

# TEMPLE CHURCH SAFEGUARDING POLICY

## What to do if you are concerned about a child/adult at risk

A safeguarding concern is reported to or identified by someone within the organisation. Please remember that concern for the safety and wellbeing of the child/adult should remain uppermost at all times.

If you are approached by a child/adult at risk, with a disclosure that (s)he is being harmed or abused

Stay Calm

Do not promise to keep the information a secret

Don't question the individual except to clarify what they are saying

YES

Is the Child/Adult at immediate risk?

NO

If the person is at immediate risk of harm or needs medical attention, dial 999 to contact the emergency services and follow any advice given. As soon as possible, but within 24 hours, follow the recording and reporting steps on the right.

Inform the Safeguarding Officer  
Safeguarding@templechurch.com  
Tel: 07941 899539

The Safeguarding Officer will seek advice from the Diocese of London Safeguarding Team as necessary.

If an **URGENT / SERIOUS** safeguarding concern arises out of office hours and you are unable to speak to the Safeguarding Officer or the Diocesan Safeguarding Team, please contact the **ThirtyOneEight** helpline on 0303 003 1111

Report to Diocesan Safeguarding Team Telephone: 020 7932 1224  
email: [safeguarding@london.anglican.org](mailto:safeguarding@london.anglican.org)

Ensure that a written record of the concern is recorded and filed securely in the Church office by the Safeguarding Officer.

# TEMPLE CHURCH TRUST

## Safeguarding Policy for The Temple Church



### Safeguarding policy and procedures

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## Introduction

The Temple Church ('the Church') enjoys the legal status of a Royal Peculiar. Although it is situated within the Diocese of London the Temple Church falls outside the jurisdiction of a Bishop but in matters of safeguarding the Church follows the policy and procedures of the Diocese of London.

### ***The Temple Church***

The activities of the Church are overseen by the Temple Church Trust which is a limited company and registered as a charity by the Charity Commission in November 2023: Charity No. 1205712. The current entry in the Charity Commission Register for the Temple Church Trust will be updated as the transfer of functions to the Trust is complete.

The provision of worship, religious instruction, pastoral care and ministry is led by the Master of the Temple. The non-liturgical work of the Church is led by the Chief Executive of the Temple Church ('the Chief Executive') who reports to the Temple Church Trustees ('the Trustees').

The Music Department of the Church is led by the Director of Music and supported by the Organist. They are supported by the Music Administrator, who is also the Church Safeguarding Officer, and by the Head of Choral Education and Outreach, freelance Singing Teachers and occasionally Visiting Tutors. There are two employed chaperones.

The Clergy are supported by the Church Administrator, the Verger, the Front of House and Volunteer Manager and a team of welcomers and volunteers.

The Temple Church Office is situated at:

1 Inner Temple Lane  
Temple  
London EC4Y 1AF  
T: + 44 (0)20 7353 8559  
W: [www.templechurch.com](http://www.templechurch.com)

The Church Office is co-located with the office of the ***Temple Music Foundation***, a registered charity No. 1095141, which is a separate organisation with its own governance arrangements, trustees and volunteers. It runs an established and acclaimed programme of choral and chamber concerts (often held in Church) as well as song recitals, organ recitals and occasional staged performances of dramatic works and operas. When it arranges concerts and events in the Church, the Temple Music Foundation follows the Church's policy and procedures for safeguarding.

As a place of worship, the Temple Church is open to all. Anyone may attend the Church's services. The Church takes seriously its responsibility to protect and safeguard the welfare of all who are involved in any church activity, in particular children, young people and adults at risk of harm. The Safeguarding Policy and Procedures which follow set out the roles, responsibilities and standards we aim to uphold.

The Trustees are committed to the promotion and protection of the welfare of all who are involved with the Temple Church. The Trustees require the Church's staff and volunteers to share this commitment. Safeguarding is everyone's responsibility and everyone has the right to protection from abuse regardless of their age, sex, race or ethnicity, disability, sexuality, religion or belief.

