



**CLEERWAY COMMUNITY CHURCH
SAFEGUARDING POLICY**

**Guidelines for working with
Young People, Children and vulnerable Adults**

Updated July 2021

Cleerway Community Church

Email address: enquiries@cleerway.org.uk

Affiliated with the Evangelical Alliance UK

Charity Number: 1164877

Insurance Company

ANSVAR INSURANCE

Designated safeguarding lead (DSL)

Name: Liz Farmer

Deputy designated safeguarding lead

Name: Sarah Fuge

Social Care, Multi Agency Referral Unit for children (MARU) 0300 1231116

Multi Agency Safeguarding Adults Unit on 03001234131

Out of Hours: 01208 251300

The Safeguarding Policy

We exist, as a Christian community, to see the love of God shared with the people of St. Cleer and the surrounding area; people moving towards wholeness and maturity and resources released to share God's love and truth – both locally and throughout the world.

Our mission is to strengthen and encourage personal relationships with Jesus Christ, to help people experience faith, forgiveness and freedom; to find ways of serving within the five villages of our parish (St Cleer, Darite, Tremar, Crows Nest and Common Moor) and to pray for God's will and blessing on our community.

In fulfilling this vision the church

- Has a programme of activities with children, young people and older adults including vulnerable adults
- Embraces vulnerable adults into the life of the church
- Welcomes children, young people and vulnerable adults into the life of our community

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance.

We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by ThirtyOne:Eight (previously known as Churches' Child Protection Advisory Service - CCPAS).

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the designated safeguarding lead(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.

Leadership Safeguarding Statement

The Leadership of Cleerway Community Church – [hereafter referred to as Leadership] recognises the importance of its ministry /work with children and young people and adults at risk and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: 3 August 2021

Cleerway Community Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Cleerway Community Church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding leads in their work and in any action they may need to take in order to protect children / adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by Cleerway Community Church.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in Cleerway Community Church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by ThirtyOne:Eight.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as designated safeguarding leads for Cleerway Community Church.

Liz Farmer

Designated safeguarding lead

Sarah Fuge

Deputy designated safeguarding lead

A copy of the full policy and procedures is available from the church secretary on request.

Signed on behalf of leadership

Signed _____ Liz Farmer _____

Date _____ 28 July 2021 _____

This is a 'live' document and should therefore be reviewed every 12 months.

PART 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.

In order to safeguard those in our place of worship and participating in other activities, we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy (APPENDIX 3).

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.

All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through ThirtyOne:Eight on-line training and/or through local churches training when available.

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.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Liz Farmer (hereafter the "designated safeguarding lead") 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 designated safeguarding lead or, if the suspicions in any way involve the designated safeguarding lead, then the report should be made to Sarah Fuge (hereafter the "Deputy ")
- If the suspicions implicate both the designated safeguarding lead or and the deputy, then the report should be made in the first instance to ThirtyOne: Eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550/01322 517817. Alternatively contact Social Services or the police.
- Where the concern is about a child, the designated safeguarding lead should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from ThirtyOne:Eight as above.

The local Children's Social Services office (MARU) telephone number (office hours) is 0300 1231116

Out of Hours: 01208 251300

The local Adult Social Services office telephone number (office hours) is 0300 1234 131

Out of hours 01208 251300

The designated safeguarding lead may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees 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 Designated Officer (formerly LADO) 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 a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the designated safeguarding lead, the absence of the designated safeguarding lead or deputy should not delay referral to Social Services, the Police or taking advice from ThirtyOne:Eight.
- The Leadership will support the designated safeguarding lead /deputy in their roles, 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 Cleerway Community Church will use this procedure. If, however, the individual with the concern feels that the designated safeguarding lead/deputy has not responded appropriately, or where they have a disagreement with the designated safeguarding lead) 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 designated safeguarding lead 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 designated safeguarding lead /deputy will:

- Contact Children's Social Services (or ThirtyOne:Eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by ThirtyOne:Eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the designated safeguarding lead/deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by ThirtyOne:Eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. ThirtyOne:Eight will confirm its advice in writing for future reference.

Detailed 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, designated safeguarding lead /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.

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 designated safeguarding lead, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

Working Together to Safeguard Children 2015 no longer refers to them as LADOs only 'designated officers'. However, the function remains the same which is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern

leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

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 the church.

Allegations against children/young people

Children and young people are curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and it would need to be dealt with in the same way as any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

SECTION 3

Prevention of abuse

Safer recruitment

The leadership will ensure all workers, whether a volunteer or paid member of staff, 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.

