

Child and Adult – Safeguarding Policy

(This policy should be read in conjunction with Safeguarding Adults Values and Codes of Practice)

Section 1

Name of Place of Worship :The C3 Church

Membership of Denomination/Organisation: Independent

Address: 2 Brooks Road, Cambridge. CB1 3HR

Tel No: 01223 844415

General Email address: hello@thec3.uk

Senior Leader: Steve Campbell

Safeguarding Coordinator Name: Holly Miller

Denomination / Organisation Safeguarding Officer (Cambridge): Jamie Bambrick

Denomination / Organisation Safeguarding Officer (Bury): John Wilson

Charity Number: 6940221

Company Number: 1132699

Insurance Company: Ansvar Insurance Company

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

Children and youth activities take place at the church as part of our Sunday meetings.

Both children and youth have their own small group meetings and occasional activities in the building during the week.

The youth meet on a Friday evening.

Occasional residential and day trips are organised and specific risk assessments are prepared for these events.

All workers will be DBS checked.

Most of the adult support is provided by the pastoral team. We also have several community pastors available to support those who attend our Friday Hub.

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 recognise the importance of the Children Act (1989, 2004) and the Care Act (2014) as the legislative framework through which Safeguarding is enshrined in the UK. We recognise the value of statutory guidance of 'Working Together to Safeguard Children (2018) and we are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The leadership of C3 Church have overall responsibility for safeguarding within the organisation. They ensure that the organisation complies with duties under legislation.

Policy Statement:

All those working with children and adults at risk must promote their welfare, health, wellbeing and development and take every reasonable precaution to protect them. This means they should consider what is in the best interests of the child or adult at risk.

All employees and volunteers have a role to play in identifying concerns, sharing information and taking prompt action.

C3 Church seeks to provide an environment where all can work safely to serve the community at large and for their own personal & spiritual development. We do and will take every reasonable precaution to minimise risk.

The organisation is committed to ensure that all, and specifically those who are vulnerable, are kept safe from harm while they are involved with the organisation in any way.

Employees and volunteers have a personal responsibility for safeguarding the welfare and wellbeing of all children and adult at risk by protecting them from abuse and will support them wherever this happens.

The term child has the specific legal meaning of anyone below the age of 18 years and the term adult refers to anyone aged 18 years or over.

An adult at risk is someone who has needs for care and support, is experiencing, or is at risk of, abuse or neglect and is unable to protect him or herself (sometimes referred to as 'an adult at risk of harm').

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

The Leadership undertakes to:

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

To meet this commitment C3 Church Leadership will ensure that:

- employees and volunteers are familiar with and have access to the safeguarding policy and procedures
- the organisation continues to monitor the implementation of the safeguarding policy and procedures and takes any measures required to strengthen and improve existing practice
- employees and volunteers know who to contact for further information and advice
- children and adults at risk, parents and carers know how to voice their concerns and obtain help if they are unhappy or worried about anything
- effective procedures are in place for responding to complaints, concerns and allegations of suspected or actual abuse
- everyone knows how to report any alleged malpractice or negligence and will be supported when speaking out
- there is appropriate documentation for completion when recording any all causes for concerns
- there are appropriate risk assessments for all its activities
- every employee and volunteer is trained in the fundamentals of safeguarding
- clearly defined recruitment procedures including ID checks, references and Disclosure and Barring Service (DBS) checks are

followed for every applicant before they are allowed to work or volunteer with children or adults at risk

- DBS checks are updated every three years or whenever there is a change of role to one which involves working with children or adults at risk

Section 2 Prevention

Understanding abuse and neglect

Abuse is a form of maltreatment. It is the violation of an individual's human and civil rights, usually for gratification. Abuse can be self-inflicted or inflicted by another person or persons. In the context of safeguarding it is used to refer to any knowing, intentional or negligent act by another that causes harm or a serious risk of harm to another. Any form of abuse is usually perpetrated as the result of deliberate intent. However vulnerable people can also be harmed, damaged or distressed by acts of neglect or ignorance.

Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

Abusers are usually known to their victims and are trusted by them or dependent on them. An abuser will make every effort to establish trust and will seek to maintain the respect of friends and colleagues alike. Contrary to commonly-held belief, strangers very seldom abuse because without having gained trust they cannot be confident that their victims will not tell.

Abuse may consist of single, multiple or repeated acts, either to one person in a continuing relationship or service context, or to more than one person at a time

Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. It may result in death.

The definition of child abuse comes from the Children Act (1989, 2004) and Working Together to Safeguard Children (2006, 2018). There are five types of recognized child abuse:

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Neglect
- Bullying

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. **See Attachment 1 & 2 & 3**

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:

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.

Safer recruitment

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

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

- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

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

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with our current child and adult protection policy, which contains our general code of conduct.

Section 3

Practice Guidelines

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

Our general code of conduct for workers and guidelines for regular activities is attached. **See Attachment 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.

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

Section 4

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 using the 4 R's**

Reassure: reassure the child that it was right that they disclosed the abuse.

Respond: tell them clearly what you are planning to do

Report: inform the Safeguarding Officer of the situation

Record: make detail notes of the abuse and the actions taken.

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

Name: (hereafter the "Safeguarding Co-ordinator") Holly Miller

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, then the report should be made to:

Name: (hereafter the "Deputy")

Cambridge:

Jamie Bambrick

Bury:

John Wilson

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: Cambridge

Children's Social Services

Tel: 8am – 6pm Monday to Friday 0345 045 5203

Out of hours Tel: 01733 234 724

Email: LADO@cambridgeshire.gov.uk

WebsiteAddress: <https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection/>

Name of local authority: Bury

Suffolk Safeguarding Partnership

Tel: Central Telephone Number: 0300 123 2044

Email: LADO@suffolk.gov.uk

WebsiteAddress: <https://www.suffolkscb.org.uk/working-with-children/local-authority-designated-officers-lado/>

NSPCC

Tel: 24hr Help line 0800n 800 5000

Adult Social Services

Tel: 8am – 6pm Monday to Friday 0345 045 5202

Out of hours Tel: 07765 898732

Email: referral.centre-adults@cambridgeshire.gov.uk

Website Address: <https://www.cambridgeshire.gov.uk/residents/adults/organising-care-and-support/>

Police Protection Team Tel: 101 or 999

The worker will need to complete the form “**Responding to Abuse – Workers Action Sheet**” **Attachment 6** but the completion of this form should not delay any action necessary to safeguard the person.

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern

▪ Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.

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

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to 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 place of worship / organisation 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:

If any member of C3 staff or volunteers have a concern about a child they must use the 4 R's, and critically report this to C3 staff. The safeguarding coordinator / deputy have the responsibility to ensure that C3 take appropriate action.

The worker will need to complete the form “**Responding to Abuse – Workers Action Sheet**” **Attachment 6** but the completion of this form should not delay any action necessary to safeguard the person.

C3 is committed to ensuring that children and adults get support when there is a concern. The safeguarding coordinator / deputy will provide guidance and action would be taken according to the below levels :

1. Significant Harm: if a child is at risk of harm, we will refer out to Children’s Social Services. The Safeguarding coordinator / deputy should be immediately notified, and they can lead the referral procedure. If a child or vulnerable adult’s life is in immediate life-threatening danger, Police or 111 is the appropriate action to take.

2. Case specific advice: via thirty:one eight, and or NSPCC. This is to check out any concerns or risks that don't immediately or readily meet significant harm thresholds, but where we are concerned about potential risk to children and families. This could be the case in families where there is for example poor parenting practice. The purpose is to have a case specific discussion to enable a safeguarding coordinator decision on risk and likely course of action. The decision making would be clearly recorded

2. Welfare issue: C3 pastoral staff can give generic advice on a range of issues and signpost children and families to specific services who can support (see annex) for a list of helpful organisations.

3. Information sharing: One to watch. For example, where a young person has experienced a key life event, disclosed some historic information or we have noticed a behaviour change; this is shared within the children and youth team workers and flagged in C3 records. These records are shared on a need to know basis with children's workers.

