

Safeguarding policy.

Children and vulnerable adults

Last reviewed: 20th January 2024

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Section 1 - Details of the place of worship / organisation

Name of place of worship / organisation Redeemer Worthing

Sunday Meeting Place 44 Guildbourne Centre, Worthing, BN11 1LZ

Offices 44 Guildbourne Centre, Worthing, BN11 1LZ

Telephone Number 07767 115943

Email hello@redeemer.co.uk

Safeguarding Leadership Joel Tostevin

joel@redeemer.co.uk

Safeguarding Coordinator Val John

val@redeemer.co.uk

Membership of Organisation Regions Beyond, Newfrontiers, Evangelical Alliance

Charity Number 1096530

Company Number 4664258

Insurer Ansvar, via Access Insurance Brokers

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:

Sunday meetings, midweek groups, parent and toddler group, children and youth socials (including weekends away), pastoral support.

Our commitment

As a Leadership we 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 any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight.

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.

Section 2 - Prevention

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 places of worship and organisations 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 states:

1. 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:
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.

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 (should have a written policy for how we handle information and have a written policy on the suitability of ex-offenders for employment in relevant positions) 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 been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding training

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 undertake recognised safeguarding training on a regular basis.

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.

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.

Section 3 - Practice guidelines

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation. A general code of conduct for workers can be found in appendix 3 entitled *Good practice guide for working with children*.

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 therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

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

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. If a child or vulnerable adult is in immediate danger, ring 999 and ask for police. Otherwise, follow procedures as below:

Documenting a concern

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Val John Tel: 07946 781988 Email: val@redeemer.co.uk

Abi Graves-Cooper Tel: 07841 872529 Email: abgcoops@gmail.com

Tom Cooper Tel: 07894 228840 Email: cooperbility@gmail.com

(hereafter known as co-ordinators)

- In the absence of the Safeguarding Co-ordinators, or if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Joel Tostevin (Church Leader)
Contact no: 07808 064419
Email: joel@redeemer.co.uk
- If the suspicions implicate both the Safeguarding Co-ordinators and the Leader, then the report should be made in the first instance to thirtyone:eight (formerly CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111. Alternatively contact Social Services or the police.
- The Safeguarding Co-ordinators should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives. **Name of local authority:** West Sussex County Council

Children's Social Services

Tel: 01403 229900

Out of hours tel: 033 022 26664

Website address: www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/raise-a-concern-about-a-child/

Adult Social Services

Tel: 01243 642121

Out of hours tel: 03302 227007

Website address: www.westsussex.gov.uk/social-care-and-health/social-care-support/adults/contact-us-for-adult-social-care-support/

Police tel: Non-emergency: 101 Emergency: 999

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern:
 - Chair or trustee 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.
- 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 a Safeguarding Co-ordinator, the absence of Safeguarding Co-ordinators should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinators 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 thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator 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 directly. 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-ordinators 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/Leader will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- MASH Tel: 01403 229 900
- 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. Liaise with First aider.
- 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. (**Talk to trustee/elder...** write down and put in secure place).
- 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 thirtyone:eight (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/Leader 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 thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight 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/Leader will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- Always seek the consent of the individual before taking any action or sharing personal information.
- However, there may be circumstances when consent cannot be obtained because the adult lacks the capacity to give it, but the best interests of the individual or others at risk, demand action. If after discussion with the adult at risk who has mental capacity, they refuse any intervention; their wishes will be respected unless:
 - There is a public interest, eg, not acting will put other adults or children at risk.
 - There is a duty of care to intervene, eg, a crime has been or may be committed.

- The person alleged to have caused harm is employed in a position of trust, such as a health, social care or pastoral professional.
- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight 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.

