

CiC Safeguarding Policy

Personnel:

Safeguarding Lead: Rev Trevor Howard, Executive Vice-Chair of the Board of CiC International (Document Author)

DBS/Vetting Lead Recruiter: Paul Garratt, International Co-ordinator and Office Manager

DBS/Vetting Assistant Recruiter: Jeremy Tagg, Membership Secretary, Volunteer

Purpose:

This document sets out the personnel and policy of CiC International with regards to safeguarding requirements for its members.

Key Policy:

All Christian Ministers have a duty to recognise and be well informed on issues regarding safeguarding, reporting of abuse, recognising its signs and knowing how to appropriately handle them.

What CiC does:

CiC's duty is to ensure that its members have undergone appropriate vetting and training for the role and position they hold both within their organisation and more widely amongst the general public.

Responsibility:

The responsibility for this vetting and training lies with the member, their organisation and/or their employer.

It must be noted that:

1. Each member organisation is responsible for ensuring that its members have successfully completed safeguarding training to a level suitable for their role.
2. CiC recommends a minimum of level 3 for its members, some positions have legal or employment requirements with regards to safeguarding training. Such employers are responsible for ensuring their employees meet on-going requirements. CiC will do its best to ensure members applying for such positions have made themselves aware of these requirements and have taken steps as independent ministers to reach required standards.
3. For member organisations that are charities, it is a legal requirement that they have and adhere to a safeguarding policy suitable for meeting their aims and objectives. CiC requires that each member organisation, including charities, makes its safeguarding policy available to CiC as part of its registration and on-going membership requirements.
4. For other organisations, including but not limited to ministries, churches, chaplaincies and networks (whether charitable, non-charitable, companies, unincorporated associations, sole-traders or otherwise governed) in membership with CiC, it is a requirement of membership that they have and adhere to a safeguarding policy suitable for meeting their aims and objectives. CiC requires that each member organisation makes its safeguarding policy available to CiC as part of its registration and on-going membership requirements.
5. Existing members of CiC are required to complete the aforementioned training before their first annual review in 2020. Ministers should email their proof of training certificates to trevor@cicinternational.org or provide such evidence to the Council Member carrying out their on-going accreditation annual review.
6. Each member organisation is responsible for ensuring that its members have undergone DBS/Vetting and provided evidence of it to CiC at either application or annual accreditation review.
7. A key aspect of CiC's role with regard to safeguarding is to ensure that no member is accredited without up-to-date proofs of both his or her DBS/Vetting and Safeguarding training. Up-to-date means within three years for existing accredited ministers, and within two years for applicant ministers (i.e. that it will not have reached a three year 'expiry' within their first year of membership).
8. Certain roles may require higher levels of safeguarding than others, for example working as a chaplain, such roles may also require more frequent and higher levels of training and/or up-dating.

CiC Personnel:

All CiC staff, volunteers and Board Members are required to undergo and maintain the equivalent of Level 3 Safeguarding Training. This is known as 'Foundation Level: Safeguarding Children and Adults' with ThirtyOneEight, CiC's recommended provider. Records of this training, with evidence certificates will be kept and maintained by the Safe-Guarding Lead in the CiC Office in each person's personal file. Records may also be held in secure online/cloud-based storage or other such electronic means as may become available in the future.

CiC Ministers:

All accredited members are expected to have undergone safeguarding training to at least Level 3, unless there is strong reason that this would be irrelevant to a particular member. Evidence for this may be required.

This is known as 'Foundation Level: Safeguarding Children and Adults' with ThirtyOneEight, CiC's recommended provider. Records of this training, with evidence certificates will be kept and maintained by the Safe-Guarding Lead in the CiC Office in each member's personal file. Records may also or instead be held in secure online/cloud-based storage or other such electronic means as may become available in the future.

Safeguarding Provision:

CiC does not provide Safeguarding training. CiC recommends ThirtyOneEight as a suitable provider for its members. Other providers' genuine certificates may be considered suitable on a case by case basis, for example training provided in the course of a member's other employment.

Validity over time of training and vetting:

It is an on-going requirement of membership that each member will update both their training and their DBS/Vetting as part of their on-going accreditation once every three years at least. CiC's Safe-Guarding Lead, assisted by the DBS/Vetting team will maintain a record of each member's training and DBS/Vetting, but it remains the member's individual responsibility to keep their vetting and training status up-to-date.

Evidence:

As with DBS/Vetting requirements CiC will require evidence, usually in the form of a certificate from a licensed provider of Safe-Guarding Training (CiC recommends ThirtyOneEight, but recognises there are other providers who offer the requisite training).

Each member's certificate will be verified at application and annual review once every three years.

Reporting

Any instance of safeguarding concern involving a current or past member of CiC must be reported in the first instance to CiC's Safeguarding lead.

The Safeguarding Lead will act in accordance with his/her training and involve appropriate members of the Board in carrying out suitable investigations and offering appropriate advice to that member and/or his/her member organisation and/or employer and/or network leader and/or associated denomination/network on process in accordance with CiC's policies, Standing Orders and Memorandum and Articles of Association.

Expectations on reporting:

A written report will be made to the Board by the Safeguarding Lead of such incidences.

It is expected that any issues of safeguarding that involve an accredited minister, staff, Board or Council member of CiC will be alerted to the Safeguarding Officer as soon as possible and by the date of their annual renewal at the very latest.

It is also expected that any change in the statements that might appear on a DBS check would be notified to CiC's safeguarding officer immediately and by the date of their annual renewal at the very latest.

Consequences for Failure to provide evidence in a timely manner:

Failure to provide appropriate evidence of training, vetting and incidents involving any accredited member, CiC staff, volunteers, Board and/or Council members may lead the situation and persons involved being referred to the Board who will consider whether such person(s) remain in good standing with CiC.

Excellence in Ministry:

CiC recognises the independence of all its organisations and seeks to make them aware of good practice and legal requirements. However, CiC's member organisations, because they are independent, are ultimately responsible for their own members and their interactions with the public who may be vulnerable, whether children or adults.

Limits of CiC's Responsibility:

Incidents of safeguarding concern occurring within a member organisation, whether current or historic, should be dealt with appropriately by the Safeguarding Lead of that organisation. Advice and/or signposting to further support may be sought from the Safeguarding Lead of CiC.

CiC's responsibility in safeguarding matters is limited towards its own staff and office volunteers and the Board as required in charity law.

Council Members

CiC's Council members are all members of CiC through their own ministries and it is only interactions in carrying out their roles, responsibilities and duties as Council Members, particularly the annual review that they carry out on CiC's behalf, that are directly under the purview of CiC's Safeguarding Lead and Team. Failure to report a safeguarding issue that comes to light at annual review or through other contact as a Council Member may lead to that Council Member being suspended from Council pending a review from the Board.

Council Members are responsible through their own organisations for their day-to-day safeguarding actions that are not related to their position on Council. The same is true for members of staff, volunteers and the Board.

This document will be reviewed regularly and at least annually by the Safeguarding Lead.

Updates will be made available on the CiC website to all members.

Members will be advised of updates by email with links to the up-dated document. Any queries or comments about this document should be made to the Safeguarding Lead in the first place.

Safeguarding Lead current email: trevor@cicinternational.org

Safeguarding Lead contact number: 020 8464 7774

Responses may come from a different number or a private number as the Safeguarding Lead works mainly from home.