The Order of the Cross
Safeguarding Policy and Procedures
Version 1, March 2026

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1. Statement of Principles

Our ‘Aims and Ideals’ printed in every major publication and given to us by our founder the Reverand John Todd Ferrier call us all to endeavour to live a life of compassion, peace and spiritual aspiration. As such therefore, our aims ask us to live a life where abuse, neglect or harm to any individual or creature would be abhorrent. Our safeguarding policy therefore starts from the basis that all our Members will eschew causing harm of any kind and will at all times take the side of peace, kindness and compassion and will encourage any other who may listen to do the same.

2. Our approach to Safeguarding.

We expect everyone to conduct themselves to the highest standard as presented in our founder’s aims and ideals in as much as, individually, we are able. We will also encourage any we come into contact with to do likewise. At all times, we will deal with enquirers of our Message, visitors to our gatherings, professionals we hire and staff at venues we use, with the best of manners, the greatest of courtesy and the kindliest of demeaner.

We will not be blind to issues of the ‘real world’ if they intrude. Every one of us will remain vigilant to ensure that any abuse or discord is uncovered and not allowed to persist. We will be firm, thorough and un-biased in our approach and will inform the authorities if events require it. Where young children, young people, and any who are in other ways vulnerable, are concerned we will naturally increase our vigilance and care to ensure they are not in any way at risk.

3. Scope

These policies and guides will be an important item of regard for all officers of administration viz. Trustees, Area Clerks, Area representatives and those working on organising committees for gatherings. Our work, in major part, is the organisation of services and gatherings where our Members and other interested enquiring souls can come together for worship and for study of the teachings of our founder the Reverand John Todd Ferrier. Hence the scope of our policy and the procedures we describe cover the various gatherings we undertake and the interactions with such professionals and

staff we meet in the organisation and accomplishment of these events. Some of these events are specifically arranged to suit a younger audience.

It is evident that poor behaviour towards others such as abuse and exploitation can happen at any time or place and be perpetrated by anyone. We will be alert to any such behaviour happening during our events. But we also need to recognise that those who come to our events may exhibit symptoms of abuse or may disclose that they have suffered abuse, not connected to us. This disclosure needs to be treated, recorded and dealt with using the procedures we have in place.

4. Roles and responsibilities

The Order of the Cross is a loosely organised fellowship. As a charity and trust, there is a body of trustees who bear the legal responsibilities. To organise and bring our fellowship together we have Area Clerks and Area representatives. For specific gatherings we have organising committees.

The Trustees recognise their need to ensure that everyone is aware of each one's responsibility for the safety of all. The Area Clerks and Area representatives will all be made cognisant of their roles as protectors of safety. Organisers of gatherings will be made aware that any arrangements will include safeguarding procedures. To give these issues the importance they require, the Trustees appoint Lead Safeguarding Officers whose role is to ensure that safeguarding issues are dealt with.

Specific actions and responsibilities

4.1 The Trustees:

1. Will ensure safeguarding documentation is freely available.
2. Will ensure that the policies are reviewed annually to ensure they continue to be fit for purpose.
3. Will make reporting mechanisms easily accessible.
4. Will ensure that all trustee officers have a basic DBS check. (officers from outside the UK will have equivalent checks in their home country)
5. Will all have completed adult or children safeguarding training to at least a level 1.
6. Will keep a register of all Members who have undergone training and DBS checking.
7. Will ensure that training and DBS checks are reviewed and refreshed at least every 3 years.

8. Will appoint a specific safeguarding Lead (not necessarily a trustee) who will be trained to level 3.
9. Will appoint two trustees to act as officers with special responsibility and training in safeguarding both for adult and younger adults and children. (Level 3)
10. Will ensure that all incidents of concern be brought to the attention of the Trustees and considered.