The Church's Safeguarding policy and procedures follow the Church of England's National Practice Guidance and the Diocese of London's *Promoting a Safer Diocese: A Safeguarding Policy for the Diocese of London*: [Diocese-of-London-Safeguarding-policy.pdf \(anglican.org\)](https://www.anglican.org/dioceses-and-diocesan-equivalents/diocese-of-london/safeguarding-policy)

The Temple Church Choir consists of up to 20 boy and girl choristers and probationers, aged between 8 and 14, and up to 12 professional adult singers joining them each time they perform. These adult singers, together with up to 4 adult sopranos, form the Temple Singers who alternate with the Temple Church Choir at services in the Church. Under the choral scholar programme, the Temple Singers are sometimes augmented by up to 4 adult choral scholars.

Both choirs participate in regular Sunday morning services of Choral Mattins and Choral Communion and in services of Choral Evensong held on Wednesday during the legal terms. The choristers attend rehearsals in the Church after school from 4.30-6.00 pm on a Monday, Wednesday, Thursday and Friday, and on Sunday mornings.

In addition, both choirs may participate in concerts, both at the Church and at external venues.

The music department also runs a youth choir of members aged 14-21, on a project basis, usually 1-3 per year who will also be cared for under the terms of this policy.

The music department runs a programme of outreach activities in London schools, culminating in group visits to the church. These are organised by close liaison between school staff and the music department, adhering to the practices set out in this document.

### ***Definition of terms***

For the purposes of this Safeguarding policy and the related procedures the terms below are defined as follows:

- 'Choir' means the Temple Church Choir comprising choristers, choral scholars and adult members unless the context otherwise requires
- 'Church' denotes the Temple Church Trustees, staff and volunteers
- 'Trustees' refers, in the plural or singular, to Trustees of the Temple Church Trust
- 'Chief Executive' refers to the Chief Executive of the Temple Church Trust
- 'Child' and 'young person', whether singular or plural, refer to those under the age of 18 years of age
- 'Child abuse' refers to any of the recognised forms of abuse – physical, emotional, neglect, sexual abuse, child sexual exploitation or neglect
- 'Adult at risk' refers to a person aged 18 or over who has a substantial learning or physical disability, a physical or mental illness or disorder (including an addiction to drugs or alcohol) or a significant reduction in mental or physical capacity
- 'Adult abuse' refers to any of the recognised forms of abuse – physical, sexual, psychological/ emotional, financial/ material, neglect and acts of omission, domestic abuse
- 'Other forms of abuse' includes, but is not limited to, institutional, spiritual, human trafficking and modern slavery
- 'Safeguarding' refers to measures to protect the health, well-being and human rights of individuals which allow people (especially children and young people) to live free from abuse, harm and neglect
- 'Allegation' where it is alleged that a person who works with children / adults at risk has:
  - Behaved in a way that has harmed or may have harmed a child / adult at risk
  - Possibly committed a criminal offence against or related to a child / adult at risk
  - Behaved towards a child / adult at risk in a way that indicates they may pose a risk to children

- 'Concern' relates to:
  - The welfare of a child, young person or adult at risk of harm, including that they are suffering or are likely to suffer harm in a context outside the Church, whether at home or otherwise
  - The behaviour of an individual who is associated with the Church towards a child that does not meet the threshold of an allegation

## Safeguarding policy

### Introduction

The Temple Church staff will take all reasonable measures to ensure that the risk of harm both to children and young people as well as adults at risk is minimised. The Church strives to create and maintain an environment that is safe for all.

The Church will enable and ensure safe recruitment and practice and support all those within the Church with any responsibility related to children, young people and adults at risk.

The Church recognises that concerns or allegations about breach of safeguarding must be taken seriously and responded to promptly and appropriately, working in partnership with appropriate external agencies.

Annex 1 provides some general guidance about the ***signs and symptoms of abuse*** of children, young people and adults at risk.

Any member of the Church staff or volunteer might be approached by any child or adult at risk at any time. The ***response should be sensitive and follow the guidelines which appear in Annex 2*** which also provides guidance on basic 'dos' and 'don'ts'.

Adult singers, staff of the Church and volunteers should not give personal information about themselves to individual children and young people who participate in church activities. They should not offer personal friendship to these individuals and should avoid situations where they are alone with one or more of them.

