

# **Kidderminster Evangelical Church**

## **Safeguarding Policy**

**October 2018  
(Review October 2019)**

# The Safeguarding Policy

## SECTION 1

### Details of the place of worship:

Kidderminster Evangelical Church

Address: Greatfield Road, Kidderminster, Worcestershire, DY11 6PP

Tel No: 01562 745737 Email address: admin@kidderminsterevangelicalchurch.org.uk

Membership of Denomination/Organisation: Fellowship of Independent Evangelical Churches (FIEC)

Charity Number: Excepted Charity as members of FIEC, awaiting registration as CIO

Company Number: N/A

Regulators details (if any) : N/A

#### Insurance Company

Insurance policies are brokered by Access Insurance Services, Selsdon House, 212-220 Addington Road, South Croydon, Surrey, CR2 8LD. The policies held are Employers Liability and Public/Product Liability provided through Congregational, a trading name of Integra Insurance Solutions Ltd, Currer House, Currer Street, Bradford, West Yorkshire, BD1 5BA.

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Kidderminster Evangelical Church is an independent church, affiliated to the FIEC and awaiting registration as a Charitable Incorporated Organisation (CIO,) owning its own premises on Greatfield Road, Kidderminster. The purposes of the Church are the advancement of the Christian faith in accordance with the Basis of Faith and such other charitable purposes as shall, in the opinion of the members of the Church in general meeting, put into practice the Christian faith in accordance with the Basis of Faith. In pursuit of these purposes the church holds meetings for people of all ages for the public worship of God as well as meetings for children and young people, including bible teaching and social activities. Bible teaching and social activities are also run by the church for adults at which some may be adults with care and support needs. In addition the church hosts meetings run by the Alzheimer's Society for people with dementia and their carers and some public activities in support of the local community.

## Introduction

The government and the public believe that all organisations working with young people and adults with care and support needs should have codes of conduct to protect both the worker and those in their care. It is therefore important that principles and clear parameters are established in relation to such work to protect all parties. It is also important that those in a position of trust have a clear understanding of the responsibility this carries and clear guidance to ensure they do not abuse their position. Whilst the church must pray for the protection and safety of those in their care and for the protection of leaders and workers from malicious and unfounded allegations, the leaders and workers themselves should take care not to put themselves in a position where such allegations of abuse could be made. Individuals need to be aware that they have a duty to raise concerns about any behaviour that may be harmful to young people or adults with care and support needs.

Parents entrust their children to the care of the Church and expect this to be a safe environment. In the New Testament, the Lord Jesus shows a deep concern for children and their care. (Matthew 18:5 - 6; Mark 10:16; Luke 18:15 - 16). Equally, families entrust adults with care and support needs to the care of the Church and they also expect this to be a safe environment. Jesus displayed great compassion for people in need and taught: "So in everything, do to others what you would have them do to you, for this sums up the law and the prophets, (Matthew 7 v 12) and "Love your neighbour as yourself" (Matthew 22 v 39).

## Our commitment

As a Leadership we therefore recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and appendices are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

## SECTION 2

# Recognising and responding appropriately to an allegation or suspicion of abuse

## Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our care we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

*1. States/Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy's appendices as set out below:

Definitions of abuse – see appendix 2

Signs and indicators of abuse – see appendix 3

How to respond to a child wishing to disclose abuse – see appendix 4 – Effective Listening

## Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and safeguarding training on a regular basis provided in-house by the Safeguarding Coordinator, who will undertake online training delivered by CCPAS.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The procedures below should be followed:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Catherine Mason (hereafter the "Safeguarding Co-ordinator") tel no: 07940 364120** who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Wana Turner (hereafter the "Deputy Safeguarding Co-ordinator") tel no: 07722 405175**. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number (office hours) is 01905 822666. The out of hours emergency number is 01905 768020

The local Adult Social Services office telephone number (office hours) is 01905 768053. The out of hours emergency number is 01905 768020

The Police Protection Team telephone number is 03003 333000. Out of hours call 101.

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding and a Designated Officer at the Local Authority (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere.)
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Detailed procedures where there is a concern about a child:**

#### **Allegations of physical injury, neglect or emotional abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.

- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

### **Detailed procedures where there is a concern that an adult is in need of protection:**

#### **Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse**

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact CCPAS and in discussion with them will consider appropriate action with regards to the scale of the concern.

### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with care and support needs. Where the Safeguarding Co-ordinator is liaising with a designated officer they will discuss with them about the need to refer to the DBS. If a designated officer is not involved, the Safeguarding Co-ordinator needs to contact the DBS if the situation is that the nature of concern leads the church to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

### **Allegations of abuse against a person who works with adults with care and support needs.**

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

## SECTION 3

# Prevention

## Safer recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

### Summary procedure for recruitment

The church meeting, on recommendation from the elders, is responsible for decisions regarding the appointment of workers to be employed in a paid capacity in accordance with the church handbook. The elders are responsible for the appointment of voluntary workers from among the church members to be involved in children's and youth work and adult activities.

Those being considered to work in a paid position within the church will be asked to declare whether they have a criminal record and this will be discussed at interview. Any offer of employment will be made subject to references and a disclosure and barring check.

Those being considered by the elders to work in a voluntary capacity with children and young people or with adults with care and support needs will be subject to disclosure and barring checks. References may also be taken up, particularly if the person has not been known within the congregation of the church for at least three years.

The elders may approve members of the congregation to work in a voluntary capacity with children and young people or with adults with care and support needs under supervision in order to test out their gifts and suitability for the work for a period of up to one year.

## **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. (See appendix 5)

A named pastor or elder will be appointed from the Leadership of the church to take responsibility for the oversight of all children's and youth activities run by the church. Where possible this person should not be directly involved in day to day leadership and management of children's or youth activities in the church. Also a named pastor or elder will be appointed from the Leadership to take responsibility for the oversight of adult activities run by the church where adults with care and support needs are involved in the activities.

A named church member will be appointed by the elders of the church to be responsible for all aspects of leading and managing workers and meetings for each regular children's and youth activity run by the church and for each adult activity.

## **SECTION 4**

# **Pastoral Care**

## **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the church. This care and support within the church will be provided by a pastor or elder of the church or someone nominated by the Leadership. Where appropriate the Leadership may advise a person being supported on the use of external counselling agencies.

## **Working with offenders**

The church is willing to consider ex-offenders to work in paid employment or in a voluntary capacity.

The church may decide not to offer paid employment or work in a voluntary capacity that relates to working with children and young people to someone who has received a caution, reprimand, final warning or conviction or who has a pending prosecution for child abuse, violence, indecency and any sexual offence. The nature and timing of the offence will be considered and the risks assessed. Where the person involved is a church member ongoing pastoral care and support will be offered whatever the decision.

When someone attending the church is known to have abused children, or is known to be a risk to adults with care and support needs, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep.

When people seek to become members of the church the church's concern for the safety and protection of all children and young people and adults with care and support needs who attend church activities will be emphasised and people will be encouraged to discuss if they have a criminal record involving the abuse of children or adults or if this is a particular area of temptation for them so that appropriate pastoral care may be given and boundaries agreed. CCPAS pioneered the use of contracts with sex offenders in faith communities. Should the need arise we will refer to these documents for guidance.

## SECTION 5

# Practice Guidelines

As a church working with children, young people and adults with care and support needs we wish to operate and promote good working practice as outlined in our code of conduct. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

### **General**

As a church working with children, young people and adults with care and support needs we wish to operate and promote good working practice as outlined in our code of conduct (See Appendix 5). This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

These safe practice guidelines are drawn up to protect BOTH leaders/workers and children, young people or adults with care and support needs in the life of the church.

Relationships between group leaders and workers and the children, young people and adults with care and support needs within their group take many different forms, but all of them can be described as 'relationships of trust'. The leader/worker is someone in whom the child, young person or adult with care and support needs has placed a degree of trust. The trust may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader/worker, who is in a position of power and influence over the child, young person or adult with care and support needs. It is important for all those in positions of trust to understand the power and influence this can give them over those they care for and thus the responsibility they must exercise as a consequence of this relationship. It is now acknowledged that the imbalance of power means that it is wrong for a leader/worker to develop a romantic relationship with a young person over the age of consent but under 18 years of age or an adult with care and support needs.

### **The Church should ensure that:**

As far as possible a leader or worker is not alone with a child or adult with care and support needs where they cannot be observed. On Church premises, this may mean leaving doors open, or two groups working in the same room.

