



Safeguarding procedures & initial response to concern or allegation

This document details safeguarding procedures covering the following 3 important scenarios:

1. Guest discloses safeguarding issue that does not involve Jesus Ministry

This “Third Party” disclosure procedure concerns cases where a guest discloses harm that has been suffered in the past, or discloses a current risk of harm faced by themselves, other vulnerable adults or children involving third parties not connected to the JM team.

2. Guest or related party raises concern about incident at a JM event or about a member of the JM Team

3. JM team member raises a concern about another Team member

This procedure covers the response of a team member to actions or behaviour that they are concerned about, or to any issues they have with current processes. The procedure reflects the fact that the concern may not necessarily be a safeguarding issue - it could be an issue with Training, a momentary lapse, or a misunderstanding. Our aim is to have an open environment where people work together to improve the effectiveness of the ministry, and where any inappropriate behaviour can effectively be addressed.

If any of these 3 scenarios take place within a JM team visit to a local church, the JM team operates under the direction and policy of the local church itself.

Guidance on initial response to a Safeguarding Concern or Allegation

Whenever anyone reports that they are suffering (or have suffered) significant harm through abuse or neglect or have caused (or are causing) harm to others, the initial response should be limited to listening carefully. If someone makes a disclosure, this might be the only time they will tell someone about what is happening. Additionally, if someone says they have already made a disclosure in the past, there may be issues with the way that it has been dealt with and so it is useful to reporting the disclosure to JM UK’s Safeguarding Officer.

Please...

- ❖ Listen, take what is said seriously, and remain calm
- ❖ Take into account the person’s age and level of understanding
- ❖ Offer reassurance that disclosing is the right thing to do
- ❖ Explain that information will need to be shared with the appropriate people - and take the opportunity to involve the Director of Ministry, Duty Manager or Safeguarding officer in the conversation
- ❖ Only use open questions
- ❖ Establish only as much information as is needed to be able to report what is believed to have happened, when and where
- ❖ At the end, check that you have understood everything correctly
- ❖ Check out what the person hopes to result from the disclosure and tell them what you are going to do next



However...

- ❖ Do NOT make promises that cannot be kept (e.g. that you won't share the information)
- ❖ Do NOT make assumptions or offer alternative explanations
- ❖ Do NOT investigate
- ❖ Do NOT contact the person about whom allegations have been made
- ❖ Do NOT share with anyone other than the Director of Ministry, Safeguarding officer, Duty Manager or member of the Trustee Safeguarding Committee

Make a record...

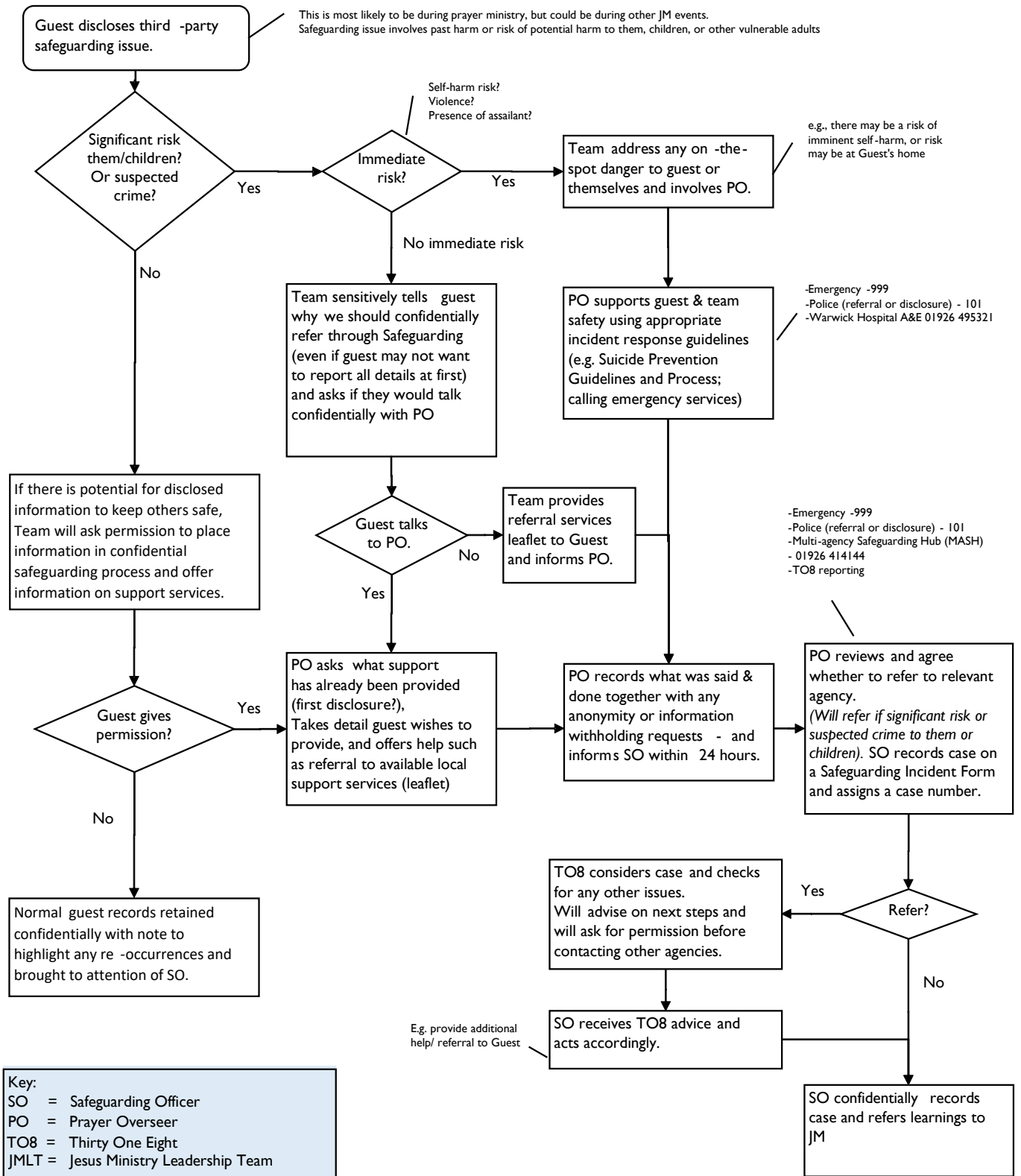
- ❖ Make some very brief notes at the time, if appropriate, and write them up in detail as soon as possible using the Safeguarding and Safety Report form available from the Duty manager or Office
- ❖ Do not destroy your original notes in case they are required later by the Safeguarding officer
- ❖ Record the date, time, place and how the person appeared to you. If possible, try to record the actual words used. If disclosure is made during prayer ministry, notes should be made by the prayer lead
- ❖ Record facts and observable things, not your interpretations or assumptions
- ❖ Don't speculate or jump to conclusions

