

PCUK Safeguarding Policy



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1. Introduction

The purpose of this policy is to ensure that good practice is followed within Police Chaplaincy UK (PCUK) with respect to safeguarding of children, young adults and vulnerable adults. Police chaplains often work with adults at vulnerable and difficult times in their lives but they may also engage with children and young adults on occasion such as police cadets and events. This safeguarding policy details the responsibilities of PCUK to protect children and vulnerable adults, the promotion of a safer working environment and how to report a safeguarding concern. The policy also provides stakeholders and the public with PCUK's overarching principles that guide our approach to safeguarding.

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all of our beneficiaries, staff and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.
- No one should be discriminated against no matter their race, age, culture, sexuality, gender, marital status, pregnancy, or disability.

The Board of PCUK share overall responsibility for safeguarding in line with the Charity Commission's guidance on 'safeguarding and protecting people and the '10 actions trustee boards need to take to ensure good safeguarding

2. Scope

- All members of PCUK are required to adhere this policy. This policy would also apply to 'staff' i.e. any volunteers, employees, auditors, contractors and third-party representatives of our charity. It is the responsibility of the member who engaged such party(ies) to ensure any such party is trained in accordance with the good practice(s) for the role and/or task they are undertaking associated with this policy.
- Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work. These may, but are not limited to:
 - Other UK regulators, if applicable, such as Ofsted or CQC.
 - Other authorities, such as the DfES or NHS.

- The Board appoints a Designated Safeguarding Lead (DSL) which is not normally the Chair. The DSL oversees all aspects of safeguarding, including whistleblowing and Health & Safety at Work.
- PCUK follows: Working Together to Safeguard Children (2023) for England; the Care Act 2014 & Care and Support Statutory Guidance 2014 (esp. Ch.14) for adults and Safeguarding and Protecting people for Charities and Trustees (Charity Commission – 2022)
- PCUK recognises that members will primarily be active in their own Force settings and will fall under their local Safeguarding Policy and guidance as Police Service Volunteers or staff members.
- There will be occasions where PCUK events fall outside the purview of local force operations and as such this policy reflects and complements local force practice. PCUK DSL can provide guidance as to the scope and application of the policy to ensure that best safeguarding practice is followed in conjunction with the local Lead chaplain and/ or Chaplaincy Coordinator as appropriate.

3. Definitions

The following terms and abbreviations used throughout the policy as defines as follows:

AGM	Annual General Meeting
Board	PCUK board of trustees
Chair	Chairman of PCUK
DSL	Designated Safeguarding Lead (usually a trustee and approved by the Board). DSL has oversight of all aspects of safeguarding, including whistleblowing and Health & Safety at Work and reports to the board
GDPR	UK General Data Protection Regulations and Data Protection Act 2018
LADO	Local Authority Designated Officer
Member	A current member of PCUK
NCVO	National Council for Voluntary Organisations
Police Chaplaincy UK	PCUK
Staff	Any volunteers, employees, auditors, contractors and third-party representatives of our charity. For the purpose of this policy, they would follow the instructions as if a 'member'. (Refer to 2.1)
Trustee	A member of the Board of PCUK elected by the members of PCUK

4. Policy Statement

4.1. Board Safeguarding Responsibilities

Following Charity Commission's guidance on safeguarding the following are the trustees of the Board's responsibilities:

- Creating a culture of respect, in which everyone feel safe and able to speak up.
- An annual review of safety, with recommendations to the Board.

- Receiving regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- And ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- Ensuring that safeguarding requirements such as vetting and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Trustees are responsible for taking appropriate measures to safeguard all individuals who interact with the charity and may be held accountable by the Charity Commission should any failures occur.
- The board will appoint a Designated DSL (DSL) to manage day-to-day safeguarding and for governance oversight. The Board will ensure that the details of any new DSL is communicated to its members.
- The board will review safeguarding regularly, provide an annual report for the Annual General meeting (AGM) and ensure serious incidents are notified to the Charity Commission.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations including GDPR, including valid consent to use any imagery or video.
- Ensuring policy compliance to protect individuals, using secure systems, accounts, online channels, and safeguarding data integrity. This includes making staff, volunteers and others aware of:
 - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
 - The signs of potential abuse and how to report these.

5. Designated Safeguarding Lead's Responsibilities

The DSL manages the day-to-day running of safeguarding ensuring that the Board's responsibilities are being met. This includes all aspects of safeguarding, including whistleblowing, bullying and Health & Safety at Work. Additionally, the DSL will also:

- Act as first point of contact for reporting of safeguarding advice and reporting of safeguarding concerns

- Report regularly to the board on its safeguarding responsibilities to allow the Board to comply with the Charity's Commission's '10 actions trustee boards need to ensure good safeguarding governance'.
- Will assess whether a concern meets the Commission's Serious Incident criteria and, if so, report promptly via the Commission's online SIR portal. Incidents will also be reflected in the Charity Annual Return question on serious incidents. This decision would usually be done following a discussion with the Chair, the National Chaplain or trustees as appropriate.
- Where an allegation concerns someone who works with children, inform the Local Authority Designated Officer (LADO)
- Provide an annual report to the trustees on safeguarding and for the AGM.
- Maintain accurate records of safeguarding incidents, a central PCUK register of police chaplains no longer able to practice e.g. through loss of licence, a documented incidence which has lead to dismissal. All documents to be kept in a secure and confidential location in a separate area with restricted access and not available to all board members.