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children, young people (and vulnerable adults) to knowingly apply, accept or offer to work with children or vulnerable adults. The Act specifically includes trustees of charities working with children. **This means that a person banned from working with children (or vulnerable adults) cannot serve as a trustee of a church.** It is also a criminal offence to knowingly offer work with children (or vulnerable adults) to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children (or vulnerable adults).

It will be made clear in job advertisements, at interview and on application forms that all those having contact with children, young people or vulnerable adults will be asked

to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

Appointment and Supervision

The church's safeguarding policy as well as the practical expectations will be discussed with the applicant. The worker will be required to sign their agreement of acceptance of and agreement to the procedures.

Any appointee will have a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with.

It is also advisable to have a probationary period before the appointment is confirmed.

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

Training

It is important that all workers understand the agreed procedures for protecting children and vulnerable adults. Safeguarding training must be attended at least every 3 years. Training for workers in relevant areas will be arranged, eg. First aid, food hygiene.

Management of Workers (staff, volunteers and trustees) – Safeguarding Code of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a copy of the general code of conduct and the safeguarding code of conduct towards children, young people and adults with care and support needs. **(Appendix 2)**

Copies of the Home Office issued guidance in 'Abuse of Trust Caring for young people and the vulnerable: Guidance for preventing abuse of trust' will also be available to Cleerway Community Church Safeguarding Policy updated 2021

workers. This guidance is intended to apply to those caring for young people or adults at risk of harm or abuse in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors.

It is important that places of worship and organisations have clear boundaries in regard to the personal relationships which can develop.

SECTION 4

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 Cleerway Community Church. This can be accessed through the Pastor or the leadership team and all requests will remain confidential.

Working with offenders

When someone attending Cleerway Community Church 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 (see **practice guidelines Working with Offenders**)

If someone who poses a risk to children, young people or adults wants to join in with activities or become part of Cleerway Community Church, the designated safeguarding lead and leadership will manage the risk appropriately by creating clear policies and a code of behaviour the individual must follow. This will help protect everyone and lessen the possibility of the person being wrongly suspected of abuse in the future.

SECTION 5

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.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these will be developed as needed in conjunction with workers and the leadership team.

Overview

The aim of these practice guidelines is to ensure quality care, protect others from abuse and workers from false accusation.

- Workers should treat all children/young people/vulnerable adults with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Do not engage in any of the following;
 - Invading the privacy of children/young people or vulnerable adults when they are using the toilet.
 - Rough games including contact between and leader and another.
 - Sexually provocative games.
 - Making sexually suggestive comments.
 - Scapegoating, ridiculing or rejecting a child, young person or vulnerable adult.
 - Any physical form of restraint unless the child or young person poses a threat to themselves or another.
 - Photographing children or young people without their parent's or guardian's consent.
- When it is necessary to control and discipline children, young people or vulnerable adults this should be done without using physical punishment. In very exceptional circumstances a situation may arise where someone needs to be restrained in order to protect them or a third person. Restraint should never be used unless absolutely necessary and should be reported

to a Designated Person for Safeguarding at the earliest opportunity when a de-briefing discussion will be arranged. A written record should be made at the time of the incident requiring restraint and be securely stored.

- If a young child has soiled their clothes and needs to be thoroughly washed or changed the parents or guardians **MUST** be contacted. Unless in an emergency, workers should not involve themselves in such activities and **NEVER** on their own.
- No one should normally be left working alone with children, young people or vulnerable adults, but as part of a team showing mutual responsibility for each team member.
 - If there are insufficient leaders for groups, then internal doors should be left open.
 - At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should;
 - Assess the risk of sending child/young person/vulnerable adult home
 - Phone another team member and let them know the situation
 - Get a second trained leader as soon as possible
 - Write down a record of what happened.
- If a child, young person or vulnerable adult wants to talk on a one-to-one basis you should make sure that:
 - You try to hold the conversation in a corner of a room where other people are.
 - Or if you are in a room on your own, leave the door open.
 - Or you make sure another team member knows.
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as volunteer helpers. The leader of the activity should be aware of any other adults who are in the building and any visitors or prospective volunteers will be clearly designated as such and will wear 'visitor' badges.

