



FLAME INTERNATIONAL SAFEGUARDING POLICY

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SECTION 1: ORGANISATION DESCRIPTION AND COMMITMENT TO SAFEGUARDING

Name of Place of Organisation: Flame International

Address: PO Box 424, Aldershot, GU11 9ER

Tel No: 01252 336509

Email address: office@flameinternational.org

Charity Number: 1195672

Company Number: 13154259

Insurance Company: Employers & Public Liability through Newline Insurance Company

Flame's Safeguarding Officer: Helen Taylor (Operations Support Manager)

helen@flameinternational.org, 01252 336509

External Advice: **thirtyone:eight** (formerly CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ, Tel: 0303 003 1111

1. Flame International's Activities

1.1. Flame International (Flame) is a mission organisation whose primary mission is to bring God's healing, forgiveness and reconciliation to people traumatised by war, genocide, oppression and persecution. Flame does this by taking teams of volunteers on short term overseas missions, often lasting 2 weeks, to run Healing Conferences where they teach church leaders and pray with them. The Flame teams also visit army barracks, police stations, prisons, Bible schools, hospitals, schools, orphanages etc. in the locality to preach, teach and pray with people.

1.2. In the UK, Flame runs teaching and training events such as the Forge, Healing Days and Mission or Prayer Team courses in churches. Some teaching and ministry is also delivered online. The teaching and training events which Flame runs in the UK offer prayer ministry for adults who attend. This prayer ministry is undertaken by volunteer prayer ministers who are authorised and often trained by Flame. There may be occasional contact with adults with care and support needs at these events. There is no prayer ministry for children (under 18s) without parental supervision.

1.3. Flame also runs cafes/seminar venues/exhibition stands staffed by volunteers at national Christian events. There may be 'incidental' contact with children and adults with care and support needs on the cafes at these events.

1.4. Flame's work focuses on church leaders but contact with children or adults with care and support needs (formerly termed 'vulnerable adults') does occur. Flame does not have projects specifically focussed on children or adults with care and support needs.

1.5. Most of Flame's work takes place abroad although there is substantial provision within the UK.

2. Our commitment

2.1. The leadership of Flame International recognises 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, emotional and spiritual abuse, and neglect. We accept the UN Universal Declaration of Human Rights 1948, 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 UN 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, spiritual 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".

2.2. As a Charity we have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding as and when this is appropriate to our work.

2.3. The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight reflected in this policy.

2.4. The nature of our work, which primarily involves overseas mission trips, is such that UK safeguarding requirements will not often apply, except in relation to our trainings events and healing days, and 'incidental' contact we may have with children and adults having care and support needs in the context of our UK activities.

2.5. That said, we endorse and are fully committed to following all national and local safeguarding legislation, procedures and statutory guidance, in addition to the international conventions outlined above, relevant to our work. We will continue to monitor safeguarding requirements in the light of changes in UK legislation. We will also provide any necessary safeguarding training for our staff and volunteers, and fully support our Safeguarding Officer.

3. Scope of this policy

3.1. This policy details Flame's requirements and approach to safeguarding for its work in the UK. A separate policy exists in relation to our overseas mission work.

3.2. This policy applies to all staff. For ease, the term 'staff' means employees, trustees/directors, officers, consultants, contractors, volunteers, interns, casual workers and agency workers employed or engaged by Flame.

SECTION 2: PREVENTION

4. Understanding abuse and neglect

4.1. 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.

4.2. In order to safeguard those with whom we may come into contact, 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:

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. This also includes all forms of spiritual abuse

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.

4.3. Flame's safeguarding arrangements are underpinned by the following two principles:

4.3.1. Safeguarding is everyone's responsibility; and

4.3.2. A child-centred approach, i.e. to respect, understand and take into consideration the needs and views of children.

5. Safer recruitment

5.1. We will ensure that all Flame staff and other team members, who are most likely to have dealings with children and adults having care and support needs in the course of their

work with Flame are interviewed, trained, supported and supervised in accordance with government guidance on safe recruitment. Specific measures for volunteers and staff are outlined in paragraphs 5.2 and 5.3 below.

