

# Christ Church Derby Safeguarding Policy

**March 2023**

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## **SECTION 1 – Details of organisation**

<b>CHRIST CHURCH DERBY:</b>	<b>Great Northern Road, Derby, DE1 1LR</b>
<b>Email address:</b>	<b>info@christchurchderby.org</b>
<b>Membership of Denomination:</b>	<b>International Presbyterian Church</b>
<b>Charity Number:</b>	<b>1140038</b>
<b>Company Number:</b>	<b>07338676</b>
<b>Regulators details:</b>	<b>Charity Commission; Companies House</b>
<b>Insurance Company:</b>	<b>Ansvar Insurance Church Connect</b>

Christ Church Derby ('**CCD**') is an evangelical church in the centre of Derby. Our main services are on Sundays from 10am and at 6pm, and we run a crèche during the morning service, and a Sunday school class before the service. There is a youth club on Fridays for secondary school aged children. An annual holiday club for

primary aged children takes place in the Autumn. Other one off events such as parties and sleepovers take place throughout the year.

### **Our commitment**

The trustees of CCD (the '**Leadership**') recognise the importance of our ministry with children, young people and adults with care and support needs and our responsibility to protect everyone entrusted to our care.

We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, neglect, and spiritual abuse. 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*', and the UN Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse.

We have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance and we are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

This policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight (formerly CCPAS) and prepared in consultation with the International Presbyterian Church, whose safeguarding statement is included below:

### ***IPC SAFEGUARDING STATEMENT***

*The International Presbyterian Church has a Christian care for the welfare of each individual and seeks to make the Church a safe place for all. In particular the Church seeks to protect and safeguard all those who are especially vulnerable, both children and vulnerable adults, with whom it comes into contact through its activities and services.*

*It is the responsibility of everyone in the Church, including those working with vulnerable groups, to seek to prevent neglect or abuse.*

*The Church seeks to safeguard these vulnerable groups through its congregations, through its committees and, where appropriate, in cooperation with the statutory agencies, police and social services.*

*To this end, the Church is committed to inform those who work on its behalf, both paid workers and volunteers, with children and vulnerable adults how to recognise and report harm or abuse. The Church is also committed to operate safe recruitment and working practices and procedures with respect to all such workers and to offer them appropriate support, supervision and training.*

*The Church also undertakes to offer pastoral support to individuals in the Church who have been affected by harm or abuse.*

The IPC Statement on Care and Protection can be seen in Appendix 1.

The Leadership of CCD undertakes to:

- Adhere to the UN Convention of the Rights of the Child and the UN Universal Declaration of Human Rights (including those principles set out in Appendix 2).
- Endorse and follow all UK legislation in relation to safeguarding children and adults with care and support needs.
- Keep up to date with national, local and denominational safeguarding developments.
- Follow safe recruitment practices for all workers and volunteers, provide on-going safeguarding training and regularly review our operational guidelines.
- Appoint and support a Safeguarding Co-ordinator and Deputy in their work, including offering training, and in any action they may need to take in order to protect children and adults with care and support needs.
- Appoint an elder from CCD to be part of the Safeguarding team, taking responsibility for safeguarding on behalf of the Leadership.
- Ensure that the premises meet the requirements of the Equality Act 2010 and that it is welcoming and inclusive.
- Not allow the document to be copied by other organisations.

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

## **SECTION 2 - Recognising and responding appropriately to an allegation or suspicion of abuse**

### **Understanding abuse and neglect**

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult. See Appendix 2 for the UN Convention on the Rights of the Child definition of abuse.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in the appendices of our policy.

- Statutory definitions of abuse (children and young people) and statutory definitions of abuse (adults with care and support needs) are set out in Appendix 2.
- Signs and symptoms of possible abuse (children and young people) and/or signs of possible abuse (adults with care and support needs) are set out in Appendix 3.
- How to respond to a child wishing to disclose abuse ('effective listening') is set out in Appendix 4.

### **RESPONDING TO ALLEGATIONS OF ABUSE**

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Co-ordinator who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the Deputy). 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 by calling 0303 003 11 11. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Care in Derby, followed by a written request within 48 hours.

**During office hours:**

**Telephone: 01332 641172**

**During evenings or weekends Careline (out-of-hours emergency social care service):**

**Telephone 01332 956606**

Non-urgent concerns should be submitted via the [Derby Children's Social Care Online Referral System](#).

- Where the concern is regarding an adult in need of protection, contact Derby Safeguarding Adults Board, Careline out of hours as above, or take advice from Thirtyone:eight.