Working with known offenders.

Where someone attending a church meeting or an event is a convicted known abuser of children then whilst extending friendship to the individual and helping them to achieve their full potential, The Charity has a responsibility to do everything in its power to protect the children and other members of the Charity in its care.

The Child Protection Co-ordinator or Deputy will meet with the individual and discuss their management and supervision within the Charity.

The offender will be given set boundaries that they will be expected to keep. He or she will be asked to sign a contract and adhere to it; if they do not adhere to it they will be asked to leave the Charity.

A copy of the contract is shown in **Attachment 5** of this policy.

See also "*How to Respond to a child wanting to talk about Abuse*" **Attachment 3**

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

1 Suspicions 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.

2 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.

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

The safeguarding co-ordinator will:

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

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

Section 5

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, 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 reviewed annually prior to 25th April 2020

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is also lodged with: Executive Pastor/C3 Handbook

Policy Reviewed and Signed off date: 25th April 2019

ATTACHMENT 1

DEFINITIONS OF ABUSE

The following definitions of child abuse recommended for registration are as stated in the joint government departments' document, 'Working Together to Safeguard Children' published in 2018.

'Abuse & Neglect

Somebody may abuse 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.

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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment 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 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 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.'

Bullying

Bullying is behaviour that is:threatening, aggressive or intimidating abusive, insulting or offensive cruel or vindictive humiliating, degrading or demeaning.

Spiritual Abuse

The term 'spiritual abuse' covers a wide variety of behaviours but can be summarised as the use of spiritual authority or spiritual means in order to demean, manipulate, control or exploit someone.

Online abuse

Online abuse is any type of abuse that happens on the internet, whether through social networks, playing online games or using mobile phones. Children and young people may experience

cyberbullying, sexting, grooming, sexual abuse, sexual exploitation or emotional abuse. It can take place anywhere and anytime.

Other forms of abuse that you may encounter:

Discriminatory abuse

Discriminatory abuse is when someone picks on a person because something about them is different. This can include unfair or less favourable treatment due to a person's race, sex, gender reassignment, age, disability, religion or belief, sexual orientation, appearance or cultural background, marriage or civil partnership, pregnancy and maternity.

Domestic abuse

Abuse or violence in a relationship is about a pattern of behaviour that one person uses against another to intimidate them and get them to do what they want. Abuse between those who are or have been intimate partners or family members, regardless of gender, sexuality, age, race, wealth or geography. Domestic abuse is recognised to happen between teenagers from the age of 16. It can involve all forms of abuse; sexual, physical and emotional and including coercive and financial control.

Female genital mutilation (FGM)

Female genital mutilation (sometimes known as female circumcision or referred to as cutting) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It is also illegal to take a female out of the country to do this.

Organisational abuse

Organisational abuse is the mistreatment, abuse or neglect of children or adult at risk by an organisation or its personnel.

Breast ironing

Breast ironing – also known as breast flattening – is the process whereby young pubescent girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely.

Cuckooing

Cuckooing is the process whereby criminal gangs target the homes of vulnerable people in order to use their premises for criminal activity.

Criminal exploitation: county lines

Criminal exploitation of children or adults at risk is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage.

Grooming

Grooming is the planned and deliberate act of manoeuvring another individual into a position that makes them more isolated. They become dependent and likely to trust the abuser, and more vulnerable to abusive behaviour.

Honour-based violence

Honour-based violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.

Modern slavery (human trafficking)

Modern slavery includes forced labour, domestic servitude or coercing, deceiving and forcing an individual into a life of abuse.

Peer on peer abuse

Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Radicalisation

Radicalisation is defined as the process by which those who are vulnerable come to support terrorism or violent extremism and, in some cases, to directly participate in or support terrorist groups. There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas.

