Lead or Deputy Safeguarding Lead should never delay action to protect someone from harm.

If there is an immediate risk, contact the relevant statutory service, emergency service or **police** without delay.

Making a Referral Yourself

Anyone can make a referral to safeguarding agencies as a citizen. However, we encourage workers and volunteers to follow this policy wherever possible.

If someone believes a concern has not been managed appropriately, or disagrees with a decision about a referral, they may contact an external agency directly.

The Role of the Safeguarding Lead

The Safeguarding Lead and Deputy Safeguarding Lead do not investigate safeguarding concerns themselves.

Their role is to:

- gather information about the concern
- make sure concerns are recorded properly
- seek advice where needed
- share information with relevant agencies
- make referrals when appropriate
- support safe decision-making.

Statutory agencies have the legal responsibility to investigate safeguarding concerns.

Detailed Procedures Where There Is a Concern About a Child

Concerns About Physical Injury, Neglect or Emotional Abuse

If there are concerns that a child may have experienced physical injury, neglect or emotional abuse, the Safeguarding Lead or Deputy Safeguarding Lead will take appropriate action.

They will:

- make sure the concern is recorded
- consider the child's immediate safety
- seek advice from the appropriate safeguarding services where needed
- make referrals when required.

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Charity Number: **1198556**

If the child needs urgent medical help, emergency or medical services should be contacted straight away. Medical staff should be told about any safeguarding concerns.

The Safeguarding Lead may contact:

- Children's Social Care (England)
- Thirtyone:eight for advice.

If the concern involves a parent or carer, **they should not be informed** unless safeguarding professionals advise that it is safe and appropriate to do so.

For lower-level concerns, such as concerns about parenting, families should be encouraged to seek support where this does not place the child at risk.

If there is uncertainty about whether a referral is needed, advice should be sought from safeguarding professionals or Thirtyone:eight.

Concerns About Sexual Abuse

If there is a disclosure, allegation or concern about sexual abuse, the Safeguarding Lead or Deputy Safeguarding Lead will act without delay.

They will:

- contact children's safeguarding service **01925 443322 / 01925 443322 (out of hours)** **Report abuse of children and young people | warrington.gov.uk**
- contact the police, where appropriate
- seek advice from Thirtyone:eight if needed.

The child's safety and wellbeing will always be the main priority.

The Safeguarding Lead will consider whether parents or carers should be informed and will seek advice if they are unsure.

Detailed Procedures Where There Is a Concern About an Adult at Risk

Concerns may involve:

- Physical harm or abuse
- Sexual harm or abuse
- Organisational abuse
- Financial harm or abuse
- Discriminatory abuse
- Neglect
- Self-neglect

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- Exploitation
- Forced marriage
- Modern slavery and human trafficking
- Domestic abuse
- Other forms of harm.

If there are concerns about an adult at risk, the Safeguarding Lead or Deputy Safeguarding Lead will take action to help protect them from harm.

If the person is in immediate danger or has been seriously injured, **emergency services** should be contacted on **999**.

England, Wales and Northern Ireland

Where possible, the adult should be involved in decisions about safeguarding concerns. Their views, wishes and consent should be considered before making a referral.

However, a referral may still be made without consent if:

- the person cannot understand the risk
- the person cannot protect themselves
- others may also be at risk
- there is a legal duty to share information.

Referrals for Adults at Risk

The Safeguarding Lead may contact:

- **Adult Social Care: 01925 443322 /01925 444400 (Out of hours)**
- Thirtyone:eight for advice.

Concerns About Spiritual Abuse

The category 'spiritual abuse' has not currently been formally recognised in legislation but can be defined as the following:

Spiritual abuse is a form of emotional and psychological abuse characterised by a systematic pattern of coercive and controlling behaviour in a religious context or with a religious rationale. This context includes religious or spiritual institutions, places of education and homes in which there is a religious, spiritual or faith belief. Spiritual abuse can have a deeply damaging impact on those who experience it and can be experienced in a variety of different relationships. (Oakley, 2023)

If there is a concern about spiritual abuse, the Safeguarding Lead will:

- make sure the concern is recorded

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Charity Number: **1198556**

- identify appropriate support for the victim-survivor
- consider counselling, wellbeing support or pastoral support
- seek advice from Thirtyone:eight
- consider what safeguarding action may be needed.