Allegations of spiritual abuse

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 thirtyone:eight 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:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

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 5 - 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 place of worship/organisation. At the leaders' discretion, affected people will be offered support from an identified, accredited counsellor.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, 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, in consultation with thirtyone:eight, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Whilst it is recognised that preferable practice would be to work towards a contractual agreement with sex offenders, as an interim arrangement, Redeemer will not permit a known sex offender to have contact with children or adults at risk at an event or meeting for which it is responsible. All known offenders will be personally supervised by a person within the leadership team.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on: 1st Sep.

Signed by: *C. Goodban*

Safeguarding Trustee

Date: *9.12.21*

A copy of this policy is also lodged with: thirtyone:eight and West Sussex County Council.

Appendix 1

Protection of children and adults' policy statement

Name of Place of worship/organisation: Redeemer Worthing

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

- We are committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- We recognise that the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Redeemer.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- 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 experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Redeemer.
- Supporting all in Redeemer affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care 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.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for Redeemer.

Val John 07946 781988
Abi Graves-Cooper 07841 872529
Tom Cooper 07894 228840

A copy of Redeemer's policy can be seen on our website redeemer.co.uk/safeguarding

A copy of our safeguarding policy has been lodged with Thirtyone:eight as well as West Sussex County Council

Signed by Trustee: *C. Goodban*

Last reviewed: 20/01/24

This policy should be reviewed annually.

Safeguarding is a priority here.

We are committed to creating safer places by following statutory guidelines on good working practice.

Your safeguarding team.



Val John

07946 781988
val@redeemer.co.uk



Abi Graves-Cooper

07841 872529
abgcoops@gmail.com



Tom Cooper

07894 228840
cooperbility@gmail.com

A copy of our safeguarding policy is available at
redeemer.co.uk/safeguarding

In an emergency, or for independent advice call thirtyone:eight on:
0303 003 11 11

Appendix 3

Good practice guidelines including Code of Conduct

Physical contact, touch, intervention/restraint, comforting a distressed child/young person

A no touch approach for adults who work with children/young people is often impractical. Every child/young person is different and every situation is unique therefore adult leaders should maintain self-awareness of the dynamic of each situation and judge what is appropriate based on the needs of the individual child/young person. Any such contact will need to be age and gender appropriate and of limited duration. Where a child/young person seeks out or initiates physical contact with an adult leader, the situation should be handled with sensitivity and must never be exploited. Physical contact should never be secretive or for the gratification of the adult.

For example, with nappy changing and toileting for young children, parents or guardians should always be asked to change nappies. Children should be taken in groups for toilet trips and privacy always maintained. If help is needed with toileting, it should always be at the request of the child.

Physical intervention should where possible, be avoided. However, there are occasions when the use of physical intervention is appropriate to control or prevent a potentially dangerous or harmful situation. The scale of any such intervention must be proportionate to the behaviour and the nature of the harm they may cause. The minimum necessary force should be used.

Bullying and spiritual abuse

Bullying is any behaviour that is deliberately intended to hurt, threaten or frighten another person or group of people. It may include physical attacks, swearing and insulting comments, or deliberately leaving someone out of things. There is currently an increase in cyber bullying or bullying using mobile phones.

Bullying of any kind is not acceptable, whether it is aimed at children, young people or adults.

Spiritual abuse is another form of bullying and is also not acceptable as it can seriously affect the development of children/young people.

Youth work and the internet

When the youth/children's group uses the internet as part of their work, there should be a policy and clear guidelines on how it is to be used and there should always be adult supervision. The Codes of Practice have clear guidelines on the use of texting or social media. No leader or volunteer helper should contact any youth who is under 18 individually under any circumstance. Communication must be done through a parent or guardian. The Leadership team may need to do so but should abide by the guidance given in the Code of Conduct and only with the knowledge and permission of parents.

Child protection policies and procedures

Ensure all paid workers and adult volunteers have followed/completed the safe recruitment procedure and have obtained a clear enhanced DBS disclosure before being allowed to supervise young people.

Ensure all who work with children/young people know what to do in the case of suspected or alleged abuse. Respect confidentiality but never promise to keep secrets especially if a young person is at harm or risk of being harmed.

