

## **I. IMPLEMENTATION OF POLICY**

### **1. LOCAL CHURCHES**

Local churches are responsible through their Church Board for ensuring that the Keeping Our Church Family Safe policy is implemented with respect to all personnel whose work involves contact with children and adults at risk.

Each Church Board will appoint a Disclosure Clerk. This individual will be responsible for reporting to the conference/mission office, in a manner prescribed by the latter. This information will relate to those individuals currently working in a paid or voluntary capacity with children or adults at risk; it will record their compliance in completing the necessary forms as outlined in the policy and detail the level of training they have completed.

Churches must also appoint a Designated Safeguarding Lead to coordinate the response to safeguarding concerns and arrange training for those coming into contact with children and adults at risk. The church should display a safeguarding statement (see Appendix 7: Church Safeguarding Statement) and must also maintain oversight of safeguarding through the work of the Church Board. Local pastors will be responsible for holding their churches accountable for the full implementation of the Keeping Our Church Family Safe policy and procedures.

### **2. CONFERENCES/MISSIONS**

The local conference/mission will monitor the implementation of the Keeping Our Church Family Safe policy within its territory. It will be responsible for:

- (a) Holding the local churches accountable for implementing the policy at the local church level.
- (b) Organising an annual schedule of training seminars, doing so in consultation with the departmental directors/sponsors and the training team personnel of their conference/mission.
- (c) Providing core training to those with safeguarding roles using the BUC training materials or an equivalent package.
- (d) Assembling a training team in consultation with the appropriate departmental directors/sponsors of their conference/mission to facilitate the provision of training for local church officers and volunteers.
- (e) Appointing a Communication Spokesperson to supply information as required to the public concerning incidents of child abuse, whether actual or alleged.
- (f) Nominating an individual who will be responsible for coordinating the above duties.

### **3. UNION CONFERENCE LEVEL**

The Executive Committee of the British Union Conference will appoint an advisory committee who will be charged with:

- (a) Overseeing the implementation of the Keeping Our Church Family Safe policy in the conferences and missions.
- (b) Reviewing and recommending amendments to the Keeping Our Church Family Safe policy to the British Union Conference Policy Committee. This will be undertaken annually.
- (c) Working with the conference/mission nominated personnel to produce standardised training materials for core training and beyond.

#### **Support, advice and referral information**

Designated Persons should ensure that they keep a current list of support and advice points for effective coordination of safeguarding matters. This should include a full list of referral agencies indicating how to access support and advice at all times, whether in normal working hours or outside them. This should be a comprehensive list of contact addresses and telephone numbers, including relevant national and local voluntary bodies. A sample of this is included in Appendix 8: Safeguarding Contact Details, p22.

#### **Governance**

The overall responsibility for the full implementation of child and adult protection arrangements is held by the president at conference level and the pastor at church level. Where the identified roles are not appointed, the president or pastor should ensure that those functions are carried out until an appointment has been secured.