Church staff, singing teachers and adult members of the Choir should be alert to the signs of child abuse and should understand that some children have difficulty in reporting matters which are troubling them. If any adult member of the Choir, singing teacher or Church staff has any concerns about the welfare of a child or young person they should report their concern to the Safeguarding Officer or one of the Chaperones immediately.

Church staff have an important role to play in supporting the ***mental health and well-being*** of children, young people and adults at risk. Mental health problems can in some cases be an indicator that a child has suffered, or is at risk of suffering abuse, neglect or exploitation. Concerns about a child's mental health should be reported to the Safeguarding Officer.

### Scope of the Safeguarding Policy

The Safeguarding policy applies to anyone associated with or involved in the activities of the Church, whether engaged with it as Trustees, or staff employed by the Inns (including self-employed personnel such as singing teachers) or contractors involved in repair and maintenance work or the provision of catering services, or volunteers. All are required to familiarise themselves with the Church's Safeguarding policy and related procedures and to comply with them. The policy and procedures apply to activities of the Church which are conducted 'off-site' (such as when the Choir is on tour), subject to amendment to address

specific risks which have been identified in a risk assessment and the particular requirements of a tour.

This policy also applies to children and young persons who are visiting the Church, as a visiting choir or other musical group, for example, as part of outreach activities involving or taking place at the Church.

It shall be a condition of the terms of **hire of the Church** to any person or organisation responsible for an event which takes place in the Church that there is a comparable safeguarding policy and procedure as appropriate, as determined by the Verger of the Church in consultation with the Safeguarding Officer.

Contractors and Inns' staff must complete **maintenance and repair work** which requires access to the Church or vestries before rehearsals commence. The Verger (and Safeguarding Officer as necessary) should be consulted in advance about the scheduling of such work.

No staff involved in catered events in the Church or nearby (such as the Master of the Temple's Garden) may enter the Church or vestries during choir rehearsals between 4-6pm on weekdays during the legal terms without the permission and guidance of the Verger (and Safeguarding Officer as necessary).

## **Roles and responsibilities**

While 'safeguarding is everyone's responsibility' and therefore everyone involved with the Church should be encouraged to be mindful of safeguarding across the whole organisation and to take action should a concern arise, certain specific roles and responsibilities arise as follows.

### ***Trustees***

Ultimate responsibility for Safeguarding within the Church rests with the **Temple Church Trustees**. They have an essential role in setting the safeguarding aims and objectives and devising strategy.

The Trustees have appointed a **Lead Safeguarding Trustee** whose responsibility is to provide oversight and direction to the work of the Safeguarding Co-ordination Team and ensure that:

- the Safeguarding Policy and Procedure are up to date
- training is up to date and records are maintained
- reported issues are acted upon in accordance with the Safeguarding Procedure
- professional agencies are informed if a safeguarding risk or child protection need arises
- report any person who leaves or is dismissed from the Church as a result of a breach of the Safeguarding policy to the Disclosure and Barring Service (DBS) and other authorities as necessary or required by law

The Trustees will carry out periodic reviews of safeguarding policies, procedures and practice and ensure that such policies and procedures are put into practice and are responsive to change, and reviewed and updated as necessary. Before any recommendations for change are made, the Safeguarding Officer should consult the Diocesan Safeguarding Team. The Trustees are required to fulfil the necessary training requirements.

### ***Chair of the Trustees***

The Chair of the Trustees will ensure that safeguarding is an item on the agenda of each meeting of the Trustees and that the Trustees fulfil their responsibilities in relation to safeguarding.

### ***Safeguarding Co-ordination Team***

The Safeguarding Co-ordination Team is appointed by the Trustees to model and advise on safeguarding best practice and sustain a culture of positive safeguarding in all activities of the Church. It comprises the Lead Safeguarding Trustee (who chairs the group, as agreed by the Trustees), the Master of the Temple, the Chief Executive of the Temple Church Trust and the Safeguarding Officer.

### ***Safeguarding Officer***

The Safeguarding Officer is responsible for the day-to-day management and administration of all aspects of safeguarding at the Church.