ATTACHMENT 2

POSSIBLE INDICATORS OF ABUSE

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered. However, there may be other explanations so it is important not to jump to conclusions but rather to seek advice from the Co-ordinator (Holly Miller) or Deputy Co-ordinator (Jamie Bambrick for Cambridge, John Wilson for Bury) who have been appointed by the Charity to deal with child protection issues, or Children's Services (formerly Social Services), or Adult Services, the Police Child Abuse Investigation Unit or Thirtyone:eight

Physical Signs of Abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places that are not normally exposed to falls, rough games etc.
- Injuries which 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 unexpected tummy pains
- Bruises, bites, fractures etc. which do not have an accidental explanation
- Cuts/scratches/substance abuse
- Changes in routine

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

Emotional Signs of Abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also 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

Possible indicators of Spiritual Abuse

- The standards of honour, respect and authority are distorted.
- Heavy religious performance-driven culture.
- Fear and shame drive people into submission.
- Emphasis on a charismatic leader who becomes the ultimate spokesperson on all spiritual issues.
- The leader's sins and weaknesses are minimized while the people's sins and weaknesses are maximized.
- Hovering over personal decisions in a person's life.
- A culture of exclusive spirituality: "We have the monopoly on God."
- Creating an internal bubble that isolates people from their families, other ministries and outside influences.
- Unwillingness to act with compassion towards those who leave.
- Isolated accountability structure.

ATTACHMENT 3

HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

It is not easy to give precise guidance, but the following may help:

General Points

- Show acceptance of what the child says (however unlikely the story may sound)
- Don't ask leading questions
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – **do not promise confidentiality**
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know you are always ready to listen

Helpful Things You May Say

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will 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?
- Never make false promises
- Never make statements such as, "I am shocked, don't tell anyone else"

Concluding (Remember the 4 Rs – see Section 4 above)

- Again, reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Children's Services or the police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the Charity's Co-ordinator or Deputy or contact an agency such as CCPAS for advice or go directly to Children's Services/Police/NSPCC
- Record all discussions.
- Consider your own feelings and seek pastoral support if needed

ATTACHMENT 4

Code of Conduct for regular activities with a child.

The best way to stay safe (for the child and the worker) is to be open and transparent in all dealings with children. This will involve good communications between team members and the need to help and support one another at all times.

Toileting

- From time to time you may be asked to assist a child in the toilet and whilst giving help you must respect their privacy. Assess the level of personal care that is needed taking into account the age of the child, but also bear in mind that some children have special needs and may require a higher level of support than another of the same age.
- If possible, two members of the team should be present at toileting times.
- If it is not possible for two team members to be present in the toilet, tell another member of the team where you are going, with whom and what you are doing. Let them know when you have returned.
- Once a child has been helped to sit on the toilet, withdraw from the cubicle ensuring the child's privacy and stand by the door until they are ready for your assistance to complete the toileting procedure.
- Encourage the child to manage the toileting process themselves if at all possible by talking them through the stages. If a child is too young to do this, or has special needs and finds it impossible, then you must help them. Obviously it will be necessary for physical contact in this instance. Deal with it in a matter of fact way, make no personal remarks, wear protective gloves and talk the child through the process.
- At all times treat the children with dignity and respect in your attitude, the language used and in all actions. Treat them as you would wish to be treated yourself.
- Whilst older children do not need the same level of care as younger ones, workers should be vigilant when children excuse themselves to go to the toilet. Because they are areas that provide a degree of privacy they can be used by older children to take advantage of younger ones. It is not always adults that abuse children. Be vigilant about the use of the toilet and take note of who is using it and for how long. Send in a worker of the same gender to check if you are at all uncomfortable.

Inappropriate talk

- Do not use sexually explicit language, nor allow children to use it. Be concerned if a child talks in such a way that it shows they have knowledge beyond their years about sexual activity. Talk to the Child Protection Co-ordinator.
- Do not allow swearing.
- Do not allow racially abusive language.
- Do not allow words that condemn, judge or discourage another person, nor allow children to use them.
- Do not allow blasphemy; teach the children what it is and that it is not used in the Charity. Remember some of them will probably hear it in their own homes and it will be normal talk, so deal gently with them.

Inappropriate touch

Workers may show appreciation, affection, support or sympathy with a hug or an arm around the shoulder. This is fine and is not to be discouraged, but when working with children it is important to remember 'boundaries'.