All who work with children/young people are responsible for their own actions and behaviours and should avoid any conduct, which would lead any reasonable person to question their motivation and intentions. All who work with children/young people should work and be seen to work in an open and transparent way and should continually monitor and review their practice.

Leaders, volunteers and helpers

Much of the youth and children's work that happens in the faith sector is run by a committed group of volunteers therefore we must ensure that:

- Inexperienced leaders/works/volunteers and young volunteers will benefit from clear guidance and supervision.
- All who work with children/young people need to think and act carefully to avoid situations, which could lead to difficulties, embarrassing situations, accusations or temptations.
- All who work with children/young people should be encouraged to participate in regular training.
- Young volunteers (under 18) should never be left on their own to run a group.

Safe ratios and gender representation

There should always be a minimum of two adult leaders at every session, ideally one male and one female. However, it is recognised that this is not always possible. Guidance for ratios has been recommended through NSPCC.

Important information, permissions and consent

Up to date relevant information (including any additional or medial needs or allergies) and obtaining consent is a vital part of safeguarding children and young people.

A register of up-to-date information and contact details must be kept of the children/young people you work with. It is also recommended that up-to-date information and contact details of the staff is also kept. All must be stored securely.

For any activities away from the normal meeting place, ensure that parents/guardians know where the group is going and that they have signed and returned the relevant consent form. Also, that a risk assessment has been completed and any advice followed.

Consent must also be obtained if leaders are going to take photographs or videos of children/young people, especially if they are for public viewing. These images should be used as soon as possible then deleted from any private digital storage device.

Code of Conduct

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Redeemer. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way

- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Redeemer's social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave Redeemer. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Appendix 4

Definitions of abuse - Adults

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000)

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.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Link: The Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

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.

Appendix 5

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 (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

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 - 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 - 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 - 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 - 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 because 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 caregivers); or
- ensure access to appropriate medical care or treatment.

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

Child sexual exploitation - is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

Extremism - goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Appendix 6

Signs and symptoms of possible abuse in children and 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.

Appendix 7

How to respond to a child wishing to disclose abuse

Effective listening

- Ensure the physical environment is welcoming, giving the opportunity for the child or vulnerable adult to talk in private but making sure other 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, ensure there is someone available who understands sign language, Braille etc.
- Tell them you will let somebody know – don't promise confidentiality
- Even when the person has broken a rule, they are not to blame for the abuse
- Be aware they may have been threatened or bribed
- As soon as possible write down what has been share

Helpful responses

- You have done the right thing in telling.
- That must have been hard.
- I am glad you told me.
- It's not your fault.
- 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 it true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Concluding

Reassure, show acceptance, let the person know what you are going to do next and you will let them know what happens. Contact one of the safeguarding co-ordinators: Val John, Abi Graves-Cooper or Tom Cooper.

Make notes (preferably within one hour) of: times dates, what they said, what you said, what was said in reply.

Appendix 8

Responding to allegations of abuse - worker/volunteer action sheet

CONFIDENTIAL

Name of Places of Worship/Organisation

Name of Child/Young Person/Vulnerable Adult

Address

.....

..... Postcode

Date of Birth

Name of Person Reporting Incident

Date of incident Time of incident

Sequence of Events/Actual Words Used/Observations

.....

.....

.....

.....

Action Taken (including person(s) contacted)

.....

.....

.....

Date Time

Notes

.....

.....