The Safeguarding Officer is responsible for ensuring that all the Trustees, Clergy, Director of Music, Organist, Head of Choral Education and Outreach, Chaperones, freelance singing teachers, Church Administrator, Verger, Front of House Manager, Welcome Desk staff and volunteers are DBS-compliant and satisfy the appropriate training requirements (including refresher training, at three yearly intervals) specified by the Diocese of London, and that records are maintained and stored securely in the Church Office.

If activities of the Church are planned to occur 'off-site' (for example on a Choir tour or at an external concert venue) the Safeguarding Officer is responsible for preparing, on a case-by-case basis, a risk assessment and will propose any amendments to the Safeguarding policy and procedures that may be necessary or desirable to address risks and / or particular requirements, subject to the approval of the Lead Safeguarding Trustee.

### **Trustees, staff, and volunteers must immediately refer any concerns or allegations about a child, young person or adult at risk to the Safeguarding Officer**

If any concerns relate to the Safeguarding Officer they must be referred directly to the Safeguarding Lead Trustee.

The Safeguarding Officer is responsible for arranging criminal record checks, confidential Self-Declarations and training where necessary or appropriate.

The Safeguarding Officer will report to the Trustees through the Safeguarding Lead Trustee by providing a regular report on safeguarding matters and attend meetings of the Trustees from time to time as directed.

### ***Chaperones***

The role of the Chaperone is to monitor the safeguarding and wellbeing of the children and young people in their care while they are engaged in church activities and while they are in or near the Church (including the churchyard on the north side of the Church). The Chaperone is required to attend a training course in safeguarding approved by the Diocese of London and to attend refresher courses recommended by the Diocese.

At least one chaperone is required to be in attendance at all times when choristers are required to be involved with Church activities, with a second chaperone present at all services and

concerts. If, exceptionally, a paid chaperone is unavailable a chorister parent with full Disclosure and Barring Service (DBS) check may take their place.

The Chaperones report to the Director of Music and to the Music Administrator.

## **Recruitment**

Advertisements for the recruitment of staff by the Temple Church make clear that the post will involve working with or in the company of children and young people and that an enhanced DBS check will be required of new members of staff as well as self-employed singing teachers, and that a candidate's suitability for working with or in the company of young people is satisfactory.

## **Safeguarding Procedures**

All concerns about the welfare of a child or young person or allegations about the behaviour of anyone associated with the Church towards a child, young person or adult at risk must be reported to the Safeguarding Officer immediately.

**The contact details for the Safeguarding Officer are:**

**E:** [safeguarding@templechurch.com](mailto:safeguarding@templechurch.com)

**or 07941 899 539**

The person reporting must make a clear note of the facts concerning the matter, preferably using the Safeguarding Incident Report Form (Annex 3) and within 24 hours of the relevant matter occurring.

## **EMERGENCY CASES**

**If you believe a child or young person is in immediate danger or is at risk of harm, contact:**

**The Police** (Telephone: 999) straightaway; or

**Diocese of London's Safeguarding Team** who can be contacted Monday to Friday, 9am to 5pm

Email: [safeguarding@london.anglican.org](mailto:safeguarding@london.anglican.org)

Telephone: 020 7932 1224

**Out of hours advice** can be sought from **Thirtyone:eight** helpline Telephone: 0303 003 1111 selecting option 2: [Safeguarding Helpline \(thirtyoneeight.org\)](http://thirtyoneeight.org)

Thirtyone:eight works in close partnership with the Diocesan Safeguarding Team which receives notification of any advice given by Thirtyone:eight.

If such an emergency referral is made the Safeguarding Officer should be informed as soon as possible. The Safeguarding Officer will inform the Safeguarding Lead Trustee in writing, with a recommended course of action, having sought advice from the Diocesan Safeguarding Team.

## **NON-EMERGENCY CASES**

In **non-emergency cases** the Safeguarding Officer will determine the appropriate course of action. In most cases which warrant a further opinion or action this is likely to involve obtaining the advice of the **Diocesan Safeguarding Adviser** and/ or liaison with relevant external agencies.

In the absence at the relevant time of the Safeguarding Officer, or if it is not possible to contact the Safeguarding Officer, a concern should be referred to the Diocesan Safeguarding Team and the Lead Safeguarding Trustee of the Temple Church should be notified.