5.2. Volunteers

- 5.2.1. There are written terms of reference;
- 5.2.2. Volunteers have completed a short application form including a self-declaration form regarding unspent criminal convictions / not being listed on the sex offenders register. Where they have signed Flame's volunteer agreement or a Flame contractor's contract (which includes an unspent criminal convictions declaration), it will not be necessary to sign a second unspent criminal convictions form.
- 5.2.3. Where appropriate, obtain references (normally directly from referees and in written form) and followed up where appropriate (e.g. for a person who is less well known to Flame);
- 5.2.4. A disclosure and barring check has been completed where appropriate (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- 5.2.5. Training is provided as needed (e.g. periodic externally provided training such as by thirtyone:eight, augmented by internal training on specific issues; or online safeguarding training);
- 5.2.6. The volunteer has been given a copy of Flame's safeguarding policies, as well as any other operational guidance notes, and knows how to report concerns.
- 5.2.7. Where appropriate (e.g. where previously unknown or not well known to Flame), volunteers will be asked to provide proof of identity.

5.3. Employees

- 5.3.1. There is a written job description / person specification for the post;
- 5.3.2. Those applying have completed an application form and a self-declaration form regarding unspent criminal convictions / not being listed on the sex offenders register. Where they have signed an employment contract with Flame (which includes an unspent criminal convictions declaration), it will not be necessary to sign a second unspent criminal convictions form;
- 5.3.3. Those short listed have been interviewed;
- 5.3.4. Safeguarding has been discussed at interview;
- 5.3.5. References have been obtained (normally directly from referees and in written form), and followed up where appropriate;
- 5.3.6. A disclosure and barring check has been completed where appropriate (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- 5.3.7. Qualifications where relevant have been verified;
- 5.3.8. A suitable training programme is provided for the successful applicant;
- 5.3.9. The applicant has completed a probationary period;
- 5.3.10. The applicant has been given a copy of the Charity's safeguarding policies and knows how to report concerns.

5.3.11. Employees will be asked to provide proof of identity (including as part of proving immigration status as well as verifying identity).

6. Disclosure and Barring (DBS) Checks

6.1. In meeting our safeguarding responsibilities, we will undertake all necessary and appropriate Disclosure and Barring Checks (DBS) on staff and team members.

6.2. Our normal policy is to undertake basic DBS checks where permitted by the Disclosure and Barring Service in the following circumstances:

6.2.1. UK Operations

- All Flame office staff members (paid and voluntary)
- All Flame Trustees
- Ministry team/volunteers who assist with training, outreach or prayer ministry (such as The Forge ministry facilitators)
- Leaders of our cafes and summer events

6.2.2. Overseas Missions Trips

- Mission Team Leaders including Next Gen Mission Team leaders;
- Mission Team Co-Leaders, including Next Gen Mission Co Team leaders;
- Regular Mission Team members (more than once a year);

6.3. The normal administrative process will be for individual applicants to apply directly to the DBS through its online facility and then be reimbursed the fee by Flame.

6.4. All disclosure details will be dealt with confidentially in accordance with our Data Protection policy.

7. Safeguarding Training

7.1 Flame is committed to on-going safeguarding training and development opportunities for all staff, developing a culture of awareness of safeguarding issues to help protect everyone. All our staff will receive induction training, and undertake recognised safeguarding training, on a regular basis if and in a manner appropriate to their role with Flame. The extent and nature of this will depend on their exact role, such as whether they are volunteers or employed members of staff with oversight responsibilities.

8. Management of Staff – Codes of Conduct

8.1. Flame is committed to supporting all staff and to ensuring they receive support and supervision. All staff are issued with a code of conduct towards children, young people and adults with care and support needs. (See Appendix 1 to this policy).

SECTION 3: PRACTICE GUIDELINES

We wish to operate and promote good working practice for working with children, young people and adults with care and support needs. This will enable staff to run any activities which Flame undertakes to which this policy applies safely, to develop good relationships and to minimise the risk of false or unfounded accusation.

9. Working in Partnership

9.1. 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.

9.2. Therefore, we have clear guidelines regarding our expectations of those with whom we work in partnership, whether in the UK or overseas. We will discuss with all partners our safeguarding expectations and, where appropriate, will put in place a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

9.3. We believe 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.

SECTION 4: RESPONDING TO ALLEGATIONS OF ABUSE

There are two principal ways in which any safeguarding issues are likely to come to our attention. The first is that we see signs of potential abuse; and the second is that allegations of abuse are disclosed to us.