Keep your touch to an arm round the shoulder or holding a hand. If a child wants to sit on your lap gently discourage it and suggest they sit beside you. Again, remember the open and transparent rule; be aware that you may be open to false claims of abuse, so eliminate the risk by staying in rooms with other people.

If a child wants to 'tell you a secret' or talk to you privately do not leave the room but stay where other people can see you and just draw to one side out of hearing of others.

Transport

Ensure that arrangements for transporting children are with the knowledge of the line manager and have parental approval. In some circumstances it may be unwise to carry a particular child on their own. If it is unavoidable to transport a child alone, seat them in the rear of the car.

Inviting children to your home

You should never invite a lone child into your home.

If you want to invite a group of young people to your home, ensure this is with the knowledge of the line manager and that you have parental consent. The parent needs to know the purpose of the visit, if there will be any other people there and how long the visit will be.

If you need to visit a child's home

Children's workers and leaders may need to visit children and their families at home from time to time. We recommend the following guidelines:

- Inform your line manager/another worker of the proposed visit
- Carry some form of identification authenticated by the Charity which can be shown to the child's parent/carer
- Never go into a child's home if a parent is absent
- Keep a record of the visit, noting date and purpose, who was present, and a record of the discussion
- If the parent/carer is absent when you call, leave some means of identification/explanation that can be handed to them if the child is at home alone/with other children
- Provide information about your group to the parent/carer, including contact telephone numbers etc.

Access to meetings

Make sure that the only people allowed into a children's activity are the workers assigned to that group. You should not allow other adults to have free access. If they need to be there for a specific reason (e.g. guest speaker, maintenance person), ensure that you note in a logbook, the name of the person and the time they came/left.

Children from the community

Sometimes children playing outside or wandering the streets with no adult supervision will join in the Charity organised activities without the knowledge of their parents. The following are guidelines recommended by CCPAS:

- On arrival, welcome child/children and attempt to gain some factual information about them, i.e. name, age, where they live, telephone number and then record in a register.

- Enquire if the child's parents are aware of where they are, and whether they are expected home at any particular time. Ring parent if possible. Make sure the child leaves the meeting to get home on time.
- Without quizzing the child, you will need to find out as soon as you can whether the child has any special needs, e.g. is the child on any medication, so that you can respond appropriately in any emergency.
- On leaving, give the child a leaflet about the group with contact telephone numbers etc, and inviting the parent to make contact. **If you are not comfortable with the situation, tell the child they cannot stay this time because their parent doesn't know where they are but you would love to see them next week 'if Mum or Dad says it's OK'.**

GUIDELINES FOR DISCIPLINE

1. Children feel safer if they know what the ground rules are (what they are allowed to do and not do) and what will happen if they do not keep the rules. Agree the boundaries as a team and make sure that each member of the team sticks to them. Consistency is a key and eliminates the opportunity for manipulation. Respect for each other should be the foundation, e.g. no racism or calling each other names, no swearing or fighting, no taking another person's property without their consent, listening when someone else is talking, etc.
1. Make sure your ground rules are printed and on display in the room to serve as a constant reminder. Do not make a long list. For example, 'respect one another' covers racism, calling one another names, listening when someone else is talking, etc.), 'act safely', 'respect the building' and 'be still and quiet at the signal' should cover most eventualities.
1. Have a pre-arranged signal that the children will know is the time for them to be quiet and still. Practice with it beforehand; have a game with it and reward quick responses.
1. Value each child as an individual and work on their own unique positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
1. Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
1. Take care to give equal attention to the children and do not allow the more dominant characters to take all your time and attention; the quieter and well-behaved children need you too.
1. Look honestly at your programme; if children are bored, they misbehave. Is the programme at fault if you are having a bad session? You can be sure that if you do not keep children 'engaged', they will certainly engage you! Make your programme varied and interesting, giving lots of opportunity for participation and practical activity.
1. NEVER smack or hit a child. Do not roughly handle them.
1. If there is a conflict between one or more of the children stand in between the warring parties. Do not roughly pull them away. Call for help if you need to. Speak calmly but with authority and let them know that physical violence will not be tolerated, that you will listen to each one's complaint and try to treat them fairly.
1. Do not shout to gain attention; if you need to, change the tone of your voice and not the volume. The only circumstance you may use a 'good shout' is if you see a child going towards danger and you need to stop them quickly. In that case you may shout their name followed by 'stop'.
1. Discipline should never be in anger. If you feel yourself responding inappropriately to a situation call for the support of another leader so that you do not deal with it unwisely.