**During office hours:**

**Telephone: 01332 642855**

- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern (for example the Safeguarding Elder to log that a safeguarding concern is being dealt with, Insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Local Authority Designated Officer (on 01332 642376) if allegations have been made about a person who has a role with under 18's elsewhere).
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in the locked office safe.
- 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 CCD 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 everyone; children and adults who may be at risk of harm or abuse.

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 that 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 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.

## **SAFEGUARDING VULNERABLE ADULTS**

An adult is someone over 18 (unless specific legislation states otherwise). Over the years, there have been a number of pieces of legislation dealing with adults of different ages and circumstances. (The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008)). These can now be summarised in the Care Act 2014 which refers to adults with care and support needs. It follows that some adults, because of circumstance or particular vulnerability or risk, may be in need of protection.

When considering the safeguarding issues regarding adults, other pieces of legislation are also relevant such as the Anti-Social Behaviour, Crime and Policing Act 2014 which deals with Forced Marriage, the Modern Slavery Act 2015 which deals with trafficking and abuse, the Domestic Violence Crime and Victims Act 2004 which is self-explanatory but which may be strengthened to deal with coercive and controlling behaviour. These pieces of legislation apply to England and Wales.

Another important piece of legislation when dealing with safeguarding adults is the Mental Capacity Act 2005. Where decisions are being considered regarding the welfare of adults, under the Care Act 2014 they have to be full participants in the process and those who are involved in the investigations and assessments will form a view of the adult's capacity to make decisions for themselves. This means that where there are safeguarding concerns, referrals must be made to Adult Services so that this level of capacity can be assessed.

**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, the Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team (see above) 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 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 Partnership (LSCP) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Local Authority Designated Officer.

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

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

The ***Online Procedures for the Derby and Derbyshire Safeguarding Children Partnership*** can be found at <https://derbyshirescbs.proceduresonline.com/>

## **SECTION 3 - Prevention**

### **Safer recruitment**

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

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview

- Written references have been obtained, and followed up where appropriate
- A Disclosure and Barring Service (DBS) check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

When volunteers apply to work with children there is a recruitment process to follow:

- The volunteer must have attended Christchurch for at least 6 months before working with children.
- They must be 'endorsed' by an elder or children's activity leader, who has got to know them. If they are not well known by a senior leader, or not a church member, an interview will take place.
- They complete an application form and submit it to the Safeguarding Co-ordinator or deputy.
- They complete a self-disclosure form and then complete a DBS check.
- Once the DBS has been returned (and discussed if necessary) they will receive a job description for the voluntary role they are starting, a code of conduct, and attend safeguarding training if they have not already.

Please also see the IPC risk assessment for new workers in appendix 5.

### **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 safeguarding training on a regular basis in-house at Christ Church Derby. All volunteers and trustees must have safeguarding training renewed at least every 3 years, and before any work with children is undertaken. The Safeguarding Co-ordinator will update their higher level training every two years.

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, via posters displayed in the building.

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

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. We have developed a code of conduct towards children and young people which is given out when a worker starts a new role.

## **SECTION 4 – Keeping Children Safe Online**

### **Purpose of Online Safety guidance**

- To protect children and young people who are involved in activities at Christ Church Derby and who make use of technology as part of their involvement with us
- To provide staff and volunteers with the overarching principles that guide our approach to safety online
- To ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology and behave online.

### **We recognise that:**

- The welfare of the children / young people who come into contact with us is paramount and should govern our approach to the use of technology;
- All children have the right to equal protection from all types of harm or abuse;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to e-safety;
- The use of information technology is an essential part of all our lives with great benefits. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them.

### **We will seek to keep children and young people safe by:**

- Developing a range of procedures that provide clear and specific directions to staff and volunteers on how to behave online and the appropriate use of IT, as appropriate;

- Supporting and encouraging the young people attending activities in our church to use mobile technology in a way that keeps themselves safe and shows respect for others;
- Incorporating statements about safe and appropriate ICT use and online behaviour into the codes of conduct for staff and volunteers, and for children and young people;
- Developing an online code of conduct for use with young people and their carers, as appropriate;
- Use our safeguarding procedures to deal firmly, fairly and decisively with any examples of inappropriate ICT use and online behaviour, complaints or allegations, whether by an adult or a child / young person;
- Informing parents and carers of incidents of concern as appropriate;
- Reviewing and updating the security of our information systems regularly;
- Providing adequate physical security for ICT equipment;
- Ensuring that the personal information of staff and volunteers is not published on our website, other than biographical information which has been approved by that staff member or volunteer;
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given;
- Ensuring staff and volunteers do not use mobile phones while supervising children and young people, except in the case of an emergency. Mobile phones are not to be used in the crèche room under any circumstance.
- Implementing a social media darkness policy in the circumstance that people fleeing domestic violence join our church, on a case by case basis and for an agreed period of time. This means reviewing how we advertise “open” events other than the church services on Facebook or Twitter, so that a perpetrator cannot trace the movements of the victim.