Allegations Against Workers Who Work With Children

If a concern involves a worker or volunteer who works with children or young people, the Safeguarding Lead will:

- make a referral to the **Local Authority Designated Officer (LADO)**
- share information with safeguarding agencies as required
- contact the police when appropriate
- consider whether a referral should be made to the Disclosure and Barring Service (DBS). The organisation will cooperate fully with any safeguarding investigation.

Allegations Against Workers Who Work with Adults at Risk

If a concern involves a worker or volunteer who works with adults at risk, the Safeguarding Lead will:

- liaise with the relevant adult safeguarding service
- follow safeguarding advice received
- consider making a referral to the DBS
- share information with the police where appropriate. Safeguarding investigations are the responsibility of the relevant statutory agencies, not the organisation.

Allegations of Non-Recent Sexual Abuse

If an adult discloses non-recent sexual abuse, the Safeguarding Lead will:

- listen carefully and take the disclosure seriously
- offer support to the victim-survivor
- explain their options
- offer the opportunity to report the matter to the police.

If the person does not wish to report the abuse, information about the alleged perpetrator may still be shared where there are safeguarding concerns, but the identity of the victim-survivor should be protected wherever possible.

If the alleged perpetrator currently works with children or adults at risk, the Safeguarding Lead will contact the relevant safeguarding agencies and seek advice about further action.

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Section 7 – Supporting Victim-Survivors

Supporting Those Affected by Harm and Abuse

AIM Church is committed to supporting people who have experienced harm, abuse or neglect. We recognise that abuse can have a lasting impact on people and those around them.

We will treat all victim-survivors with:

- dignity
- respect
- compassion
- sensitivity
- fairness.

Where appropriate, we will:

- listen to people and take their concerns seriously
- provide wellbeing support or pastoral care
- help people access specialist support services
- work alongside statutory agencies
- support people through safeguarding processes where appropriate.
- We understand that every person's experience is different. Support will be offered in a way that respects the person's wishes, needs and circumstances wherever possible.

Support should never replace the work of safeguarding agencies, healthcare professionals or other specialist services. However, we will do what we can to help people feel safe, supported and listened to.

The person co-ordinating the pastoral care team is:

Name: Alison Noble
Email: safeguarding@aimchurch.org

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Charity Number: **1198556**

Adoption of the Policy

This policy has been approved by the leadership of **AIM Church**

The policy will be reviewed every year to make sure it:

- remains up to date
- reflects current safeguarding guidance
- reflects changes in legislation
- continues to meet the needs of the organisation.

Review Date: September 2027

Signed: A. W Scott

Position: Elder/Trustee

Signed: S J Gleave

Position: Safeguarding Co-ordinator

Date: 21/09/26

A copy of this policy is also lodged with:

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Appendix 1

Statement on Safeguarding

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Place of worship/organisation*: **AIM CHURCH, APPLETON, WARRINGTON**

The following statement was agreed by the leadership on: **21/09/26**

This place of worship is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.

We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.

We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.

We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.

We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

· Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.

· Implementing the requirements of all relevant legislation including but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014. (Please amend this list for appropriate legislation in N. Ireland and Scotland)

· Supporting, resourcing and training those who undertake this work.

· Ensuring that we are keeping up to date with national and local developments relating to safeguarding.

· Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship.

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· Supporting all in the place of worship/organisation affected by abuse.

We recognise:

· Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.

· Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

· Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

SARAH GLEAVE **Safeguarding Co-Ordinator**

Deputy Safeguarding Co-Ordinator

A copy of this place of worship's policy can be seen at: www.aimchurch.org

Signed by leadership

Signed: Peter M Gleave (Pastor/Elder)

A W Scott (Elder/Trustee

James G Gleave (Elder)

Date 21/09/26

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Appendix 2:

Categories of abuse, signs and indicators

Children:

- **Physical abuse.** This can take the form of hitting, punching, burning, shaking and other forms of physical harm.
- **Emotional abuse.** This includes belittling behaviour, insults, name-calling, degrading and humiliating behaviour, and withholding love and affection. A child will be made to feel that they're worthless, inadequate or unloved. Intimidation, coercion and harassment can also be involved.
- **Sexual abuse.** Where a child or young person is forced or enticed into sexual activity, whether the child is aware of what's happening or not. This may involve physical contact, looking at sexual content online, having their photo taken or being filmed to produce indecent images, or being groomed for these activities – online or in person.
- **Neglect.** This is the ongoing failure to meet basic physical or psychological needs, which is likely to result in harm to a child or young person's health or development. It includes not providing adequate food, clothing or shelter, or failing to protect a child from harm.