1. Each child is unique, special and individual, and each child needs a different method of being dealt with. If a child is misbehaving, try to find out why, (e.g. are they bored, unwell, upset about something, being bullied, etc.)
1. Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and separate them as a last resort.
1. Sit disruptive children in front of you where you have full eye contact. If necessary, ask a helper to sit next to them.
1. Encourage your helpers to be watchful for potential difficulties and to intervene without waiting to be told to deal with a situation.
1. If there is an incident take a child aside and talk to them; do not 'show them up' in front of the others; try to understand why something has happened or a child has responded the way they have. Encourage them in their strengths and challenge them about inappropriate behaviour.
1. Warn a child that you will speak to their parents if they are consistently disruptive and make sure you follow it through. 'Three strikes and out' (for a set period of time) usually works quite well. Make sure the child knows the consequences of their actions and never impose a total ban without reference to your line manager first.
1. Before a total ban is imposed its imposition must first be discussed with your line manager and an arrangement to meet with the parents and discuss your reasons for the action should take place.

ATTACHMENT 5

CONTRACT

This contract is made between the Charity, (enter details) and (enter details)

Name:

Address:

Tel. No:

DECLARATION OF THE CHARITY

The Charity is fully committed to extending love and friendship to you in order that you may reach your full potential. Alongside this desire we also have a duty to act responsibly on behalf of all the Charity members under our care and accordingly we will manage and supervise your movements and activity at meetings or events in order to protect both you and the children and their families.

We therefore require that you both agree to and sign the following conditions. You must understand that you are agreeing to attend only those meetings which are named below. If you wish to attend any other special meetings that may be arranged, you must speak first to the Child Protection Co-ordinator (Holly Miller) or Deputy (Jamie Bambrick for Cambridge, John Wilson for Bury) who will make arrangements for your supervision if they agree.

DECLARATION OF OFFENDER

1. I agree to be open and honest regarding my offending.
1. I agree to declare any potential problems arising during my time at the Charity meetings or events, which would make a repeat offence more likely.
1. I agree that open and frank discussions should take place between my Probation/Supervising Officer and the Charity.
1. I agree that I will only attend meetings and events agreed with the Child Protection Co-ordinator or Deputy.
1. I agree to take the following precautions at all meetings:
 - To stay away from areas of the building where children and young people congregate
 - To never be alone with children or young people either prior to or after the meetings
 - To sit next to a named adult who has been chosen by the Charity
 - To supervise me if they deem it necessary
1. If I am invited to visit families where children or young people are present: I agree to:
 - Seek the agreement of my Probation Officer and the Charity first
 - The parents being informed of my circumstances
 - To never be alone in a room with a child or young person
1. I agree not to apply to work with children or young people in the Charity.

1.I agree not to engage in conversation with any child or young person unless a parent or other responsible adult is present and to terminate any approach made to me by children or young people and immediately inform the Charity.

1.I will not offer to baby sit or temporarily care for a child or young person.

1.I will not offer lifts to children or young people.

1.I agree to the Charity informing any groups or organisations linked to the Charity that work with children and young people that I am a known offender.

(Depending on each individual situation, other conditions may be written into the contract)

BREACH OF THESE CONDITIONS

I understand that if I break any of the above conditions I may be banned from attending the church and my Probation/Supervising Officer will be informed.

DURATION OF CONTRACT

This contract will run until the completion of probation or parole licence, and it will only end when the Charity feel it is safe to end.