6. Members' Safeguarding Responsibilities

All members are responsible for safeguarding both in terms of their own work and within their working environment. This includes:

- Reading and complying with the PCUK safeguarding policy and being aware of the safeguarding principles and practices expected within their local force or organisation.
- Undertaking any training that is requested of them
- Be aware of safeguarding risks and signs of potential abuse
- Reporting of any safeguarding concerns in line with PCUK reporting policy and local force policy.
- Contributing and promoting to the safe work environment for all through creating a culture of respect and openness.
- Maintaining confidentiality in accordance with PCUK and local force requirements which relate to self-harm, harm of others or criminal activity.
- Handle personal data in accordance with PCUK Data Protection Policy
- Be responsible for their own and others' online safety through being mindful of communication, imagery and information given out online e.g. in social media posts and through good personal security of their own online accounts e.g. passwords, encryption.
- Members should be familiar with their local force's safeguarding reporting requirements
- Refrain from bullying and be willing to report bullying in the workplace. It can still be bullying even if the person/ group did not realise or intend to bully someone. Bullying is described as unwanted behaviour from one person/ group to another that is either
 - offensive, intimidating, malicious or insulting OR
 - an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone.
- Any conflicts or differences experienced between local force and PCUK policies, the DSL in conjunction with the local Lead Chaplain and/ or Chaplaincy Co-ordinator can provide advice.

7. Online Safeguarding

The Board will identify and manage online risks by ensuring:

- Members and staff understand how to keep themselves safe online e.g. through high privacy settings and password access to meetings
- The online services provided by PCUK are suitable for our users.
- The services PCUK use and/or provide are safe and in line with our policies and regulations
- Protect people's personal data through robust systems which will allow PCUK to be GDPR compliant
- Permission to display any images on PCUK website or social media accounts, including consent from an individual, parent, etc.
- Provide details how to report online safeguarding concerns to its members and staff. This policy can be followed for safeguarding concerns relating to members of PCUK, staff or associated third-parties or direct to a social media provider using their reporting process if with parties outside the policing context.

8. Safeguarding and Fundraising

- PCUK will ensure:
- Compliance with the Code of Fundraising Practice, including fundraising that involves children.
- Staff and volunteers are made aware of the Institute of Fundraising guidance on keeping fundraising safe and the National Council for Voluntary Organisations (NCVO) Guidance on vulnerable people and fundraising.
- PCUK fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- Donations are not solicited or accepted from anyone whom we know or think may not be competent to make their own decisions.
- Being attentive to any specific needs a donor might have that could affect their decision to give.

9. Procedures and Guidelines

9.1. Reporting of Safeguarding Concerns

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Safeguarding concerns should be reported as follows:

- Call 999 for a crime in progress or imminent risk to an individual
- For all other safeguarding concerns notify the DSL and follow the member's local force policy as applicable. If in doubt seek advice from the DSL and/ or National Chaplain.
- In the absence of the DSL, notify the National Police Chaplain, or in their absence a Trustee of the Board. If the member or staff feels unable to speak to the DSL and/ or the National

Police Chaplain, then contact should be made with a Trustee of the Board with whom they are comfortable to speak.

- Whichever reporting route is taken, all safeguarding concerns should be notified to the DSL to ensure that the correct actions have been taken, the Board are aware and notified to the Charity Commission if it meets their criteria of a serious incident.
- In the event the safeguarding concern is relating to the Chair who is currently appointed as the DSL, then the National Police Chaplain should be contacted. In their absence, contact should be made with a Trustee of the Board.

9.2. Details of Designated Safeguarding Lead and Reporting Process for Abuse

A statement in relation to the safeguarding principles of PCUK, the contact details of the DSL and the reporting process for abuse will be maintained on the website and on social media accounts.

9.3. Safeguarding Training

All members will be provided with the safeguarding policy which details their responsibilities for safeguarding and the method for reporting of safeguarding concerns.

Safeguarding is part of the induction course for new police chaplains to PCUK. Member(s) will be required undertake extra safeguarding training should the Board decide further safeguarding training is needed to meet its safeguarding responsibilities. Additionally, members are expected to have completed their local force's safeguarding training.

10. Compliance and Consequences

10.1. Failure in Safeguarding- the Board

Poor safeguarding practice can lead to harm of others and to the professionalism and reputation of PCUK, their local church and forces across the UK. In cases of a failure in safeguarding within PCUK, the Board will

- Investigate the circumstances of the incident, providing pastoral care for those affected and the person accused, working with the local forces, church denomination or other organisation(s) as appropriate.
- Review the circumstances which led to the failure in view of improvement to practice, and address policies and procedures accordingly
- Provide further training on safeguarding practices if required
- Determine the outcome for the person accused which may be further training, potential removal as a member/ as a Police Chaplain or criminal prosecution.

In a case where PCUK becomes aware of a safeguarding issue outside PCUK, the Board will discuss if any action needs to be taken, temporary or otherwise, to protect and ensure a safe working environment for all who come into contact with members of PCUK.

10.2. Failure in Safeguarding- the Member

It is incumbent of every member to comply with the safeguarding practice of PCUK and their local force at all times. Maintaining good safeguarding practice outside PCUK is encouraged in terms of always treating others with respect and protecting others from harm. Failure to do so may impact on a member's working position within PCUK temporarily or otherwise, within their church denomination and local force.

If a member is found to have demonstrated poor safeguarding practice, then specific safeguarding training may be required. For more serious incidents e.g. cases of abuse, this could lead to removal of being a member of PCUK and as such PCUK's endorsement of the member being able to safely fulfil their role of police chaplain. Other consequences potentially include an inability to hold a DBS, withdrawal of licenses for licensed ministers through their own church denomination and criminal proceedings.