Confirmed seen by Safeguarding Officer

Signed Date

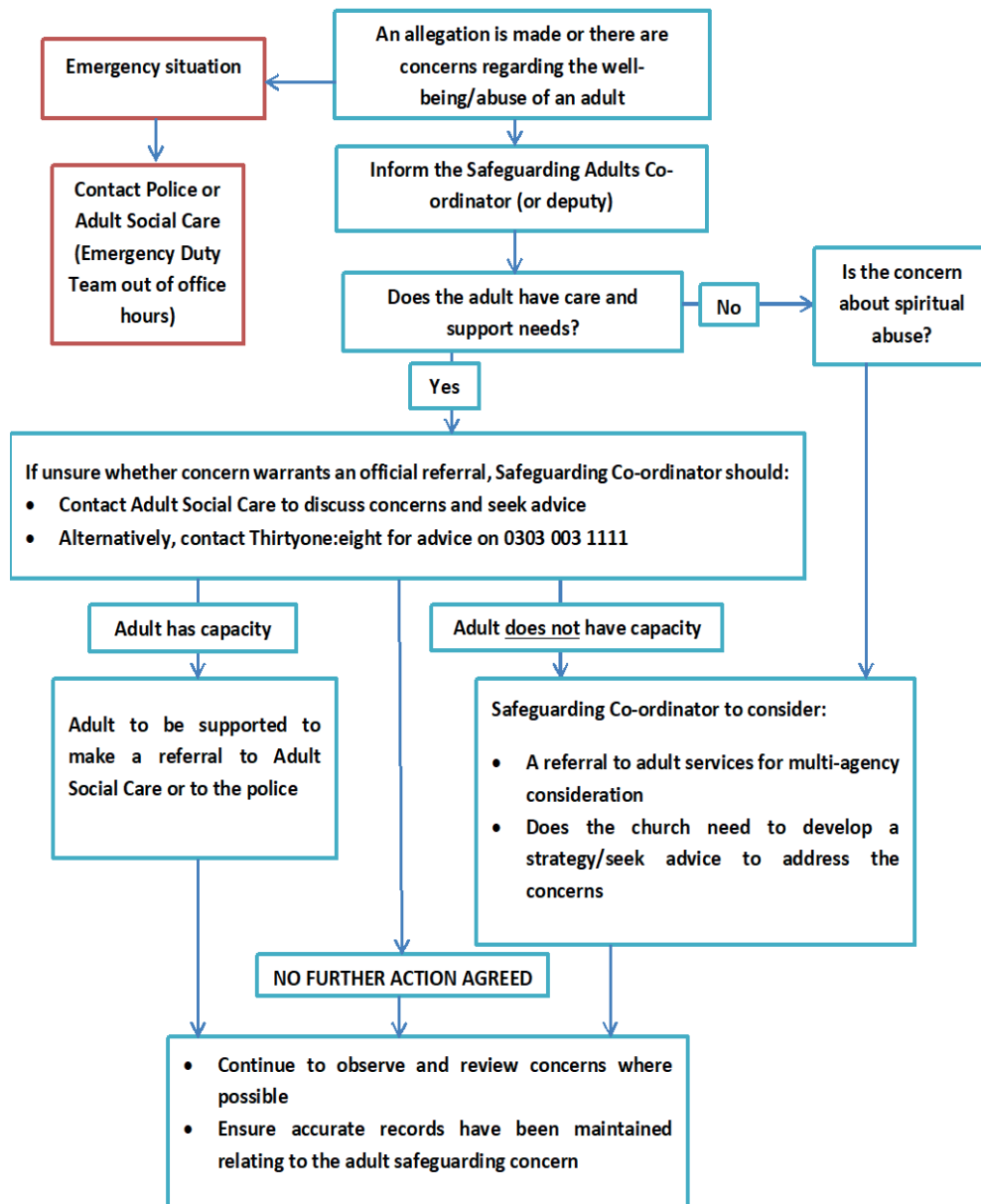
Appendix 9

Flowchart for Action Adults at risk



Creating safer places. Together.

This flow chart provides an overview of action to be taken when concerned about the welfare of an adult at risk. It is to be used in conjunction with written procedures.



“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

- understand information given to them to make a particular decision
- retain that information long enough to be able to make the decision
- use or weigh up the information to make the decision
- communicate their decision.