Signed:

Date:

Name:

WITNESSED BY:

Signed:

Date:

Name:
Child Protection Co-ordinator

Signed:

Date:

Name:
PROBATION OFFICER

ATTACHMENT 6

Responding to Abuse – Workers Action Sheet

CONFIDENTIAL

Name of Places of Worship/Organisation _____

Name of Child/Young Person/Adult at Risk _____

Address _____

Date of Birth _____ / _____ / _____

Name of Person Reporting Incident _____

Date _____ / _____ / _____ Time of incident _____

Sequence of Events/Actual Words Used/Observations

Action Taken (including person(s) contacted)

Date _____ / _____ / _____ Time _____

Notes: _____

Useful organisations

Action on Elder Abuse

A nationwide charity working to protect and prevent the abuse of vulnerable older adults.

Telephone **020 8835 9280**

Helpline **0808 808 8141**

elderabuse.org.uk

Age UK

Age UK offers a free, confidential, national phone service for older people, their families and friends, carers and professionals. They have a team of expert advisers who give advice and information that is reliable and up-to-date.

Beat

An eating disorder charity that can support anyone affected by an eating disorder.

Helpline (adult) **0808 801 0677** (youth) **0808 801 0711** **beateatingdisorders.org.uk**

Brook

Information on sexual health and support around relationships.

brook.org.uk

Child Exploitation and Online Protection (CEOP) Command

Works across the UK tackling child sexual abuse and providing advice for parents, young people and professionals. Also see **ThinkuKnow** on page 28. Helpline **0870 000 3344**

ceop.police.uk

Childline

A free and confidential helpline for children and young adults in the UK. It offers help and advice plus volunteering and fundraising details.

Helpline **0800 1111**

childline.org.uk

Telephone **0800 055 6112** (8am–7pm, 365 days a year)

Alcohol Change UK

A charity that helps with alcohol issues. Their vision is of a world free from serious alcohol harm. **alcoholchange.org.uk**

Barnardo's

Works to transform the lives of vulnerable children and young people.

Telephone **020 8550 8822**

barnardos.org.uk

Citizens Advice

Helps people resolve legal, money and other problems by providing free, independent and confidential advice.

citizensadvice.org.uk

Crimestoppers

Crimestoppers believe that everyone has the right to feel safe from crime. Whoever you are, wherever you live, from communities to companies. They also share advice on how to protect the people you care about from crime so everyone can feel safe.

Telephone **0800 555 111**

(24 hours a day, 365 days a year) **crimestoppers-uk.org**

Cruse Bereavement Care

The leading national charity for bereaved people in England, Wales and Northern Ireland.

Helpline **0808 808 1677**

cruse.org.uk

Daughters of Eve

A non-profit organisation that works to protect girls and young women who are at risk from female genital mutilation (FGM). By raising awareness about FGM and signposting to support services, they aim to help people who are affected by FGM and ultimately help bring an end to this practice.

dofeve.org

Dementia Friends

Alzheimer's Society's Dementia Friends programme is the biggest ever initiative to change people's perceptions of dementia. It aims to transform the way the nation thinks, acts, and talks about the condition.

dementiafriends.org.uk

Disrespect Nobody

A campaign promoting healthy relationships.

disrespectnobody.co.uk

Drinkaware/Drinkline

Telephone support for adults and young people. Offers free, confidential, accurate and consistent information and advice to callers who are concerned about their own or someone else's drinking. Telephone **020 7766 9900**

Helpline **0300 123 1110 drinkaware.co.uk**

Equality and Human Rights

Helps to promote equality and human rights, provides guidance and raising awareness of your rights.

Helpline **0808 800 0082 equalityhumanrights.com**

Family Lives (formerly Parentline Plus)

A free, confidential 24-hour helpline for parents concerned with a range of issues

Helpline **0808 800 2222**

familylives.org.uk

Gingerbread

Information, help and local groups for lone parents. Helpline **0808 802 0925** (Mon-Fri 9am-5pm) **gingerbread.org.uk**

Kidscape

Kidscape produces leaflets and booklets on bullying, and runs a helpline.