4.2 Safeguarding officer(s)

1. Will attend appropriate training courses to keep knowledge current. (level3)
2. Make sure all key committee members are fully aware of the safeguarding policy and ensure everyone understands it's importance.
3. Review the policy annually.
4. Ensure every organising committee has at least one member who has attended training.
5. Ensure organisers and office bearers know and follow existing reporting systems.
6. Will make best efforts to ensure that all Members are aware of safeguarding issues and know where to find the appropriate documentation.
7. Report all safeguarding issues and report incidents to the Trustees.
8. Will make the trustees aware of any issue, even if not at the level of abuse and which might include verbal reports.

4.3 Area Clerks and area representatives, other committee members

1. Will be basic DBS checked
2. Will have been through basic safeguarding training to level 1.
3. Will have ready access to the safeguarding policies.
4. Will know the process to follow if issues are suspected.
5. Will ensure that every year committee members are reminded of the procedures for reporting incidents.

4.4 Organisers of Gatherings

1. Will appoint a safeguarding contact who will be DBS checked and level 1 trained, who may not be one of the Order's safeguarding officers, to act during the gathering.
2. Will liaise with the safeguarding officer for the venue if one is available.
3. Will follow all procedures laid down for gatherings (see sections 7 and 8).
4. Will have documentation and reporting forms available preferably in both paper and digital formats.

5. Recruitment to office

The Trustees need to be confident that everyone who is invited to hold office is suitable. It is deemed appropriate therefore that all Trustees, the Area Clerks and other committee members organising live gatherings will go through a basic legal check (DBS) and have level 1 training.

6. Safe use of IT.

The careless use of IT can lead to difficulties where information is exposed when it should not be. This can be due to security lapses, or it can be through ignorance of the mistakes which can cause private information to leak out. The policy here is to ensure that all private information is kept confidential and within suitably secure accounts and firewalls.

- No private information is to be shared except between those who are appropriate to share it.
- Only approved administrative IT staff will have access to the raw Membership data and have the permissions to alter it.
- All Members are to be made aware that exposing private email addresses such as in an email 'CC' list to the wider internet is hazardous as it can expose private email addresses without their owners permission.
- Any file sharing links on shared folders must be password protected and should have a date of termination.

7 Procedures

Here are the procedures to be followed, both in preparation for any significant event and the process to follow if any disclosure occurs or issue is suspected. These are available on the WWW and as a separate printable page.

7.1 For organisers of gatherings

1. A safeguarding contact will be designated to act during the gathering.
2. The gathering's safeguarding contact should link up with the Order's officers so all are aware of what is being planned.
3. Copies of all paperwork to be readily available to the safeguarding contact during the gathering.
4. Check that the reporting forms, in the Members area of the WWW under the link to the safeguarding policy, are available at the venue via the internet.

5. While planning the gathering, safeguarding issues will be considered.
6. A record that safeguarding issues have been considered will be written using the procedure on the 'Gathering check list form' which is available a separate document.
7. All committee documentation to be filed on the main Order's file sharing site.
8. A link up with the venue's safeguarding officer should be arranged if one is available.
9. An announcement will be made at the start of the gathering which names the safeguarding contact for the gathering.
10. Contact numbers for the Order's safeguarding officers will be made available to the committee and put on the record.
11. The safeguarding procedure check list will be completed and filed.
12. The safeguarding contact will make themselves aware of contacts to be used in any event of concern.

7.2 Reporting procedure in the event of an issue

Safeguarding is important and the trustees will support any report that is made even if it is verbal however lightweight it initially appears to be.

Procedure to follow in the event of a disclosure or allegation.

1. If any concerns arise, discuss these with the Order's safeguarding officers (the two trustee officers, or the main Lead).
2. Fill out a report form on the Order's WWW, it will automatically be sent to the Safeguarding officers. If the form was initially recorded on paper, it should be transcribed as soon as possible on to the WWW form.
3. If the incident is of sufficient concern that it needs to be reported to the local social services, or the police, inform them.
4. Inform the safeguarding official for the venue if available.
5. Await any official responses and follow their guidance.