In the event of a member of staff of the Church resigns or is dismissed on safeguarding concerns, the Safeguarding Officer must be informed and a referral made to the Disclosure and Barring Service (DBS) as well as any other relevant professional body.

If a parent or guardian wishes to **make a complaint** about the way in which a child, young person or adult at risk for whom they are responsible has been handled by staff or volunteers of the Church, they should put the complaint in writing to the Safeguarding Officer. If they remain dissatisfied with the response, they may refer the matter to the Lead Safeguarding Trustee for further consideration.

Details of any safeguarding **concerns or allegations should be recorded in notes** which should be passed to the Safeguarding Officer within 24 hours of a complaint or allegation being made. The Safeguarding Officer is responsible for ensuring that all records are retained in accordance with the Church's data protection policy and GDPR requirements.

Where possible, the **Safeguarding Incident Report Form** (Annex 3) should be used.

### **Media consent**

The Safeguarding Officer will send the parents of guardians of choristers and young members of the Choir when they join as probationers a media consent form seeking their permission for photographs or film to be taken and used for the purpose of publicising the activities of the Choir. They will also be asked to give their permission for services which feature the Choir to be streamed online. Photographs or film of visiting children will only be taken or published of those children whose parents or guardians have consented.

### **Social media**

No member of the Church staff, trustee or volunteer should interact with any on social networking sites or give their personal email address to any chorister.

### **Confidentiality**

Absolute confidentiality should not be offered nor promised in a safeguarding context. Guarantees may be given that information made in a disclosure will be shared only on a need-to-know basis and sufficient to ensure that appropriate action is taken to safeguard a child, young person or adult at risk.

### **Dissemination of policy and procedures**

The Church's Safeguarding policy and procedures are available on the Church website ([www.templechurch.com](http://www.templechurch.com)). They are copied to each of the following:

- Temple Church Trustees
- The Master of the Temple
- Director of Music
- Organist
- Verger
- Head of Choral Education and Outreach
- Safeguarding Officer
- Chaperones

Church Administrator  
Front of House Manager and Volunteer Manager  
Chief Executive of the Temple Church Trust  
Temple Singers  
Choral Scholars  
Parents or Guardians of Choristers  
Singing Teachers  
Visiting Tutors  
Welcome Desk staff  
Church volunteers  
Director of Properties & Surveyor, Inner Temple  
Director of Estates and Surveyor to the Middle Temple  
Chief Executive, Temple Music Foundation  
Hirers (on a case by case-by-case basis)

They are expected to familiarise themselves with their respective roles and responsibilities including any updates and amendments that may be made.

The Director of Music will draw the Church Safeguarding policy and procedures to the attention of choristers' parents or guardians. The existence of the Safeguarding policy and procedures does not constitute a substitute for parental authority.

### **Record keeping**

The Temple Church Office will maintain a secure safeguarding file with copies of:

- All DBS checks carried out in accordance with the Safeguarding policy and procedures
- Records of Safeguarding courses attended by members of the Church staff and freelance singing teachers
- Records of the distribution of copies of the Safeguarding policy and procedures to all those to whom it is required to be distributed
- Records of any amendments to the Safeguarding policy and procedures for off-site Church activities (such as choir tours or recording sessions at external venues)
- Written records of any safeguarding concern or complaint

### **Safeguarding notices**

Links to the Safeguarding policy and procedures, and contact details of key personnel, are provided on the introductory page of the Church's website which is accessed from the home page: [www.templechurch.org.uk](http://www.templechurch.org.uk) and will be communicated in the Church on noticeboards in the Choir Vestry as well as on a noticeboard which may be viewed by members of the public (in the South Porch) or just inside the Church by the South Door, with photographs and contact details of key safeguarding personnel which are updated as necessary.

**Key safeguarding personnel**

Safeguarding Officer  
Susan Keeling  
[safeguarding@templechurch.com](mailto:safeguarding@templechurch.com) / [susan@templechurch.com](mailto:susan@templechurch.com)  
07941 899539

Lead Safeguarding Trustee  
John Clifford  
[jdc2272@yahoo.co.uk](mailto:jdc2272@yahoo.co.uk)

Chief Executive, Temple Church Trust  
Paul Cutts  
[paul@templechurch.com](mailto:paul@templechurch.com)  
07549 611848

### Signs and symptoms of abuse

This list is intended to provide general guidance. The presence of one or more factors does not necessarily prove that abuse has occurred. However it may indicate that investigation should take place.

