

# *The Safeguarding Policy*

The policy and procedures have been divided into five sections covering the ten **Safe and Secure** safeguarding standards published by **thirtyone:eight**

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# *The Safeguarding Policy*

## **SECTION 1**

### **Church details**

Name: Shirley Community Church

Address: Green Lane, Shirley, Solihull, West Midlands. B90 1AA

Tel No: 0121 430 3556

Email address: admin@shirleycommunity.org.uk

Membership of Denomination: Independent

Charity Number: 1153617

Senior Leader Name: Gelu Ciorna

Senior Leader Email: admin@shirleycommunity.org.uk

Safeguarding Coordinator Name: Jane Heyes

Safeguarding Coordinator Telephone: 0121 608 3016

Safeguarding Coordinator Email: jane@heyes.me.uk

Insurance: Public and Products Liability and Property Owners Liability with Ansvar Insurance

Name of Broker: Life and General (Sedgley) Ltd

Telephone Number of Broker: 01902 324194

The following is a brief description of our place of worship and the type of work / activities we undertake with children / vulnerable adults:

We are an independent evangelical church meeting for worship, prayer, bible study and fellowship in church building and members' homes. Children participate in the services Sunday School and Youth Club. Vulnerable adults may receive counselling and help with transport.

## 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 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 vulnerable adults.
- the Leadership agrees not to allow the document to be copied by other organisations.

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included as Appendix 3.

#### Safe 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 (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.

### **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 undertake recognised safeguarding training on a regular basis. The Leadership will also ensure that children and vulnerable adults 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 a church 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 accusation.

We have a general code of conduct for workers and good practice guidelines for children's and young people's groups. See Appendix 4.

### **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. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight's safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable 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. Follow procedures as below:

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

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

**Name:** Jane Heyes (hereafter the "Safeguarding Co-ordinator")

**Tel:** 0121 608 3016

**Email:** jane@heyes.me.uk

The above 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, the report should be made to:

**Name:** Wendy Patterson (hereafter the "Deputy")

**Tel:** 01564 824689

**Email:** wendypatterson@hotmail.com

- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

**thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator 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:** Solihull

#### **Children's Social Services**

**Tel:** 0121 788 4300

**Out of hours Tel:** 0121 605 6060

**Website Address:** <https://www.safeguardingsolihull.org.uk/lscp/>

#### **Adults Social Services**

**Tel:** 0121 704 8007

**Out of hours Tel:** 0121 605 6060

**Website Address:** <https://www.safeguardingsolihull.org.uk/ssab>

**Police can be contacted on 101 or if an 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) (Tel: 0121 788 4310) 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 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 thirtyone:eight.
- 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 thirtyone:eight, 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 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.
- 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 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/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 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 procedure 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, 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.

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 regard 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 church.

#### **Working with offenders and those who may pose a risk**

When someone attending the church 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, 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.

### **Adoption of the policy**

This policy was agreed by the leadership and will be regularly reviewed.

**Signed by:** \_\_\_\_\_

**Elder**

**Signed by:** \_\_\_\_\_

**Trustee**

**Date:** \_\_\_\_\_

# APPENDIX 1

## Leadership Safeguarding Statement

The 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.

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

This place of worship is committed to the safeguarding of children and adults 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 vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of all adults 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.

### 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/vulnerable adults.
- 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 the church affected by abuse.
- Adopting and following the ten safeguarding standards developed by the thirtyone:eight.

## **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.
- 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 regularly.**

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Jane Heyes Child Safeguarding Coordinator

Wendy Patterson Deputy Child Safeguarding Coordinator

Jane Heyes Adult Safeguarding Coordinator

Wendy Patterson Deputy Adult Safeguarding Coordinator

Signed by leadership/organisation

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX 2**

**Detailed definitions. Signs and symptoms of abuse. How to respond to a child wishing to disclose abuse.**

### **A. Detailed definitions.**

#### **1. Statutory Definitions of Abuse (Adults)**

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors: Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

#### **Physical Abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

#### **Sexual Abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

#### **Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

#### **Financial or Material Abuse**

This is inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

#### **Neglect or Act of Omission**

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

#### **Discriminatory Abuse**

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

#### **Institutional Abuse**

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

## **2. Statutory Definitions of Abuse (Children) (ENGLAND)**

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.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

### **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 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.



## **B. Signs and symptoms of abuse.**

### **1. Signs of Possible Abuse (adults)**

#### **Physical**

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or overuse of medication and/or medical problems unattended

#### **Sexual**

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

#### **Psychological**

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

#### **Financial or Material**

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

#### **Neglect or Omission**

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

#### **Discriminatory**

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

#### **Institutional**

- Lack of flexibility or choice over meals, bedtimes, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

## **2. 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.

## **C. How to respond to a child wishing to disclose abuse.**

### **Effective Listening**

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult 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, ensure there is someone available who understands sign language, Braille etc.

### **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 3**

# **CODE OF CONDUCT**

## **Shirley Community Church behaviour code for working with children, young people and adults at risk of harm**

### **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 Shirley Community Church. 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 inappropriately
- 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 step down from your position. 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).

**Declaration** I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

## **Guidelines for Safe Practise at Shirley Community Church Children's and Young People's Groups**

### **Security**

Please ensure that if young children leave the room for any reason (toileting/end of session) that they are accompanied by a worker or parent/carer, as the front door of the church is open during services

### **Emergencies**

The church phone is located in the Warwick room.

