

We, the Trustees of the Christian Dental Fellowship (CDF), are committed to safeguarding and protecting children, young people and vulnerable adults from harm.

We accept and recognise our responsibilities to develop an awareness of the issues that may cause children, young people and vulnerable adults harm.

We also recognise our duty to provide a safe environment for everyone.

We have a designated person, the Safeguarding Officer (SO), who is appointed by CDF Trustees, and is responsible for safeguarding within CDF. They report to the Trustees and undergo appropriate training.

We commit to taking any concern reported to us seriously and acting promptly in response to that concern.

Where CDF will come into contact with children, young people and vulnerable adults

As well as recognising the need to provide a safe environment for all members and activities we recognise a specific duty of care towards:

- Children, young people and vulnerable adults who attend our residential conference or regional group meetings
- Adults who attend our zoom meetings or access our pastoral care scheme

We recognise vulnerability can be permanent, for example children will always be classed as vulnerable. Vulnerability can also be temporary because of a sudden and significant change in circumstances.

Safer recruitment

The Trustees are committed to the safe recruitment of volunteers, mission partners and other associated workers, paid and unpaid (henceforth referred to as CDF Workers).

To meet these responsibilities the Trustees will;

- Have a clear understanding of the work that needs to be undertaken.
- Have a robust appointments process that includes both character and relevant background checks
- Review processes at appropriate intervals, at least annually.

Summary Code of Conduct for CDF Workers

The Trustees expect all CDF Workers to;

- Treat everyone with respect and kindness
- Attend/complete training as required and appropriate to their role
- Carry out their role to the best of their ability
- Report any safeguarding concerns disclosed about an incident, individual or in connection with a CDF worker, to the CDF Safeguarding Officer
- Not abuse their position within CDF for any dishonest gain, for example grooming or sexual exploitation.
- Inform them of any personal change in circumstances which might preclude the role

Ongoing support for CDF Workers

The Trustees will support CDF Workers by:

- Providing clear guidelines for any role, and ensure these are reviewed at timely intervals.
- Ensuring that those undertaking work for, or on behalf of, CDF receive or have received appropriate training.
- Ensuring pastoral support is available.
- Including Safeguarding as a standing item at CDF Council Meetings.
- Listening and taking seriously any concerns raised.
- Having processes for responding to, investigating concerns, and ensuring safeguarding issues are dealt with promptly, in confidence and keeping records.
- Review policies, processes and supporting documents at least annually.

Process for actioning concerns

- Contact/email: **Susie Matthew, CDF Safeguarding Officer** prayer@cdf-uk.org.
- If unavailable contact the CDF Safeguarding Subgroup via CDF Administrator cdfadmin@cdf-uk.org }
- Do not attempt to investigate yourself.
- Do make a written record of your concern.
- At Residential Conferences contact details for the Safeguarding Officer (or deputy) will be made available in written format to all delegates.

Further details of making a referral are in a separate document - *Making a Safeguarding Referral*.

This statement should be read in conjunction with other related CDF policies, for example Photography and Filming, and GDPR

Signed on behalf of CDF Trustees

Name Karen Paterson Signature *Karen Paterson* Date 09 / 19 / 2024