10. Signs of Potential Abuse

10.1. Children

If you are unsure whether a child is suffering and are worried that the child has suffered harm, neglect or abuse, the information below may help you decide whether the child is at risk:

10.1.1. *Signs of physical abuse*

Any bruising to a baby - pre-walking stage;
Multiple bruising to different parts of the body;
Bruising of different colours, indicating repeated injuries;
Fingertip bruising to the chest, back, arms or legs;
Burns of any shape or size;
An injury for which there is no adequate explanation.

10.1.2. *Signs of sexual abuse*

Something a child has told you or told someone else;
A child who shows worrying sexualised behaviour in their play or with other children;
A child who seems to have inappropriate sexual knowledge for their age;
A child who may be visiting or being looked after by a known or suspected sexual offender.

10.1.3. *Signs of emotional abuse*

These signs may be present in children whose parents are over-critical, emotionally distant, or unable to meet their child's emotional needs:

- Excessive behaviour, such as excessive bedwetting, overeating, rocking, headbanging;
- Self-harming, for example, cutting or scratching themselves or an overdose;
- Attempt at suicide;
- Persistently running away from home;
- High levels of anxiety, unhappiness or withdrawal;
- Children who usually seek out or avoid affection.

10.1.4. *Signs of spiritual abuse*

Spiritual abuse is a form of emotional and psychological abuse. It can exist at all levels within the Church and Christian organisations, in the leadership as well as the members. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Please note paragraph 10.2.1 below.

10.1.5. *Signs of neglect*

- Squalid, unhygienic or dangerous home conditions;
- Parents who fail to attend to their children's health or development needs;
- Children who appear persistently undersized or underweight;
- Children who continually appear tired or lacking in energy;
- Children who suffer frequent injuries due to lack of supervision.

Further resources are available from other organisations, such as the NSPCC which issues guidance notes. (See, e.g. <https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/>).

10.2. Adults

People with care and support needs, such as older people or people with disabilities, can be more vulnerable to abuse or neglect. They may be less likely to realise that they are being abused or to report it. Signs of abuse can be difficult to detect. Essentially, they can fall into different categories:

- Physical abuse;
- Domestic violence or abuse;
- Sexual abuse;
- Psychological or emotional abuse;
- Financial or material abuse;
- Modern slavery;
- Discriminatory abuse;
- Organisational or institutional abuse;
- Neglect or acts of omission;
- Self-neglect.

For more detail regarding what each category may entail, please see the list of ‘types and indicators of abuse’ developed by the Social Care Institute for Excellence (<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>).

10.2.1. Signs of spiritual abuse

Spiritual abuse is a form of emotional and psychological abuse. It can exist at all levels within the Church and Christian organisations, in the leadership as well as the members. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Essentially it involves misuse of scripture to coerce and control rather than guide; enforced accountability where individuals are not allowed to exercise consent and set boundaries around accountability. Manipulation and exploitation are signs of spiritual abuse where the individual is under pressure to conform by excessive service within the church to the exclusion of family and work commitments. Censorship is also an indicator, where disagreement or voicing concerns is not permitted, where it is seen as being disruptive behaviour, and where the abuser is ensuring a position of power. It can take the form of a requirement for blind obedience to the abuser where obedience is equated to the individuals’ obedience and love of God. Where the “Divine calling” of the abuser is used to coerce and control others. Exclusion and isolation within the Church is sometimes used as is public shaming to rebuke them. The signs to look out for are distrust, loss of identity and

faith, feeling powerless and afraid, anger and self-blame, changing perceptions of reality, a reluctance to engage with church or Christian organisations.

11. Other Forms of Disclosure

11.1. Disclosure of allegations of abuse

It is not unusual for people at Flame events to ask for prayer ministry relating to physical, emotional, sexual, or spiritual abuse they have experienced. This prayer ministry is part of their healing journey following any abuse. This is unlikely to be the first time the person has disclosed the potential abuse.