The signs of child abuse aren't always obvious. The signs will vary depending on the type of abuse happening, and there are many. Common signs to look out for include:

- A pattern of unexplained bruises or marks. However, a child who has lots of bruises on their lower legs isn't necessarily being harmed – they could just be out having childhood fun. Accidents happen. Accidental injuries are more likely to happen on areas like knees and elbows, but consistent marks together with unusual behaviour or other physical signs can give you a fuller picture of what could be happening to that child.
- Using sexualised language, you wouldn't expect a child of their age to know.
- Poor hygiene or always asking for food.
- Changes in behaviour and personality, especially if these are unexplained – for example becoming uncharacteristically aggressive, quiet or upset.
- Being withdrawn, having few or no friends
- Being anxious or worried about things
- Difficult relationship with parents/carers
- You might also see unusual behaviour in an adult caregiver that makes you concerned for the safety of a child.

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Adults:

Physical abuse is to inflict pain or physical injury, which is either caused deliberately, or through lack of care. Examples include hitting, slapping, pushing, kicking, burning, hair pulling, misuse, or using inappropriate restraint or sanctions and the misuse of medication.

Sexual abuse is the involvement in sexual activities to which the person has not consented, or does not truly comprehend and so cannot give informed consent. It may occur where the other party is in a position of trust, power or authority and uses it to override or overcome lack of consent or to which they felt pressurised into consenting such as rape, or sexual assault, being made to watch pornography would also be within this definition.

Domestic Abuse Includes physical, sexual, psychological and financial abuse for those in family or close relationships as well as so called 'honour' based violence.

Psychological or emotional abuse are acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult's emotional health and development - or any other form of mental cruelty. This includes verbal abuse, humiliation, bullying, blaming, the use of threats of harm or abandonment, being deprived of social or any other form of contact, or being prevented from receiving services or support.

Financial abuse is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery includes slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters using whatever means they have at their disposal to coerce deceive and force individuals into a life of abuse, servitude and inhumane treatment. Discriminatory abuse is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality, or disability.

Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individual.

Organisational abuse includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's own home. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice, or ill treatment.

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Neglect or acts of omission are the repeated deprivation of help that an adult-needs which, if withdrawn, will cause them to suffer. This includes failing to intervene in behaviour which is dangerous to the adult, or to others.

Self-Neglect includes a wide range of behaviour neglecting to one's personal hygiene, health or surrounding and includes behaviour such as hoarding.

Who might be at risk?

Some adults might be more at risk than others. The following factors could increase the risk of abuse:

- Learning, sensory or physical disability
- Old age and frailty, especially if creates dependency on or needing help from others
- Mental health problems
- Dementia or confusion
- Severe illness
- Alcohol or illegal substance dependency Who may abuse?
- A partner, child, relative or friend
- A paid or volunteer carer
- A health, social care or other worker
- A church worker, or minister of religion

Where may abuse occur?

Abuse can happen anywhere, and can be caused by anyone in our communities, for example:

- In the home
- In supported housing
- At a carer's home
- Within a nursing home, hospital, residential care or day care
- At work or in educational establishments
- In places of worship, such as churches

In addition, adults may be made vulnerable by means of a permanent or temporary reduction in physical, mental or emotional capacity brought about by life events - for example an illness, bereavement, past abuse or trauma.

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Appendix 3

Sample boundaries and restriction statements

Below are some examples of sorts of clauses you may need to consider when drawing up a contract or agreement with a person who poses a risk to others. This is not an exhaustive list and it should always take into account in the particular circumstances of the individual and the organisation involved.