### **Things for leaders to be aware of / consider when delivering work online:**

- All online activities need to be risk assessed before they take place.
- Staff and children’s work leaders and volunteers should not “friend” children in their groups at church on social media.
- If you are using a new technology, it needs to be risk assessed before using it within Christ Church.
- Is the online activity inclusive? Do all the children have the technology needed to access it?
- Have you completed a risk assessment for a new online activity?
- Official church devices and accounts should be used wherever possible.
- Before video sessions take place:
  - o There should be 2 DBS checked adults online
  - o Check your background is appropriate

- Use the child's first name or their parent's name on the screen
- Keep private chat functions or screen sharing from anyone other than the host turned off
- Have you given families a code of conduct for online behaviour?
- Check age restrictions for any apps or software you plan to use – if children are too young to use it independently, they must have a parent with them at all times.
- Records of attendance should be kept for online groups just as they would for offline.
- Ratios for online work should be the same as in person work

## **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 CCD.

### **Working with offenders**

When someone attending CCD is known to have abused children, or is known to be a risk to adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of everyone who may be at risk of harm, will set boundaries for that person which they will be expected to keep, agreed in a contract.

### **Domestic violence**

In the event of an instance of domestic abuse within the church, the victim and perpetrator will be supported by the elders. From a safeguarding perspective, if the abuse is between two adults, the victim can choose whether they wish to report it or not. If there is a child in the home it automatically needs to be reported to Derby Safeguarding Childrens Board as a safeguarding issue. This also applies if there is a vulnerable adult in the home.

## **SECTION 6 - Practice Guidelines**

At CCD 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.

### *Registers and forms*

We keep registers for all of our work with children. We also have accident, consent, and concern forms on hand for workers at every activity, displayed on church notice boards – once completed they are stored away in a locked safe.

### *Code of conduct and role profiles*

We have developed a code of conduct for workers, and our role profiles for volunteers working with children detail best practice in each area.

### *Whistleblowing*

We have a whistleblowing policy for the report of any concerns which affect the public.

### *Lift-sharing*

It is preferable that children and young people are dropped off and collected from church by their parent / carer. However in the situation where this is not an option we have a lift-sharing consent form for parents who request a lift for their child. It must be signed by the primary carer and securely stored. There is a risk assessment which needs to be signed by the designated driver, which includes the following principles:

- Drivers should hold a current full driving licence and have insurance which covers voluntary work.
- Pick up and drop off times need to be arranged.
- There should be an agreement on how many adults are in the car and where they will sit.
- Seatbelts and correct child restraints must be used.

### *Holiday Bible Club*

The Holiday Bible Club in Autumn will have a safeguarding lead each year to ensure forms are in place and a risk assessment is conducted. All volunteers working with children will have received safeguarding training and hold a current DBS check.

#### *Management of data*

All forms with personal information or signatures will be stored in the locked safe in the church office, including any accident or concerns forms. Self-disclosure forms will be shredded upon return of the DBS check.

Risk assessments are to be completed for all new activity, signed by the Safeguarding Co-ordinator, and reviewed on a regular basis.

#### **Working in Partnership**

When we work in partnership with an organisation, whether in the UK or not, or where an organisation uses our premises, we will have a partnership agreement for safeguarding, and insist that their safeguarding policy meets the same standards as promoted here. We have developed a policy summary leaflet for other organisations planning to use our building. We require a confirmation letter from each church Safeguarding Co-ordinator that all of the volunteers from their church have a current DBS check and up to date safeguarding training (within the past 3 years). This confirmation must be received before the event takes place.

Signed on behalf of **CHRIST CHURCH DERBY**

Signed by \_\_\_\_\_ The Trustees \_\_\_\_\_

\_\_\_\_\_

Date        \_\_\_\_\_20.03.23\_\_\_\_\_

All trustees have signed off this policy by 20.03.23.

## **Appendix 1**

### **IPC Statement on Care and Protection**

The IPC is committed to the creation of a caring environment for children (and indeed for vulnerable adults). We recognize the need to safeguard children from all forms of abuse and neglect, be they passive or active. We recognize that child protection is the responsibility of all who work with children and families, regardless of whether that work brings them into direct contact with children.