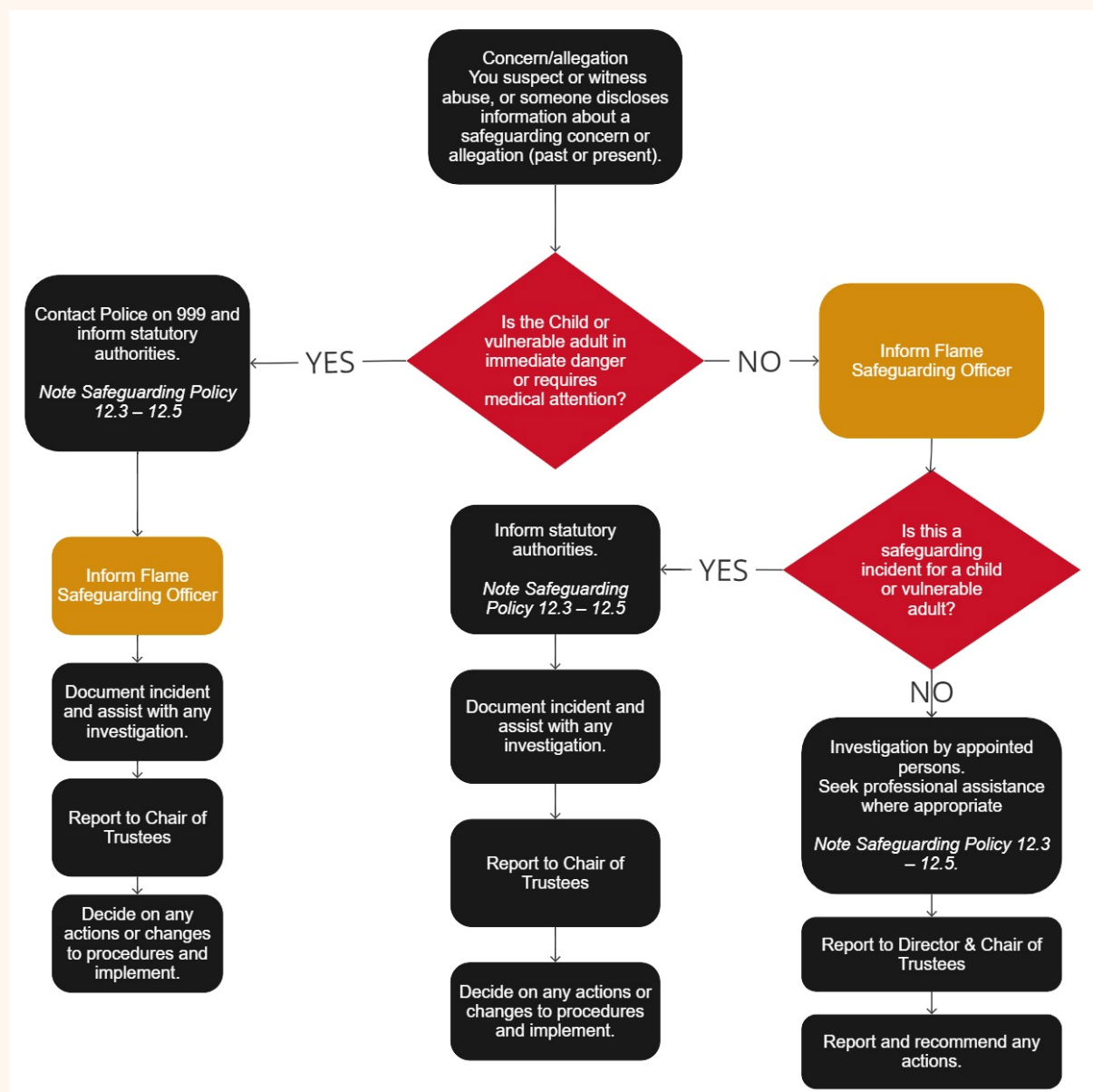
11.2. Disclosure by an abuser

Alternatively, a disclosure may be made by a person seeking prayer ministry that they are/have been an abuser. Be aware that coercive and controlling behaviour of an abuser is not usually a one off, there is mostly a systematic pattern of this abusive behaviour.

11.3. Allegation of abuse by a Flame team member

An allegation of abuse may be made by a member of a Flame team in relation to another team member. Be aware that such behaviour is also likely to be seen outside of the Flame team and this should be considered during the investigation.