Boundaries/restrictions

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults
- I will attend meetings and activities as directed by the leadership
- I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people and vulnerable adults
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress
- I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home
- I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or adults at risk for whom they care
- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period

Pastoral care

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

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

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

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- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely as a place of worship / organisation with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
- Attempt to meet any practical needs you may have, including assisting with options for accommodation.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of known sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you.

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Appendix 4

Good Practice guidelines, Activity forms &Risk Assessments

Currently under review to ensure all areas of AIM Church activities are current.

Due to be added to this policy by **end of October 2026**

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Appendix 5:

Code of Conduct

AIM Church, Appleton behaviour code for working with children, young people and adults at risk of harm

Purpose

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

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for [name of group/organisation]. You will be seen as a role model and must act appropriately.

Good practice

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

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy
- Developing inappropriate relationships

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- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

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

Declaration
I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

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Appendix 6:

Cause for concern form

Part 1: Record of concern about a child/adult's safety and welfare staff/volunteers report form
This form can be filled in electronically. If the form is handwritten, care should be taken to ensure that the form is legible)

Child/Adult's name (subject of concern):		Date of birth/age: Child/Adult:	Address:
Date & time of incident:		Date & time (of writing):	
Your Name (print): ..... Role/Job title: Signature:			
Other members of the household[4]:			
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. *(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)*			
How did the concern come to light?			
What is the child/adult saying about what has happened[4]?			
Any other relevant information. Previous concerns etc.			
Date and time of discussion with Safeguarding Co-ordinator:			

Check to make sure your report is clear to someone else reading it.
Please pass this form to your Safeguarding Coordinator without delay

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Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).

2. Essential principles of recording the information received/disclosed/observed:
    a. Remember: do not investigate or ask any leading questions
    b. make notes within the first one hour of receiving the disclosure or observing the incident
    c. be clear and factual in your recording of the incident or disclosure
    d. avoid giving your opinion or feelings on the matter
    e. aim to record using the 4 W's and 1 H: When, where, what, why and how
    f. do not share this information with anyone else except your safeguarding co-ordinator in the first instance and they will advise on who else will need to be informed, how and when.
    g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.

3. ***What constitutes a safeguarding concern?*** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding co-ordinator or thirtyone:eight at this stage.
4. ***Why do you need information regarding 'other household members'?*** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. ***Why is the view of the child/adult significant?*** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. ***Passing information to the Safeguarding co-ordinator*** – Your safeguarding co-ordinator holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

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Part 2: Record of concern about a child/adult's safety and welfare Safeguarding Co-ordinator report form

(This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

<table>
<tr><td>Information received by SC:</td><td>Date:</td><td>Time completed:</td><td colspan="3">From whom:</td></tr>
<tr><td rowspan="2">Any advice sought, if applicable</td><td>Date:</td><td>Time completed:</td><td colspan="3">Source of advice: name/organisation:</td></tr>
<tr><td colspan="5">Advice received:

Advice received about informing parents or in the case of adults, seeking consent/capacity[1]:</td></tr>
<tr><td>Initial Assessment of concern following advice[2]</td><td colspan="5"></td></tr>
<tr><td rowspan="5">Action taken with reasons recorded
(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</td><td>Date:</td><td>Time completed:</td><td colspan="3">By whom:</td></tr>
<tr><td colspan="2">Referral</td><td colspan="3">To whom</td></tr>
<tr><td colspan="5">Signposting to other community resources</td></tr>
<tr><td colspan="5">Pastoral Care and other support from church</td></tr>
<tr><td colspan="5">Ongoing Monitoring</td></tr>
<tr><td rowspan="2">Parent/carer informed?</td><td>Y</td><td>Who spoken to:</td><td>Date:</td><td>Time:</td><td>By whom:</td></tr>
<tr><td>N</td><td colspan="4">Detail reason:</td></tr>
<tr><td>Any other relevant information</td><td colspan="5"></td></tr>
<tr><td>Name of Safeguarding Coordinator:</td><td colspan="2"></td><td>Signature:</td><td colspan="2"></td></tr>
</table>

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OVERVIEW OF ACTIONS[3]:

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates

Guidance notes for Form 2:

Following are some helpful pointers in completing the above form(s)

1. ***Importance of consent from parents/carer or adults (in the light of mental capacity)*** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
2. ***Initial assessment-*** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?
3. ***Overview of actions -*** Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

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