Specifically:

1. IPC churches will incorporate into church practice the civil legal requirements in respect of child protection in so far as they remain compatible with the teaching of the Bible.
2. IPC churches will ensure that those working with children are appointed through a clear process established under authority of the Session which includes the checks required by civil authorities appropriate to such roles.
3. Each IPC church Session shall agree a child protection policy and nominate a designated team (including at least one elder) to be responsible for monitoring its implementation.
4. Each IPC church Session shall make every effort to minimize the opportunity for temptation to sin in respect of child protection. There should never be occasion for children to go unsupervised, nor should there be occasion for one adult to be left alone with children for a significant period.
5. It is part of the Christian duty of every member of our churches to be aware of the child protection policy and to make whatever contribution they can to create a safe and caring environment for children (and vulnerable adults).
6. Each IPC church shall pay due attention to the confidentiality of its members (including children) whilst recognising the absolute need to share information when concerns are raised or disclosed that identify a child's wellbeing is or has been at risk.

## Appendix 2

### Statutory References and Definitions

A. The UN Convention on the Rights of the Child 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.

B. The UN Universal Declaration of Human Rights Article 5 states:

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

Working Together to Safeguard Children: Statutory guidance on inter-agency working to safeguard and promote the welfare of children H M Government 2018 specifically refers to places of worship, as did all other versions: “Voluntary, charity, social enterprise (VCSE) and private sector organisations and agencies play an important role in safeguarding children through the services they deliver.... Every VCSE, faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed, and systems should be in place to ensure compliance in this...”

## **Statutory Definitions of Abuse (Children)**

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

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

### **ENGLAND**

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

What is abuse and neglect?

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

#### *Physical abuse*

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

#### *Emotional abuse*

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may

include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### *Sexual abuse*

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

### *Neglect*

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

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

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

### *Spiritual abuse*

31:8 has recently carried out research into spiritual abuse, and reference the following definition for spiritual abuse – “Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include:-manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a ‘divine’ position, isolation from others, especially those external to the abusive context.”

### **Definitions of Adult abuse**

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.

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.

For spiritual abuse, please see above under definitions of abuse in children.

## **Appendix 3**

### **Possible Signs of Abuse in children**

When considering whether there is evidence to suggest a child or young person has been abused, there are a number of possible indicators. However, there may be other explanations, so it is important not to jump to conclusions. Seek advice from Children's Social Services, the Police or CCPAS. There may also be no signs or symptoms. This does not mean that a report of abuse is false.

### **Signs Suggesting Physical Abuse**

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc that do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*
- Changes in routine

### **Signs Suggesting Emotional Abuse**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- 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

### **Indicators of Possible Sexual Abuse**

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- 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\*
- Bed wetting and soiling

\*These signs may indicate the possibility that the person is self-harming, mostly by cutting, burning, self-poisoning.

## **Possible Signs of Abuse in Adults**

### **Signs suggesting physical abuse**

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.

### **Signs suggesting domestic violence**

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation

### **Sexual abuse**

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

**Psychological abuse**

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

**Financial or material abuse**

- 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

**Modern slavery**

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

**Discriminatory abuse**

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

**Organisational abuse**

- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

**Neglect and acts of omission**

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

**Self-neglect**

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs

## **Appendix 4**

### **Guidelines for responding to a child who may have been abused**

- Don't ask questions.
- Don't make promises you may not be able to keep eg. not telling anyone else.
- Accept what you hear without passing judgement.
- Tell the child what you are going to do.
- Make careful notes (the circumstances, what the child said, what you said etc) as soon as possible, preferably within an hour- include dates and times of incident/recording.
- Keep the notes safely.
- Listen and pass on to the CCD Safeguarding Co-ordinator - do not question or investigate - the Child Safeguarding Co-ordinator will contact Children's Social Services, the police or Thirtyone:eight, as relevant.

## Appendix 5

### IPC Risk Assessment

The underlying principle of the policy is to minimise risk. The Trustees/Elders have responsibility to undertake a risk assessment of a given applicant with respect to the individual responsibilities of the role under question. This responsibility may be delegated to a Safeguarding team. It should be borne in mind that this process is for the protection of all involved – including the applicant. There is no implication of inappropriate behaviour or concern by scrutiny of the risks associated with children's work. In broad terms a risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can evaluate whether you have taken enough precautions or should do more to prevent harm.

There are 5 principles:

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

In the safeguarding context consideration will be given specifically to:

1. Identify situations where a given individual's role will bring them into contact with children and protected adults.
2. Evaluate the level of supervision by a responsible adult who has undergone registration and the risk of unsupervised contact.
3. Ensure those involved are aware of their responsibilities (as set out in the job descriptions) and lines of communication for reporting concerns.

Whilst the Elders/Trustees may delegate this responsibility for risk assessment to the safeguarding team, the Elders/Trustees nevertheless retain the ultimate

responsibility for decisions taken. Elders/Trustees therefore need to have confidence in the processes in place and the Safeguarding team should regularly report to the Session and urgently on any specific concerns that arise.