- Unexplained delay in seeking treatment which is needed
- Incompatible explanations
- Constant minor injuries
- Unexplained bruising:
  - Bruise marks in or around the mouth
  - Black eyes, especially if both eyes are black and there are no marks to forehead or nose
  - Grasp marks
  - Finger marks
  - Bruising of the ears
  - Linear bruising (particular buttocks or back)
  - Differing age bruising
- Bite marks
- Burns and scalds
- Cigarette burns
- General physical disability
- Unresponsiveness in the child
- Soiling and wetting
- Change in behavioural patterns
- 'Frozen' look
- Attention seeking
- Apprehension
- Anti-social behaviour
- Unkempt appearance
- Sexually precocious behaviour
- Sexualised drawings and play
- Poor self esteem
- Self-mutilation
- Withdrawal
- Running away
- Difficulty in forming relationships
- Confusing affectional displays

### **Guidelines for working with children or adults at risk**

This section is intended to provide guidance for all working at the Church with children or adults at risk. The aim is to protect them from harm and danger whether physical or emotional.

- First Aid Kits are available to render assistance should a child or adult become ill in the Choristers' Vestry and the Verger's Vestry. Notices listing those trained in 'Emergency First Aid at Work' are also in these locations
- No child or adult at risk should be refused leave to use the toilet or be ignored if they complain of being unwell. Adequate time is given to use the toilet, in the separate toilets which are available for boys/girls and men/ women, before all choral requirements
- Any physical contact with children or adults at risk can be subject to misinterpretation or even malicious allegations. The best advice is to avoid touching children or adults at risk and, when touching is involved, to demonstrate strategies through demonstration and modelling. When physical contact is made with children or vulnerable adults this should be in response to their needs at the time, of limited duration and appropriate
- There must be no physical punishment
- All children and adults at risk should be treated with respect and dignity
- Children and adults at risk should never be ridiculed or bullied.
- Neither children nor adults at risk should be asked to do anything/ perform beyond their capacity or aptitude. In setting challenges for the choristers to perform a professional judgement should always be applied to ensure that the tasks are reasonable and that they have been adequately prepared
- Care should be taken to identify those who are at risk, uncertain or unsure of themselves so that their confidence is not further diminished
- Victimisation and intimidation is never acceptable
- Adults should only drink alcohol in moderation in the presence of children; however, no adult with pastoral responsibility for choristers during a tour is permitted to consume alcohol

### **Basic dos and don'ts**

If a child or adult at risk chooses to tell you what is happening to them it is important that the response is appropriate. The basic 'do's' and 'don'ts' are:

- Don't stop a child or adult at risk who wants to talk and is freely recording significant events
- Don't appear to panic
- Don't make false promises
- Don't appear shocked or angry
- Don't make it difficult for the child or adult at risk to talk. Don't question the child or adult at risk except for clarification. Do not ask leading questions that might give your own idea of what might have happened (eg. "Did he do X to you?") just ask "What do you want to tell me?" or "Is there anything else you want to say?"
- Don't make snap judgments
- Don't promise to keep information secret
- Do listen to the child or adult at risk rather than directly question him or her
- Do listen quietly but actively, give your undivided attention and allow silence
- Do encourage him or her to use their own language and use it yourself in replying
- Do reassure the child or adult at risk that they were right to tell you

- Do explain sensitively that you have to pass on the information to whom and what will happen, but that the matter will only be revealed to people who need to know about it
- Do record what has been said, in the actual words, at the time if possible or, if not, immediately afterwards. If you can write brief notes of what they are telling you while they are speaking and keep your original notes (it's what you wrote at the time that may be important later, not a tidier or improved version that you have written up. Take care to record the setting and personnel present the same day
- Do pass the information on to the Safeguarding Officer on the same day
- Do make it clear you will need to speak to someone in authority

All staff will be issued with a credit card-sized aide memoire as a quick/ handy reminder of who to contact if concerned about a child or adult at risk. The card will also remind the reader of the whereabouts of the Safeguarding policy and procedure document.