12. Reporting Procedure



12.1. Under no circumstances should a staff or other team member carry out their own investigation into an allegation or suspicion of abuse. A concern should be documented by the person in receipt of allegations or suspicions of abuse as soon as possible in the following ways:

12.1.1. Disclosure of allegations of abuse

If this occurs whilst ministering in the UK, then the prayer minister should offer information about organisations which provide advice and support for such persons.

If the individual is an adult with support and care needs who is still at risk of abuse or neglect from the abuser and needs protection, then the prayer minister should ask permission to share this with the Flame's safeguarding officer. They may suggest that the individual reports the abuse/neglect to the

local Adult Social Services themselves or report it on behalf of the individual if asked to do so or contact the Police. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse concerning an adult with care and support needs. In the case of children, Children's Social Services should be contacted. If the allegation is of spiritual abuse take care not to use scripture and prayer.

12.1.2. Disclosure by an abuser

Where it is suspected that a criminal offence has been committed, such as abuse involving children, then the prayer minister should inform the individual that any criminal offence by law must be reported to the Police. This should be treated as a matter of urgency, especially where any abuse is ongoing and/or a person with care and support needs is at risk of harm. The prayer minister should inform the Flame's Safeguarding Officer about the disclosure, who will report it to the Police immediately.

This situation should be distinguished from where a person seeks prayer for a historic offence which has already been dealt with by the criminal justice process and for which they are being/have been rehabilitated as an offender.

12.1.3. Allegations of abuse by a Flame team member

Any allegations of abuse by a member of a Flame team made to the Mission/Team Leader or Prayer Ministry Leader are to be reported to Flame's Safeguarding Officer as soon as is reasonably possible and an appropriate investigation carried out. Following investigation, the Safeguarding Officer is responsible for further action in line with this policy.

12.2. Flame's Safeguarding Officer is Helen Taylor (Operations Support Manager, helen@flameinternational.org, 01252 336509).

12.3. Advice may be sought from **thirtyone:eight** (formerly CCPAS):

PO Box 133, Swanley, Kent, BR8 7UQ

Tel: 0303 003 1111 (normal hours 0900-1700 Monday to Friday, but with an out of hours emergency service for urgent calls).

When calling thirtyone:eight, they are likely to ask you some or all of the following questions, so it is helpful to try to have this information to hand before calling them:

- The sequence of events which led to your call;
- What is known about those involved and their families;
- Have you or anyone else had previous concerns;
- Have the police or Children's Social Care/Adult Social Services been involved; and
- Their age if it is a child/young person.

12.4. Alternatively contact Social Services or the police. **If the matter is urgent, e.g. a child or adult is at serious risk of harm, you should not delay in contacting the police on 999.**

12.5. In addition, there may be other people/organisations who should be informed, depending on the circumstances and/or nature of the concern:

Board of trustees including any nominated lead responsible for safeguarding who may need to liaise with the insurance company or the Charity Commission to report a serious incident.

Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

Once the initial incident has been dealt with, then Flame's insurance company should be consulted for advice, including in the event of a potential claim. The OSM will be able to advise who will liaise with the insurance company.

12.6. In addition, it is important that the following practical steps are taken by any Flame staff and/or team member(s) involved in identifying and reporting a potential safeguarding concern:

Suspensions 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.

Such a record should be a full and accurate note of all details known and should be written down as quickly as possible whilst events and concerns are still fresh in people's minds.

13. Policy Review

13.1. This policy should be reviewed annually.

Reviewed on: July 2025

Next review date: July 2026

Appendix 1 to Flame's Safeguarding Policy - FLAME'S CODE OF CONDUCT

FOR PEOPLE WORKING WITH CHILDREN AND YOUNG PERSONS, AND ADULTS WHO MAY HAVE CARE AND SOCIAL NEEDS

This Code of Conduct provides clear guidance on the type of conduct that is expected by all persons (staff or otherwise) engaged in Flame activities that involve any work with children and young persons, as well as with adults who may have care and support needs.

Good conduct not only prevents incidence and allegations, but also helps to highlight any conduct (by other people) that is unsafe or unprofessional.