- Do not invite a child, young person to your home alone; invite a group or ensure that someone else (an adult) is in the house. Make sure the parents know where the child is.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church to issue formal identification.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

Age Group	Adult Helpers	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years and older	1	10

- The level of personal care (eg toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any child, young person or vulnerable adult of any age. Nor should children or young people attending a group be left alone at any time.

Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's or vulnerable adult's needs, not the worker's.
- Touch should be age-appropriate and initiated by the child or vulnerable adult rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children and vulnerable adults are entitled to privacy to ensure personal dignity.

- Children and vulnerable adults have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child or vulnerable adult to do what they can manage themselves, but consider their best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non-age appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

Children with no Adult Supervision

When children turn up to and want to join in with church activities without their parents, we will:

- Welcome the child and try to establish their name, age, address and telephone number and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child relevant information about the activity or a consent form, and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (eg. Medication) so that you can respond appropriately in an emergency.

Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that groups aged 16+

may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

Working with Offenders

When someone attending the church is known to have abused children or vulnerable adults, the leaders will arrange for the individual concerned to be supervised and offer pastoral care, but in its commitment to the protection of children and vulnerable adults, will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing children or young people is attending Cleerway Community Church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children, young people or vulnerable adults but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
 - The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people
 - The designated safeguarding lead (s) and the leadership should always be informed
- The designated safeguarding lead should determine whether the person is subject to supervision or is on the Sex Offenders' Register

- If so, they should make contact with the offender's specialist probation officer and/or police officer (SPO), who will inform the church of any relevant information or restrictions that the church should be aware of
- The designated safeguarding lead should inform and take advice from the leaders and ThirtyOne:Eight where appropriate.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract.

The contract:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people
- May ask that they are always accompanied by an escort on church premises
- Will require the person not to attend small group meetings where children or young people are present
- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.
- Will state that the person is not able to serve on the hospitality or welcoming teams.

If meetings should take place on school premises, the designated safeguarding lead for the school will need to be informed and may wish to contribute additional requirements to the behaviour contract.

The contract should be monitored and enforced. Those who offend against children, young people or vulnerable adults can often be manipulative. If the contract is broken certain sanctions could be considered.

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 regards 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.

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.

Our safeguarding expectations are communicated at every meeting/activity through the display of a poster with clear guidelines for reporting concerns and contact telephone numbers.

Model Supplementary Online Safety Policy including an Acceptable Use Policy.

When responding to concerns of abuse please refer to our 'Online Safety Flowchart' APPENDIX 4

ThirtyOne:Eight Online Safety definition:

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology.

Policy guidelines for Church Workers/Volunteers

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of Cleerway Community Church, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of Cleerway Community Church and maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use the equipment provided by Cleerway Community Church to communicate with children.

- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Ensure Cleerway Community Church's domain name/logo appears with every Internet post made by a church computer user. Any user may thus be viewed as a representative of Cleerway Community Church while conducting business on the Internet.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours there should be no email or text communication from 9pm – 9am
- Use of skype and any other web camera or visual communication via the internet is generally not permitted.
- Workers should refrain from using such methods on a one to one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes; and has clear aims and objectives for its use).

Social Media Policy

- All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.
- Text and any other media posted shall be subject to the acceptable use policy
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding concerns/allegations arising from social media shall be referred onto the designated safeguarding lead.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook

- Workers should ensure their privacy settings ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

Consent for photographic images and videos online

- Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.
- Children's full names will not be used on the website in association with their photographs.
- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

Acceptable Use Policy (Where access to the internet is provided on our organisation devices or devices owned by an individual via WiFi, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.

- WiFi Access will be via a secure password that will be changed quarterly.
- Social media groups must be used in compliance with Cleerway Community Church's policy on social media.

Children and Workers should not:

- Search for or download pornographic, racist or hate motivated content.
- Illegally copy or play copyrighted content where permission has not been given.
- Send, request or display offensive messages or pictures.
- Harass, insult or bully others.
- Access the internet using another person's login details.
- Access, download, send or receive any data (including images), which Cleerway Community Church considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

Sanctions for violating the acceptable use policy in the opinion of Cleerway Community Church may result in:

- A temporary or permanent ban on internet use.
- Additional disciplinary action in line with existing practice on inappropriate language or behaviour.
- Where applicable, police or local authorities may be involved.

Parent Carer Agreement

As the parent/guardian of _____ I declare that I have read and understood the Online Safety acceptable use policy for Cleerway Community Church and that my child will be held accountable for their own actions. I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

Child/YP Agreement

I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the designated safeguarding lead or a trusted adult.