In situations with a child, young person or adult with care and support needs where privacy and confidentiality are important, try to make sure that another adult knows the interview is taking place and with whom. If possible, another adult should be in the building, and the child, young person or adult with care and support needs should know they are there.

In-depth conversations should always be carried out by someone of the same sex as the child, young person or adult with care and support needs or with someone of the same sex present. Remember that someone else may misinterpret certain actions no matter how well intentioned.

**Group leaders and workers should:**

1. Treat all children, young people and adults with care and support needs with respect and dignity befitting their age: watch language, tone of voice, physical proximity.
2. Learn to control and discipline children and young people without using physical punishment.
3. Make sure another person is present in 'high risk situations' e.g. when a child has soiled their clothes and needs to be thoroughly washed.
4. Respect a child's, young person's and adult with care a support needs right to privacy and provide access for them to talk to others about concerns they may have.

**Group leaders and workers should not:**

1. Invade the privacy of a child, young person or adult with care and support needs in a manner inappropriate to their age and abilities;
2. Play physically rough or sexually provocative games;
3. Make sexually suggestive comments about or to a child, young person or adult with care and support needs, even in 'fun';
4. Engage in inappropriate and intrusive touching of any form;
5. Permit any scapegoating, ridiculing, or rejecting a child, young person or adult with care and support needs;
6. Permit children, young people or adults with care and support needs to involve you in excessive attention seeking that is overtly sexual or physical in nature;
7. Invite a child, young person to your home alone, (in the case of adults with care and support needs careful thought and advice from church leaders should be sought before inviting them to your home alone);
8. Give lifts to children or young people on their own. Normally a male and female adult should be present in the car. If they are alone, insist that the child(ren) sit(s) in the rear of the car. Transportation must be in line with current regulations for child seating and should be arranged only with the knowledge of the Leaders, and have Parental approval, except in emergency;
9. In some circumstances it may be unwise to give a lift to a particular child, young person or adult with care and support needs on their own. It is good practice to arrange for a different child to be the last dropped home on each occasion.
10. Share the same room or tent with children or young people if you take a group away.
11. Permit abusive activities (e.g. initiation ceremonies, bullying, etc.).
12. Jump to conclusions about others without checking the facts.
13. Show favouritism to any individual.

**Good Practice With Colleagues.**

If you see another worker acting in a way that might be misconstrued, be prepared to speak to them or the group leader about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss appropriate attitudes

and behaviour. These measures will also protect workers from false accusation. Do not just rely on your good name to protect you or believe that you will never be accused of improper conduct.

### **16 to 18 year olds.**

Leaders and workers may find themselves from time to time becoming confidants and their homes being used as "places of refuge" for the young people with whom they come into contact. It is recognised in the preparation of these guidelines that some issues are fairly specific to particular age groups. However the guidelines should only be laid aside exceptionally and leaders and individual workers are to ensure that all suitable measures are in place to keep risks of harm to young people to a minimum and also to minimise the risk of false allegation against a worker.

It is intended that these guidelines cause all people working with children to remain aware of the risks of this type of work and to cause regular assessment of the risks being taken (e.g. regular lone contact with one young person/regular lone transportation of one young person would cause a reason for concern and this risk would need to be regularly and openly dealt with by the Group leaders).

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is our expectation that any organisation using our premises, as part of a partnership or letting agreement will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Signed by: P. Keenan Puskir

Date: 19/10/18



## Leadership Safeguarding Statement

The Leadership consisting of the Pastor and Elders (Charity Trustees) hereafter referred to as Leadership, recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church.

The following statement was agreed by the leadership/organisation on: 19/10/18

This church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.

### We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.

- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this church.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in this church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

**We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this church.

Catherine Mason - Safeguarding Coordinator

Wana Turner - Deputy Safeguarding Coordinator

A copy of the full policy and procedures is available from the Safeguarding Coordinator

Signed by leadership

Signed P. Hean St. Women Phylis

Date 19/10/18 19/10/18

### Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

#### England

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

**What is abuse and neglect?** Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

**Physical abuse** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Taken from InFocus: Statutory Definitions of Abuse (Children) – © CCPAS December 2016)

## Definitions of Abuse - Adults

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding.