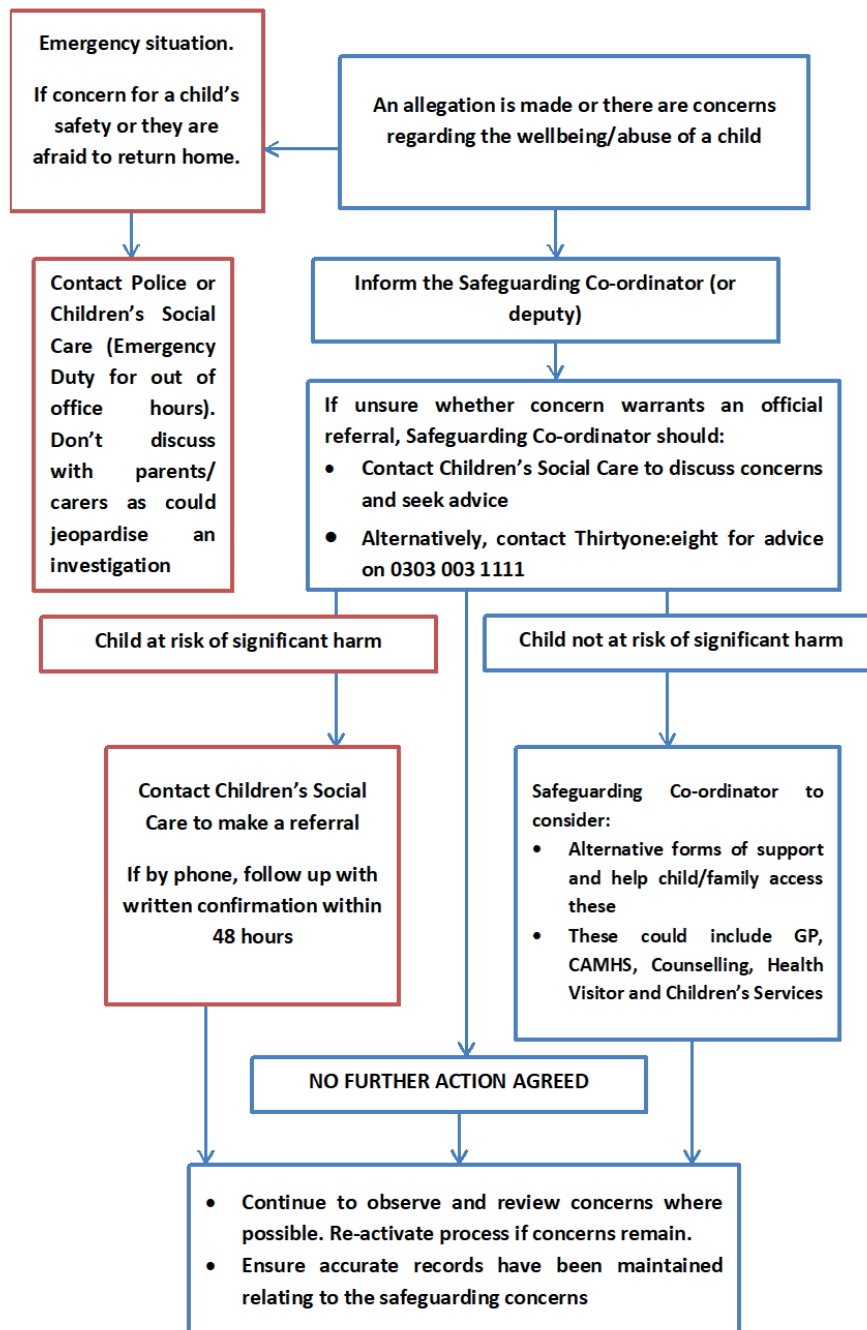
Appendix 10

Flowchart for Action Children and Young People



Creating safer places. Together.

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.