1. Children and Young Persons

Persons working with children or young people (with or without care and support needs) should:

- Be professional and maintain a high standard of personal behaviour at all times.
- Recognise the trust placed in adults by children and young people and recognise the power held over children by adults. Treat this trust of power with the highest responsibility.
- Try to work in an open and accountable manner at all times. Working in view of others whenever possible. Be wary of working alone and unobserved. Be willing to accept questions or criticism regarding good practice.
- Expect others to work in an open and accountable way, question and criticise the practice of others if necessary.
- Maintain a professional relationship with children. Any form of inappropriate relationship between a child and an adult – including but not limited to a sexual relationship or activity with a child - is unacceptable and is likely to lead to disciplinary or legal (including criminal) action.
- Not be under the influence of drink, drugs or illegal substances when working with children or young people.
- Use appropriate and respectful forms of discipline and communication. Physical aggression, intimidation, ungodly control, verbal abuse, and persistent shouting are not acceptable. Any form of assault (e.g. hitting, kicking, pinching, slapping) should be regarded as a serious incident.
- Use appropriate language at all times. Never swear, make sexual or suggestive comments to a child. If a child makes such comments be ready to enforce these boundaries in your response.
- Do not appear to favour one child or show interest in one child more than another.
- Do not discriminate against a child because of their age, gender, disability, culture, language, racial origin or sexual identity.
- Use physical contact with children or young people only where necessary. If contact is necessary (e.g. for the purpose of coaching or first aid), explain to the child what the contact is for and change your approach if he/she appears uncomfortable.

- Design and use training methods and programmes which are appropriate to the individual child.
- Be aware of situations that can be misunderstood or manipulated by other adults (e.g. if an adult is alone with a child in a room or a car, he or she may be vulnerable to allegations of misconduct).
- Always be vigilant and aware of how actions can be misinterpreted by children. Actions made with good intentions can seem intrusive and intimidating to some children. Sometimes children become attracted to the adults working with them. Adults should be aware of the impact of their action and should sensitively address any misunderstanding.

If a concern about a child's welfare comes to your attention:

Take seriously any suspicion or allegation of abuse or any disclosure of concern made by the child or young person.

If a concern comes to your attention record the information, including all relevant details whilst they are fresh in your mind. Be sure to record opinions or feelings as such. Do not record them as facts. Do not question or interview the person involved in the incident of concern.

Report any concerns within the area of child protection (physical, emotional, spiritual, or sexual abuse, neglect or bullying) in confidence and without delay. If the right people cannot be contacted as detailed in Flame's safeguarding policy, and if there appears to be an immediate risk, contact the Police or your local Children's Services, thirtyone:eight or a dedicated charity, e.g. the NSPCC Helpline or ChildLine.

Never discuss an allegation or suspicion with any person (other than those detailed in the safeguarding policy, the Police and Children's Services) before receiving further advice.

Remember that it is the responsibility of all adults engaged with Flame to safeguard children by recognising, following, and discussing the principles behind this code.

2. Activities with adults who may have care and support needs

This code of conduct applies to all Flame activities involving adults who may have care and support needs. It is designed to protect such adults as well as all persons engaged in Flame activities.

Who do we mean by a vulnerable adult?

A vulnerable adult is a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

Although everyone is vulnerable in some ways and at certain times, some people by reason of their physical or social circumstances have higher levels of vulnerability than others. Some of the factors which increase vulnerability are:

- A sensory or physical disability or impairment
- A learning disability
- A physical illness
- Mental ill health (including dementia), chronic or acute
- An addiction to alcohol or drugs
- The failing faculties in old age
- A permanent or temporary reduction in physical, mental or emotional capacity brought

about by life events, for example bereavement or previous abuse or trauma.

Remember:

- Vulnerability is often not a permanent state
- Vulnerability is not always visible
- A person with apparently visible vulnerabilities may not perceive themselves as such
- We are all vulnerable at different stages of life
- Vulnerable people may also pose risk and cause harm

The following is a non-exhaustive list of considerations to be made when engaged with adults with care and support needs, which represent good practice:

Active membership and inclusion

- Create an environment where all people, including those with care and support needs, may participate and contribute appropriately.
- Risk assess continuing and new activities including exploring what inclusion, choice and independence mean for communities and individuals.
- Set up policies and procedures for complaints and allegations.
- Share information appropriately.