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

(Taken from InFocus: Definitions of Adult Abuse – © CCPAS December 2016)

**Signs of Possible Abuse (children & young people)**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

**Physical**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

**Sexual**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*

**Emotional**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

**Neglect**

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

(Taken from InFocus: Signs of Possible Abuse (children and young people) – © CCPAS December 2016)

In the event of a child, young person or adult with care and support needs wanting to make a disclosure of abuse ensure the physical environment is welcoming, giving opportunity for the person at risk child to talk in private but making sure others are aware the conversation is taking place.

It is especially important to allow time and space for the person to talk

Above everything else listen without interrupting

Be attentive and look at them whilst they are speaking

Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used

Try to remain calm, even if on the inside you are feeling something different

Be honest and don't make promises you can't keep regarding confidentiality

If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.

Use language that is age appropriate and, for those with disabilities, make appropriate arrangements.

**HELPFUL RESPONSES**

You have done the right thing in telling

I am glad you have told me

I will try to help you

**DON'T SAY**

Why didn't you tell anyone before?

I can't believe it!

Are you sure this is true?

Why? How When? Who? Where?

I am shocked, don't tell anyone else.

## Appendix 5

### Code of Conduct for leaders and workers working with children, young people and adults with care and support needs

The Church is committed to the nurturing, protecting and safe keeping of children and young people entrusted to our care and of adults with care and support needs involved in the life and activities of the church.

As leaders, we recognise our responsibility to help prevent the physical, sexual and emotional abuse of children and young people in our care and of adults with care and support needs and that all who work with these people within the life of the church have a duty not to abuse the trust that is put in them.

This code of conduct represents good practice for all who work with children, young people and adults with care and support needs.

#### YOU MUST:

1. treat all children, young people and adults with care and support needs with respect and dignity appropriate to their age and circumstances;
2. learn to control and discipline children without using physical punishment;
3. make sure another person is present in 'high risk situations' e.g. when a child has soiled their clothes and needs to be thoroughly washed;
4. respect a child's, young person's and adult with care and support needs right to privacy and provide access for them to talk to others about concerns they have;
5. take appropriate action if you see another worker acting in a way which might be misconstrued;
6. when giving lifts in a car or minibus, ensure that whenever possible there is more than one child present. If there is only one child, that child MUST sit in a rear seat. Parents must give their approval;
7. treat all children, young people and adults with care and support needs equally and do not show favouritism;
8. when taking children away, never share the same room or tent;
9. check the facts before jumping to conclusions;
10. record the details of any accident in the Accident Book, which is located at the church;
11. record other incidents that take place on an incident form and pass on to the group leader to file.

#### YOU MUST NOT

1. be alone with a child, young person or adult with care and support needs where they cannot be observed. This may mean leaving doors open, or two groups working in the same area;
2. invade the privacy of a child, young person or adult with care and support needs in a manner inappropriate to their age and abilities (for example, when they are toileting);
3. engage in physically rough or sexually provocative games;
4. make sexually suggestive comments about or to a child, young person or adult with care and support needs even in 'fun';
5. engage in inappropriate and intrusive touching of any form;
6. permit any scapegoating, ridiculing or rejecting a child, young person or adult with care and support needs;
7. permit children, young people or adults with care and support needs to involve you in excessive attention seeking that is overtly sexual or physical;
8. invite a child or young person to your home alone; invite a group and ensure that someone else is in the house. Make sure the parents know where the child or young person is. In the case of adults with care and support needs careful consideration should be given and advice from church leaders should be sought before inviting them to your home alone;
9. permit abusive activities (e.g. bullying, etc.).

## **WHAT YOU MUST DO**

If you suspect a child is being abused emotionally, physically or sexually:

1. Speak immediately to the person you are accountable to or to the Safeguarding Co-ordinator or Deputy.
2. Record any FACTS that support your suspicions.
3. Agree, with the adults involved, what action, if any, is to be taken.

If a child discloses to you abuse by someone else:

1. Allow the child to speak, without interruption, accepting what is said, but do not investigate.
2. Alleviate feelings of guilt and isolation, while passing no judgement.
3. Advise that you will try to offer support, but that you must pass the information on.
4. Same steps as in 1 - 2 above.

If you receive any allegation about any adult or about yourself:

1. Immediately tell the Safeguarding Co-ordinator or Deputy.
2. Record the facts, as you know them.
3. Ensure that no one is placed in a position that could cause further compromise.