Child Name (Please print)	Child Signature	Date
Parent/Guardian (Please print)	Parent/Guardian Signature	Date

If you have any queries, complaints or would like to withdraw consent please contact the designated safeguarding lead(s) or any member of the leadership team.

APPENDIX 1

MODEL FORMS

- Model Application to Undertake a Role working with Children, Young People or Vulnerable Adults (whether on a paid or voluntary basis)
- Model Self-declaration form (required prior to obtaining a DBS check)
- Model Child Consent Form (Year 0-6)
- Model Youth Consent Form (Year 7-13)
- Model Incident Form
- Model Registration & Recording Form
- Model Recording Form

Accident Form - Please use standard Accident Form, kept with First Aid Box.

Model Application to Undertake a Role working with Children, Young People or Vulnerable Adults

CLEERWAY COMMUNITY CHURCH

Role Applied For:	
Name:	
Details Required for DBS Check	
Date of Birth:	National Insurance Number:
Details Required for References: Please provide names and contact details for 2 referees, who are not family members, who have known you for at least 2 years.	
Referee 1:	Referee 2:
Statement: I confirm that I have not received any cautions or convictions which would deter me from undertaking the role identified above. Should any concerns arise at any time which may put in question my suitability to undertake this role I would immediately advise one of the identified safeguarding officers. I confirm that I will read the Safeguarding Policy Statement for Cleerway CommunityChurch and will attend training identified by the church trustees as necessary for the role. Signed: Print Name Date:	

Model Self-Declaration Form (Enhanced Disclosure)

Self-declaration Form for a Position Requiring an Enhanced Level Check/Enhanced Level Check with Barring Disclosure

STRICTLY CONFIDENTIAL

As Cleerway Community Church we undertake to meet the requirements of the Data Protection Act 1998 and all amendments made on or before May 25th, 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants that require an Enhanced Disclosure are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope

To:

(Name of Recruiter/responsible person at Cleerway Community Church processing Criminal Records Disclosure checks)

Address:

Appointment _____ applied _____ for:

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

Yes No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s)? Continue on a separate sheet if necessary.

For notes marked with an asterisk, please see links below

Has there ever been any cause for concern regarding your conduct with children, young people, adults?

Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people or adults at risk.

Yes No (please tick)

If yes, please give details.

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____ of (address)

consent to a criminal record check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within Cleerway Community Church responsible for processing disclosure applications if I am convicted of an offence after I take up any post with Cleerway Community Church. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person in Cleerway Community Church responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: _____ Date: _____

For notes marked with an asterisk, please see links below.

Those applying for work with children and/or adults at risk in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children /adults at risk.

Signed: _____ Date: _____

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. At Cleerway Community Church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 and all amendments made on or before May 25th 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

Notes for England and Wales - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check. The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <https://www.gov.uk/government/publications/dbs-check-eligible-positions->

Model Child Consent Form (Year 0-6)

CLEERWAY COMMUNITY CHURCH

Tick group/activity attended by child

Group/activity 1	Group/activity 2	Group/activity 3			
Contact Details and Information					
Name of child		Date of Birth			
School		School Year			
Address		Home phone			
		Mobile phone (parent/guardian)			
		Other emergency contact number			
Preferred E-mail contact					
MEDICAL INFORMATION					
Please provide details of any: <ul style="list-style-type: none"> • Medical condition or disability • Allergies • Dietary needs • Special needs 					
CONSENT					
Do you consent to photos being take of your child for local display or publicity?				Yes	No
Do you consent to un-named photos being used on the church website?				Yes	No
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.					
Parent/Guardian to sign and print name:					
Date:					

Model Youth Consent Form (Year 7-13)

CLEERWAY COMMUNITY CHURCH

Tick group/activity attended by child

Group 1	Group 2	Group 3
Contact Details and Information		
Name of Young person		Date of Birth
School		School Year
Address		Home phone
		Mobile phone (parent/guardian)
		Other emergency contact number
		Mobile phone (young person)
Preferred E-mail contact		
MEDICAL INFORMATION		
Please provide details of any: <ul style="list-style-type: none"> • Medical condition or disability • Allergies • Dietary needs • Special needs 		
CONSENT		
Do you consent to photos being take of your child for local display or publicity?		Yes No
Do you consent to un-named photos being used on the church website?		Yes No
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.		
I give permission for my child to take part in organised trips to activities off site and to travel with a driver deemed responsible according to child protection guidelines.		
I give permission for recognised youth leaders to use electronic means of communication with my child (eg mobile phones, e-mail, facebook etc)		
Parent/Guardian to sign and print name:		
Date:		