Report promptly...

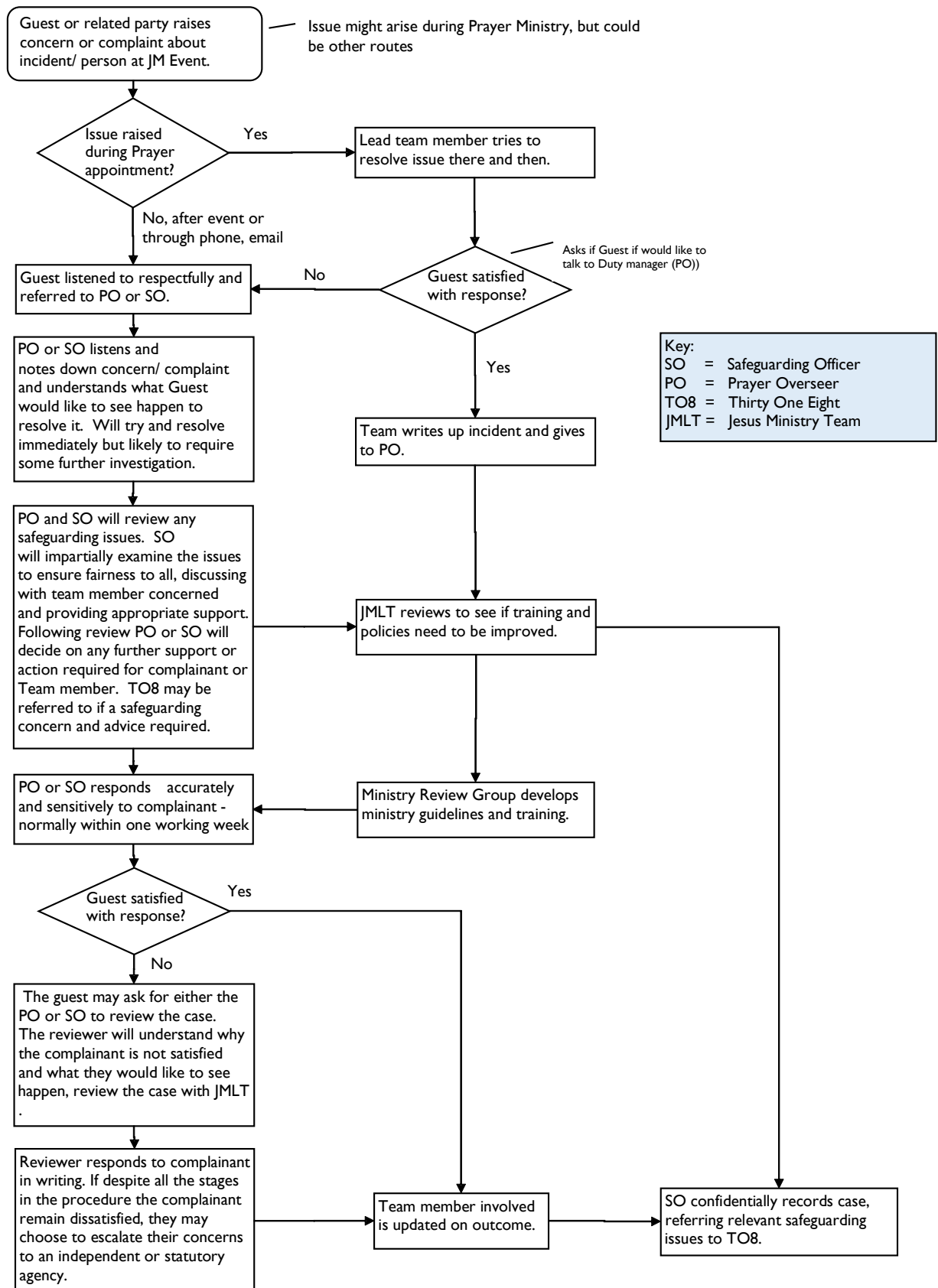
- ❖ Never do nothing, use the following procedures appropriate to the situation, and report through to the Prayer overseer, Safeguarding officer, or Jesus Ministry leadership team within 24 hours