Telephone **020 7730 3300** (Mon-Fri)

Parent advice line **020 7823 5430**

kidscape.org.uk

Language Line

Immediate interpreter provision in 100 languages, 24 hour service.

Telephone **0800 169 2879** language.com/uk

Life Signs

A self injury guidance and support network that helps raise awareness about self-injury and helps people who rely on self-injury.

lifesigns.org.uk

Mankind

A helpline service for male victims of domestic abuse or domestic violence.

Telephone **01823 334 244**

mankind.org.uk

Migrant Help UK

Supporting survivors of human trafficking and modern day slavery, Migrant Help provides specialist support programmes and a 24/7 confidential advice line for across the UK.

Free helpline **0808 8000 630** migranthelpuk.org

Mind

The leading mental health charity promoting understanding of mental health.

Telephone **020 8519 2122**

Helpline **0300 123 3393**

mind.org.uk

Modern Slavery Helpline

To get help, report a suspicion or seek advice, phone their helpline.

Helpline **0800 0121 700** (non-emergencies phone **101**). modernslaveryhelpline.org

National Domestic Violence

Gives information on housing, welfare, health and legal rights, refers women and children to refuges across the country, makes referrals to temporary emergency accommodation and helps to get support from the police. Free 24 hour national domestic violence helpline. Telephone **0800 970 2070**

ncdv.org.uk

Net Aware

Net Aware is a guide to the social networks children use, giving parents advice about features like privacy settings, safety and reporting problems.

net-aware.org.uk

NSPCC

Works to end cruelty to children in the UK by standing up for their rights, listening to them, helping them and making them safe. Free 24 hour national helpline for information and confidential advice about all types of problems.

Telephone **0808 800 5000** **nspcc.org.uk**

One in Four

Offers a voice to and support for people who have experienced sexual abuse and sexual violence. Telephone **020 8697 2112**

Email **admin@oneinfour.org.uk**

oneinfour.org.uk

Prevent

If you are unsure or suspicious about somebody's activities or behaviour, however insignificant it may seem at the time, please report your concerns to the anti-terrorist hotline.

Hotline **0800 789 321** **gov.uk/report-terrorism**

Rape and Sexual Abuse Support Centre (RASASC)

National freephone helpline for female and male survivors, partners, friends and family. Telephone **0808 802 9999**

Email **info@rasasc.org.uk**

www.rasasc.org.uk

Refuge

National charity that provides emergency accommodation and support for women and children experiencing domestic violence.

Telephone **020 7395 7700**

Helpline **0808 200 0247**

refuge.org.uk

Respect

Information on national services for perpetrators of domestic violence.

Helpline **0808 802 4040**

Men's advice helpline **0808 801 0327** respect.uk.net

Samaritans

National free suicide helpline **116 123** samaritans.org

Scope

Scope's Disablement Information and Advice Lines (DIAL) UK offer information and help for people with disability and their families.

Helpline **0808 800 3333** (9am-9pm)

scope.org.uk

Stonewall

Working for equality and justice for all lesbian, gay, bi and transexual people.

Telephone **020 7593 1850**

Helpline **0800 050 2020**

stonewall.org.uk

Talk to Frank

Friendly, confidential drugs advice.

Helpline **0300 123 6600** (24 hours a day, 365 days a year) SMS **82111**

Email frank@talktofrank.com

talktofrank.com

The Silver Line

Confidential free helpline for older people across the UK, open every day and night of the year offering information, friendship and advice

Helpline **0800 4 70 80 90**

thesilverline.org.uk

ThinkuKnow

A programme from the Child Exploitation and Online Protection Centre (CEOP) that aims to help children stay safe online.

thinkuknow.co.uk

UK Safer Internet Centre

Helpline for professionals working with children and young people, specifically tackling the area of e-safety. Helpline **0344 381 4772** (Mon-Fri, 10am-4pm)
saferinternet.org.uk

Young Minds

Support for anyone with concerns about the mental health of a child or young person.

Telephone **020 7089 5050**

Parents helpline **0808 802 5544** **youngminds.org.uk**