**Safeguarding Incident Form**

<b>NAME OF PERSON COMPLETING THIS REPORT:</b>	
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This report should be completed immediately following any incident which raises any concern about possible abuse (e.g. on observation of an unexplained/suspicious injury or following something said by a child or adult at risk which causes concern). The member of staff or person most directly involved should complete it. Care must be taken to record the information accurately and confidentially. This form must be passed as soon as possible to the Safeguarding Officer.

<b>DETAILS OF INCIDENT</b>	
Name of child/adult at risk	
Date of Birth	
Place where incident/observation of injury/disclosure occurred	
Adults/Children Present	
Date	
Time	

<p>Record here EXACTLY what you saw or heard, including actual site of any injury (e.g. upper right arm), size/colour of bruising etc. or an exact record (as far as possible) of anything said to you by the child or adult at risk. Record also any relevant comments made by you (avoid asking any more questions than are necessary to clarify any uncertainties.) Attach an additional sheet of paper if required.</p>

Signature:

## **Online Safety Guidance from Ofcom**

Accompanying Temple Church Trust's Safeguarding Policy and Code of Conduct

**Last updated:** 1 July 2024

The Online Safety Act makes businesses, and anyone else who operates a wide range of online services, legally responsible for keeping people (especially children) in the UK safe online.

### **To whom do the rules apply?**

The rules apply to services made available over the internet (or 'online services'). This might be a website, app or another type of platform. If your charity or business provides an online service, then the rules might apply to you. Specifically, the rules cover services where:

- people can create and share content, or interact with each other (the Act calls these 'user-to-user services')
- people can search other websites or databases ('search services') or
- you or your business publish or display pornographic content

To give only a few examples, a 'user-to-user' service could be:

- a social media site or app
- a photo- or video-sharing service
- a chat or instant messaging service, like a dating app, or
- an online or mobile gaming service

The rules apply to organisations big and small, from large and well-resourced companies to exceedingly small 'micro-businesses'. They also apply to individuals who run an online service. It does not matter where you or your business is based. The new rules will apply to you (or your business) if the service you provide has a significant number of users in the UK, or if the UK is a target market.

### **You need to assess and manage risks to people's online safety**

If the rules apply to your service, then Ofcom will expect you to make sure that the steps you take to keep people in the UK safe are good enough. Most of the rules have yet to come into force – Ofcom is taking a phased approach and expects the first new duties to take effect at the end of 2024. While the precise duties vary from service to service, most businesses will need to:

- assess the risk of harm from illegal content
- assess the particular risk of harm to children from harmful content (if children are likely to use your service)
- take effective steps to manage and mitigate the risks you identify in these assessments – we will publish codes of practice you can follow to do this
- in your terms of service, clearly explain how you will protect users
- make it easy for users to report illegal content and content harmful to children
- make it easy for users to complain, including when they think their post has been unfairly removed or account blocked; and consider the importance of protecting freedom of expression

## **Temple Church Trust (TCT) social media guidelines: implied consent for use of audio, video or photographic content**

Artists and audiences paid for or paying to participate in TCT activities (tours, events, streamed services and performances) are deemed to have given consent to use their images for marketing, communications and fundraising purposes. Such implied consent should be stated in online booking information and on our website.

An important exception is in the case of choristers and choral scholars, where media consent is specifically sought from parents/guardians (see p9 of this Safeguarding at a Glance document).

### **Addressing online abuse**

Staff, tutors and volunteers representing TCT are expected to abide by the charity's Code of Conduct in physical and digital realms. Online activity considered by trustees to be abusive (defined as the use of technologies to bully, harass, stalk or intimidate), a breach of the Code of Conduct or that brings the charity into disrepute will be dealt with according to the procedures laid out in the Temple Church Trust Code of Conduct. This includes but is not limited to verbal or written censure, formal disciplinary action, removal from board positions and removal from employment. Activity discovered to be criminal will be reported to relevant diocesan, civil and criminal authorities.

Original Policy Approved by the Temple Church Trust Board  
of Trustees on: 15 July 2024

Revised Policy approved on 13 October 2025

Trustee with lead responsibility for this policy: John Clifford