Respect

- Always respect an adult with care and support needs and all their abilities.
- Ask about personal preferences, forms of address, how much help might be needed.
- Ensure their individuality, e.g. always use their name.
- Give the same respect as to others.
- Respect differences, e.g. in appearance, ideas, personalities, ability.
- Do not assume or withhold physical contact, ask first.

- Have a proper conversation using appropriate language, e.g. ask about interests.
- Sometimes it may be necessary to set boundaries for some to ensure the safety of others.
- Obtain specialist advice when necessary, e.g. on harassment, disability, mental illness, domestic abuse.

Choices

- Respect the choices adults with care and support needs make, even if they may appear risky.
- Consider whether an adult with care and support needs has the capacity to make choices and whether safety might require intervention.
- Give adults with care and support needs the highest level of privacy and confidentiality possible in their circumstances.
- Offer help in such a way as to maximise a person's independence.
- Give adults with care and support needs a choice about where they sit, and what activities they participate in, recognizing that some people find making choices stressful.
- Ensure that there is clear access to all areas available to other participants in Flame activities, e.g. where coffee is served, where meetings are held.
- Do not assume that someone's level of comprehension matches their verbal communication.

What to do if an adult with care and support needs appears to be at risk

- Flame does not itself investigate situations of possible risk to adults with care and support needs from others, though others participating in Flame activities are entitled to clarify whether they consider there may be such a risk.
- If you have reasonable grounds for suspecting that an adult with care and support needs is being abused or neglected it may be appropriate to refer them to the local authority adult protection service.
- The consent of the person concerned is normally needed. However, if they are not able to give informed consent or are being intimidated, they can be referred without consent.
- If in doubt whether a referral is appropriate, consult Flame's Safeguarding Officer who is able to take advice (e.g. from thirtyone:eight) or the local authority adult protection service.
- Make a record of the concerns and the action taken as soon as possible after the event and make sure a copy is on file.
- An abuse of power is a safeguarding issue.

- If there is a suspected criminal offence, the victim should be encouraged to report the matter to the police and assisted in doing so if necessary.
- Refer on and work with existing statutory and voluntary services.

Conflicts and disagreements

- Bullying and harassment either by or of anyone engaged in Flame activities is never acceptable.
- Recognize that adults with care and support needs may be perpetrators as well as victims of abuse.
- Be fair, sensitive and confidential.
- Be aware of your own power, even if you do not feel powerful.
- Ask for help if you feel out of your depth.

Appendix 2 to Flame's Safeguarding Policy - Prayer Ministry Guidelines

1. SUPERVISION

These guidelines apply to Healing Conferences, during missions abroad, as well as to teaching or training events in the UK and occasional prayer ministry for individuals.

Supervision of prayer ministry is the responsibility of the Leader of the Mission or Team Leader for a teaching or training event.

It may be delegated to a team member with appropriate experience.

2. PRAYING FOR CHILDREN

Flame International usually only prays for adults (over 18). Occasionally requests are received to pray with children (under 18 years of age). The preferred option is to explain to the parents how they can pray for their child. In exceptional cases, where the parents are present and they and their child give consent, the child may be prayed for by an experienced prayer minister of the same gender as the child.

3. PRAYING FOR ADULTS IN VARIOUS SETTINGS

When praying for adults in a public setting, one prayer minister may pray for one individual. The prayer minister is to be of the same gender as the person being prayed for unless the person being prayed for is happy to be prayed for by someone of the opposite gender, having been given the option of being prayed for by someone of their own gender.

For prayer ministry in small groups, the group leader and group members are to be of the same gender or at least 2 of the group to be of the minority gender. If the group leader is of a different gender from the group (due to make up of the team) then the group leader is to be an experienced prayer minister.

The Director may authorise prayer ministry for individuals associated with Flame. This will be undertaken by two prayer ministers, at least one of whom is of the same gender as the person being prayed for.

4. LOCATION OF PRAYER MINISTRY

Prayer Ministry will be undertaken in the place(s) designated by the Mission/Team Leader or the Director. This will usually be the church/hall/area where the teaching has taken place but may be in separate rooms e.g. classrooms where these are available or a private home. Spiritual cleansing of the area should be undertaken before and after the prayer ministry.

Appendix 3 to Flame’s Safeguarding Policy – Reporting Flow