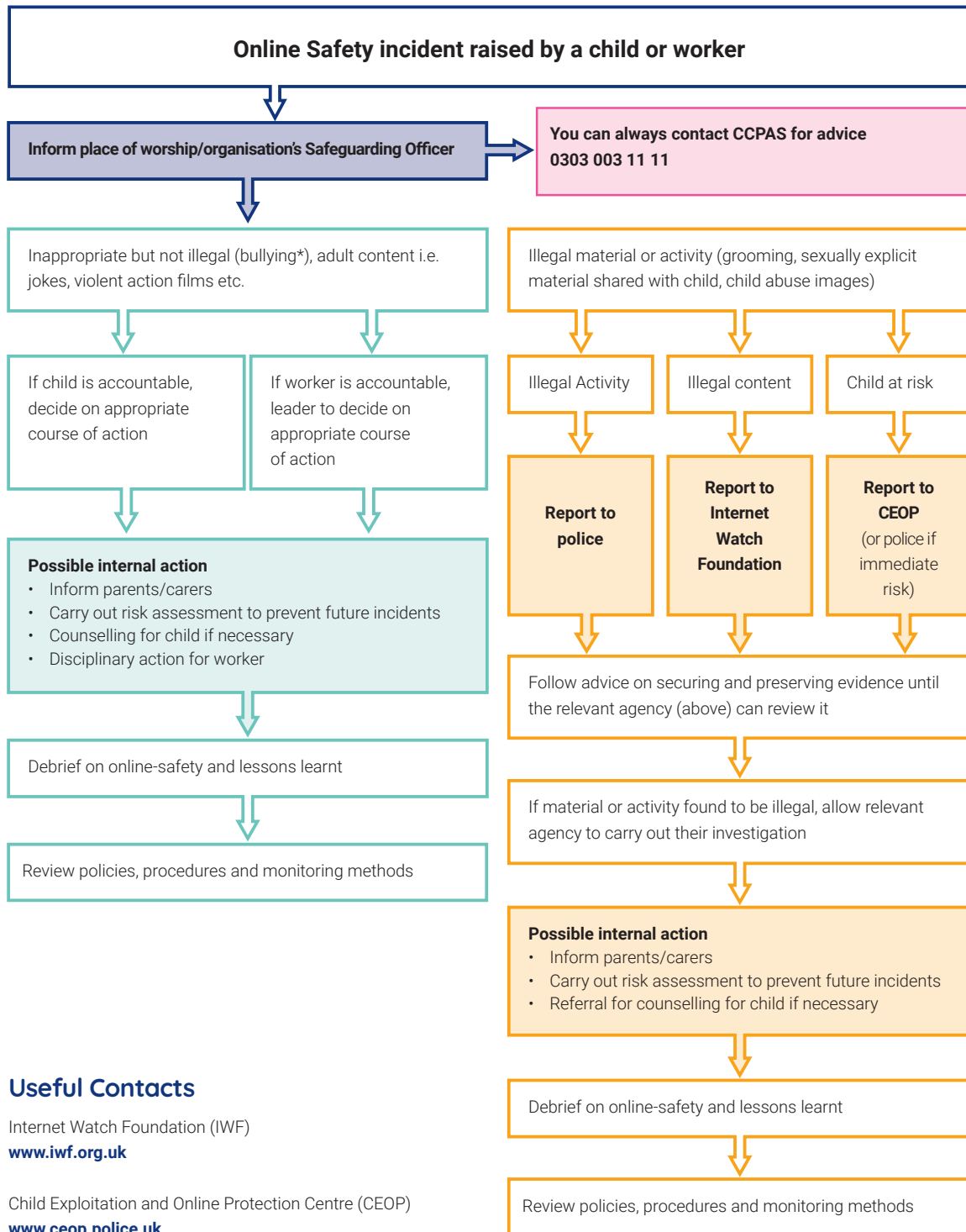


Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

Appendix 11

Online Safety Flowchart



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

(*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act. For extreme pornography – Criminal Justice and Immigration Act 2008, etc.