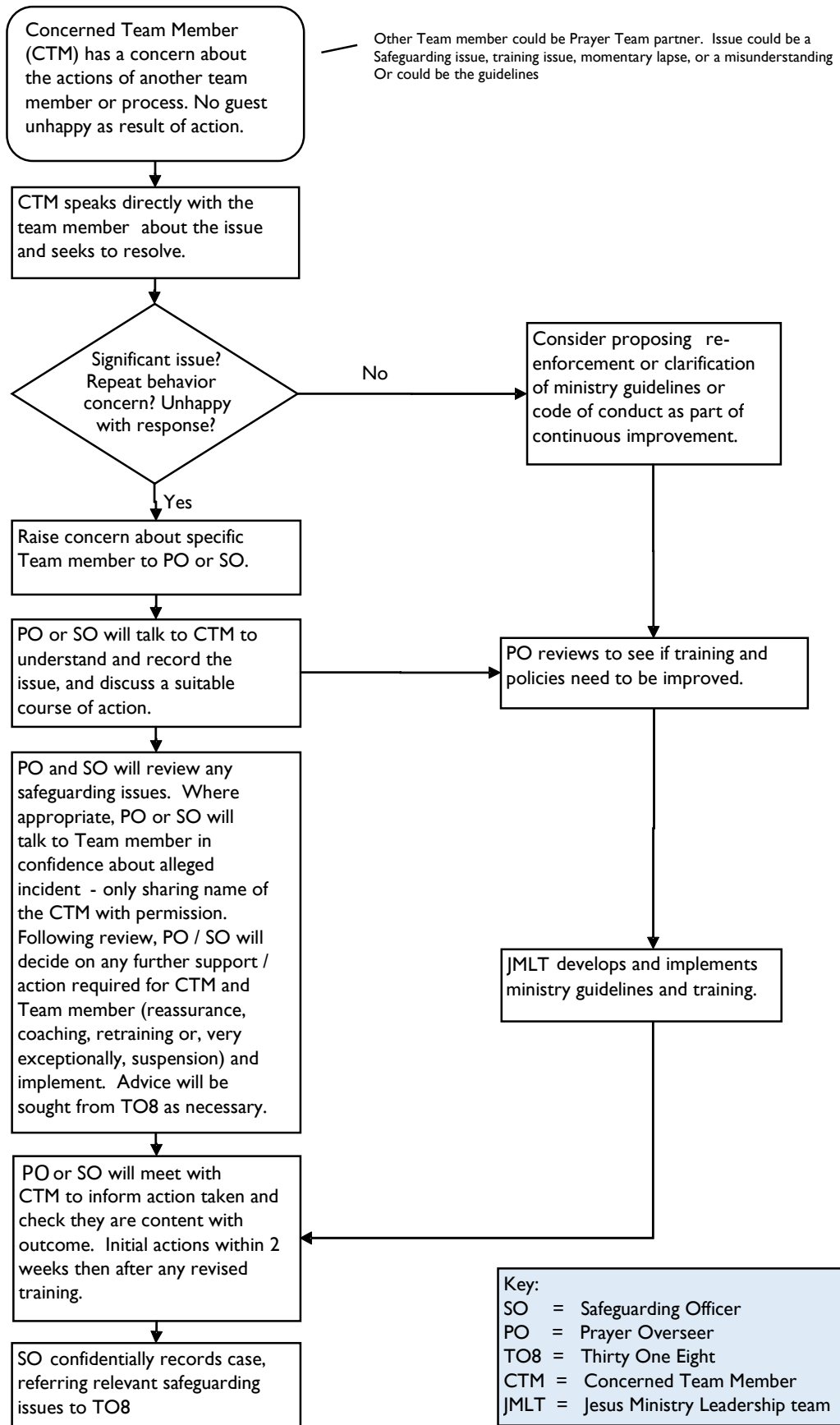
1. Guest discloses Safeguarding issue that does not involve the JM Team



2. Guest raises concern about incident at JM Event or member of Team



3. JM Team member raises concern about another Team member



Note: Process may be modified in agreement with SO depending on issue addressed.