



Safeguarding Children and Vulnerable Adults Policy Leeds Chinese Gospel Church (LCGC)

Last reviewed: February 2025

LCGC is committed to the safeguarding and protection of all children, young people and vulnerable adults and affirms that the needs of children or of people when they are vulnerable are paramount.

LCGC recognises that none of us is invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to be a dynamic policy. It is intended to support the Church in being a safe, supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

LCGC Church recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual or institutional abuse or neglect. It acknowledges the effects these may have on people and their development including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously the issues of promotion of welfare so that each of us can reach our full potential in God's grace.

LCGC commits itself to respond without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.

LCGC commits itself to ensuring the implementation of Safeguarding Policy; government legislation and guidance and safe practice in the circuit and in the churches. LCGC commits itself to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

LCGC affirms and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledges the shared responsibility of all of us for safeguarding vulnerable adults who are on our hired premise.



Key concepts and definitions

- i) Vulnerable Adults: any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.
- ii) Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- iii) Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
- iv) Abuse and neglect may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm

Good Practice

We believe good practice means that:

- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time and place of visit.
- iii) Any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate.
- iv) Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential.

Appointment and training of workers

Workers/appointed member will be appointed after a satisfactory DBS disclosure. Each worker/appointed member will be expected to undergo basic safeguarding training, within the first year of appointment.

The other training needs of each responsible will be considered (e.g. food hygiene, first aid, lifting and handling, etc.) and each worker/appointed member will have an annual review conducted by a named member of the Church.

Pastoral visitors

In terms of safeguarding, Pastoral Visitors will be supported in their role with the provision of basic safeguarding training upon appointment.



Complaints procedure

It is hoped that complaints can generally be dealt with internally by the organisations. However, a complaint may be made to a person who will be appointed by the LCGC Committee and who is currently ..Jason Cho.....(name). If a complaint is made to another person, it should be passed toRonald Fung.....(name) who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint cannot be resolved, consideration will be given to invoking the complaints system of LCGC which will involve initially speaking withPhoebe Cho.....(name) orAngus Leung..... (name).

Review

This policy will be reviewed annually by the LCGC Committee. The date of the next review is ...21 February 2026...



Reporting procedures

The following procedure refers to abuse or suspicion of abuse of that staff and volunteers become aware of during their work with LCGC

Any member of staff or volunteer who becomes aware that an adult is or is at risk of, being abused or has safeguarding needs should raise the matter immediately with their supervisor /or with the designated safeguarding lead.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no member staff or volunteer should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of the adult.

LCGC will:

- Inform the adult of the action we propose to take.
- Seek their agreement for any referral.
- Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect.
- Endeavour to ensure that they are safe and supported before proceeding with any other action.
- Inform the adult if LCGC is planning to seek advice from or report concerns to an external agency.

In most situations there will not be an immediate threat and the decision about protecting the person with safeguarding needs will be taken in consultation with themselves and/or Social Services.

Key Contacts when reporting

Immediate concern – call 999

Children's Social Work Services on 0113 222 4403 (Weekdays, 9am to 5pm, except Wednesdays when we're open from 10am)

Emergency Duty Team

0113 535 0600

Adult Social Care

0113 222 4401

(Weekdays, 9am - 5pm, except Wednesdays when we're open from 10am)

Weekends, Bank Holidays and all other times

Emergency Duty Team

0771 210 6378

You can also discuss your concerns with someone who works with children and families, e.g. your health visitor, social worker, school nurse or teacher (all schools have a teacher responsible for child protection).



Recording

A written record must be kept for any concerns related to an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken.

The recordings must be signed and dated. All records must be securely and confidentially filed.

Safeguarding contact points within our church

The church has appointed the following individuals to form part of the church safeguarding team:

Phoebe Cho and Angus Leung, Designated Persons for Safeguarding (DPS)

They will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phoebe Cho

Phone number ...07392341390.....

Email address ...pycho@outlook.com.....

Angus Leung

Phone number ...07518785703.....

Email address ...argentauris2020@gmail.com.....

Ronald Fung, Deputy Designated Person for Safeguarding (DDPS)

He will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number ...07475071036.....

Email address ...fungronaldfung@gmail.com.....

Jaason Cho, Safeguarding Trustee

He will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Phone number ...07546075167.....

Email address ... jason_ckcho@hotmail.com.....