### **Accidents/First Aid**

The First Aid box and Accident Book are presently located in the kitchen (usually on top of the microwave). All accidents that occur on church premises, however minor, should be recorded in an Accident Book. In the event of an accident, the parent/carer, child or young person should be asked to read and sign the accident book.

Disposable latex gloves must be used when dealing with broken skin, bodily fluids or faeces.

### **Record keeping**

If any non-staff adults attend a Sunday School session, please record them in the register giving a reason for their attendance.

Please use a register each week to record attending children. This register should record the child's name, address and contact details, and any medical/dietary considerations. Check details are up to date each time the register is replaced.

### **Risk Assessments**

Organisations have a responsibility to assess the risk involved in the activities that are provided.

This can include an informal check before the start of an activity that the building is safe and that the planned activities have been assessed for any risks.

The following are some areas that should be considered:

- Identification of hazards.
- Consider who might be harmed and how this might happen.
- Assess the risks and take action to remove or reduce them as far as possible.
- Please ensure there is access to the fire exit both during the session and when the room is vacated

### **Food and Drink**

If food and drink are provided during an activity, the following should be considered:

- Workers should follow good personal hygiene
- Basic health and hygiene regulations should be adhered to.
- All food and drink is stored appropriately
- Hot drinks should not be carried through an activity area and not placed within the reach of children
- Snacks are appropriately supervised
- Systems are in place to ensure that children, young people or vulnerable adults do not have access to food/drinks to which they are allergic. Typically, this can be peanuts, nuts, milk, eggs, fish, shell fish and gluten - found in wheat, barley, oats. Information re. children's diet should be in the register.

### **Safeguarding Principles for Group or Activity**

Everyone (children and workers alike) must be treated with dignity and respect in attitude, language and actions.

## **Duty of Care and Positions of Trust**

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- use their status and standing to form or promote relationships that are or may become sexual

## **Gifts, Rewards and Favouritism**

Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment

## **Guidelines on touch**

Keep everything public. A hug in the context of a group is very different from a hug behind closed doors. Touch should be age-appropriate and generally initiated by the child / young person.

Avoid any physical contact that is, or may be thought to be, sexually stimulating to either yourself or the child / young person.

Children / young people have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when medical attention is needed or they need to be restrained.

Workers should monitor one another in the area of physical contact and point out anything that could be misunderstood.

We expect the group to be supervised at all times and nobody under 16 years of age is to be left in charge of children of any age.

## **Visitors**

Adults other than assigned workers can be invited to a session for specific reasons but free access to the activity area should not be allowed. Anyone visiting the event rooms for any reason during the activity should be recorded in the register. Any people helping at an event who are not DBS checked should not be left in charge of children unsupervised. Where parents are present at an activity e.g. Youth Events they too will not be DBS checked and should not be alone with any children other than their own. All adults attending any group for any reason should be recorded in the register.

## **Unexpected attendance at activities**

Sometimes children, young people or vulnerable adults will want to join in with a church activity without the knowledge of parents or carers e.g. children playing outside or wandering the streets with no adult supervision. In these circumstances it is important to:

- Welcome them but try to establish their name, age (children), address and telephone number. Record these details in a register.
- Ask if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, they should be encouraged to return home, unless the parent/carer can be contacted and they happy with the arrangement. In the case of children, suggest the child seeks the parent/carer's permission to return the following week and send home a consent form for completion and signature.
- Link the visiting person with a regular attendee who can introduce them to the group and explain about the activity.
- On leaving, give the person a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact.
- Without an interrogation, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

## **Maintenance of good discipline within the group and an intolerance of bullying.**

### **Guidelines for discipline**

- Build healthy relationships with children / young people and be a good role model,
- Setting a good example. You can't expect children / young people to observe ground rules if you break them yourself.
- Ensure that children / young people have a clear understanding of what behaviour is expected of them and how inappropriate behaviour will be dealt with.
- Take care to give quieter and well-behaved children / young people attention and guard against some children / young people taking all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said to avoid manipulation.
- Be proactive in anticipating problem situations.
- Never smack or hit a child / young person. To do so would be considered physical abuse.
- Prolonged shouting in order to intimidate is wrong. However, using a raised voice is acceptable to give warning of possible harm or to make oneself heard
- Discipline out of love, not anger. Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.
- If necessary, separate children / young people who have a tendency to be disruptive when together.
- If necessary, take a disruptive child / young person aside and talk to them.
- Challenge them to change, whilst encouraging them on their strengths. If necessary, warn a child / young person that you will speak to their parents. Ensure that parents are advised in cases of banning.
- If a child / young person is harming himself, another person or property, other children / young people present should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request the child / young person to stop.

If a child, young person or vulnerable adult wants to talk:

- Bear in mind, they may not be wanting to talk about abuse
- Offer privacy but do this applying good working practice e.g. letting another worker know where you are and what you are doing
- Reassure them you will respect confidentiality as far as you can but if you do need to pass on what they have shared to someone else (for their own or others' safety or well-being) you will discuss this with them and keep them informed
- Issues of touch may arise, particularly if they are upset, so it is important to respect personal boundaries and apply good sense to any physical contact

### **Suggestions and complaints by parents / carers**

Where a parent or carer wishes to make a complaint or make a suggestion about any activity or group the organisation is providing, it should be taken seriously. It is a good idea in the first instance for them to speak to the group leader who should endeavour to resolve the matter.