Appendix 4

Model Incident Form

CLEERWAY COMMUNITY CHURCH

Activity/Event	
Date and time	
Leaders present	
Any other activities or people in the building or at the event?	
DETAILS OF INCIDENT (ie what happened; when did it happen; who was involved; who witnessed it?)	
RESPONSE TO INCIDENT (ie what did you do; who did you tell; how else did you or will you follow up?)	
Person completing this form to sign and print name:	
Date:	

Model Recording Form

CLEERWAY COMMUNITY CHURCH

Date:	Group:
Name of People Involved:	
Person completing this form to sign and print name:	
Date:	

APPENDIX 2 Codes of Conduct

General Code of Conduct

- All workers (staff, volunteers and trustees) **MUST** have completed a DBS check, which is acceptable, before they begin working in any regulated activity with young people or adults at risk.
- All workers (staff, volunteers and trustees) should respect and seek to uphold Cleerway Community Church's statement of faith and the Christian ethos of the church.
- All workers (staff, volunteers and trustees) must be committed to the well-being of all children, young people and vulnerable adults regardless of their cultural or religious background.
- All workers (staff, volunteers and trustees) must be committed to being positive role models for children, young people and vulnerable adults.
- If any worker (staff, volunteers or trustees) is to be absent from their activities they must notify the leader in charge of their group at the earliest opportunity.
- In the unlikely event of any grievance between workers (staff, volunteers and trustees), other than a safeguarding incident, you should seek to settle the dispute/hurt in a respectful manner. Firstly, by approaching the person(s) in order to bring it to their attention. If this cannot be achieved, then you should speak to the pastor.
- The whistleblowing policy and safeguarding code of conduct for all workers (staff, volunteers and trustees) is to be adhered to at all times

Safeguarding code of conduct for trustees, staff and volunteers

In its simplest form, 'safeguarding' can be defined as 'keeping children, young people and adults at risk, safe from harm'.

At CleerWay Community Church we believe that all trustees, staff and volunteers share responsibility for safeguarding and promoting the welfare of children, young people and adults at risk. The Safeguarding Code of Conduct below sets out what is required.

As a member of staff, this Safeguarding Code of Conduct forms part of your contract of employment. As a trustee or volunteer it forms part of the agreement for your role. Everyone, whether in a paid or unpaid role is expected to adhere to this code and you will be asked to sign and return it as acceptance of your commitment to it. The code also supports the safeguarding policy, social media policy and role descriptions which you must read on commencement of your role and ensure that you understand. Please speak to your line manager or the designated safeguarding lead if you are unclear or require further clarification on this in relation to your role.

You may also be required to undertake training in safeguarding and discuss this code with your line manager or the designated safeguarding lead.

The Safeguarding Code of Conduct:

- makes clear what is required of all trustees, staff and volunteers;
- supports trustees, staff and volunteers in meeting their obligations;
- enables trustees, staff and volunteers to raise concerns without fear of recrimination;
- reduces the risk of misplaced or malicious allegations by clarifying responsibilities.

The Safeguarding Code of Conduct

Trustees, staff and volunteers must abide by the following:

- report any incidents or concerns that cause you to believe that a child, young person or adult at risk is, or is likely to be, at risk of harm. CleerWay Community Church will support any trustee, staff or volunteers who raises a legitimate concern about the actions of others;
- refer to our whistleblowing procedure if you feel an incident or concern cannot be reported to your manager or the designated safeguarding lead;
- disclose any criminal record, caution, reprimand or warning, whether received prior to or during the course of your involvement with CleerWay Community Church. For the avoidance of doubt, this requirement is in addition to any other published requirement for disclosure as part of your role;
- inform the designated safeguarding lead of any ongoing or past child protection investigation(s) that have involved you, including any that you are aware of that relate to your own immediate family or any person that you are in a significant relationship with e.g. family members, partners, individuals who live in the same household;

- inform the designated safeguarding lead of anyone living in your household or at your address who becomes disqualified from working with children (e.g. as a result of offences against a child), or against an adult (e.g. rape, murder indecent assault, actual bodily harm etc.)
- abide by CleerWay Community Church's social media policy

It is not permissible (and in some instances may be unlawful) for you to:

- use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children and young people, adults at risk, trustees, volunteers or staff;
- behave or communicate with children, young people or adults at risk in ways which seek to build inappropriate relationships in order to abuse or put them at risk;
- use a relationship within Cleerway Community Church for personal gain;
- give special rewards or privileges in an attempt to build inappropriate relationships with children and young people or adults at risk, or trustees, volunteers or staff;
- engage in, or attempt to engage in, sexual or inappropriate relationships with children, young people or adults at risk for whatever reason, including the use of suggestive conversations, comments, texting or emails;
- possess indecent images of children; this will always be reported to the police regardless of the explanation provided;
- carry out your duties or volunteering whilst adversely affected by alcohol, solvents or drugs;
- encourage or assist others to break the law in any way;

You will conduct yourself in accordance with this Safeguarding code of conduct in all your work/volunteering for CleerWay Community Church. Any breach of the Safeguarding code of conduct may result in disciplinary action including dismissal, or the termination of your working agreement or involvement with CleerWay Community Church, as appropriate.

In certain circumstances, if following investigation breaches of the code are found; such action will also result in reports to regulatory bodies, relevant local authorities and/or the police, as appropriate.

Please confirm that you have read and understood this Safeguarding Code of Conduct and agree to abide by the contents by signing and dating below and returning the signed copy to the designated safeguarding lead.

SIGNED:

DATE:

APPENDIX 3

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.

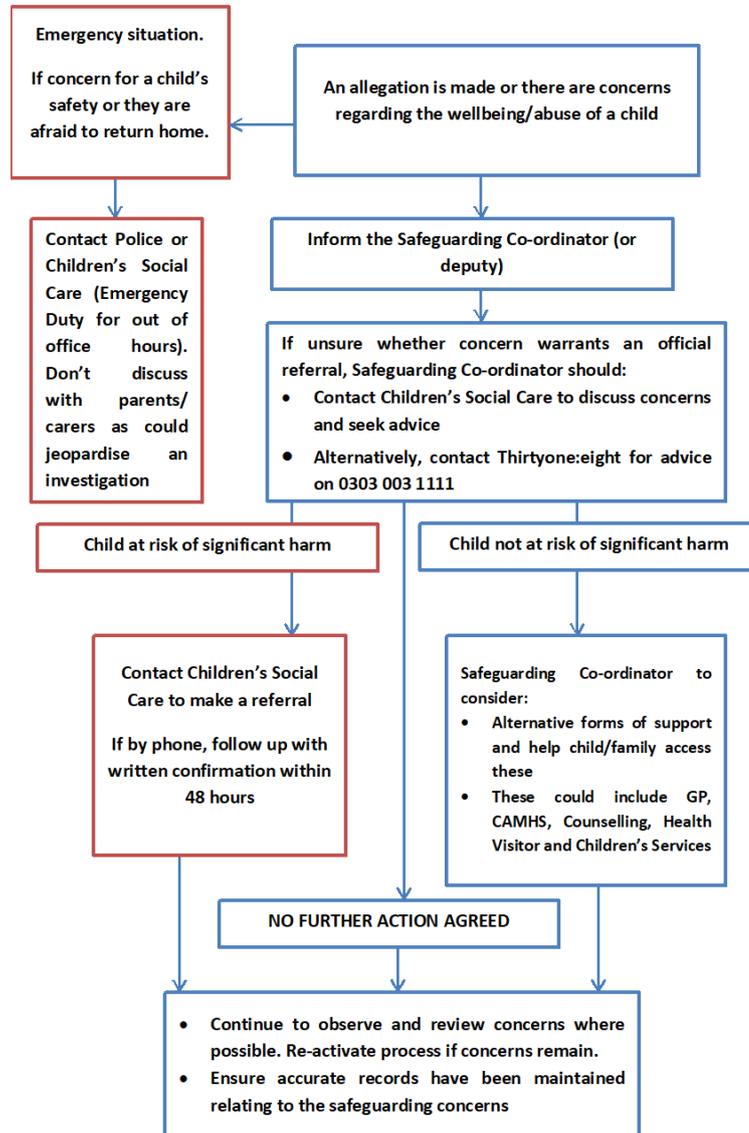
Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- 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

Flowchart for Action Children and Young People

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



Working Together to Safeguard Children defines significant harm as:

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

© Thirtyone:eight 2018 Flowchart for Action Children & Young People

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.

Signs of Possible Abuse in Adults

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.

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.
- Age range extended to 16yrs.

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

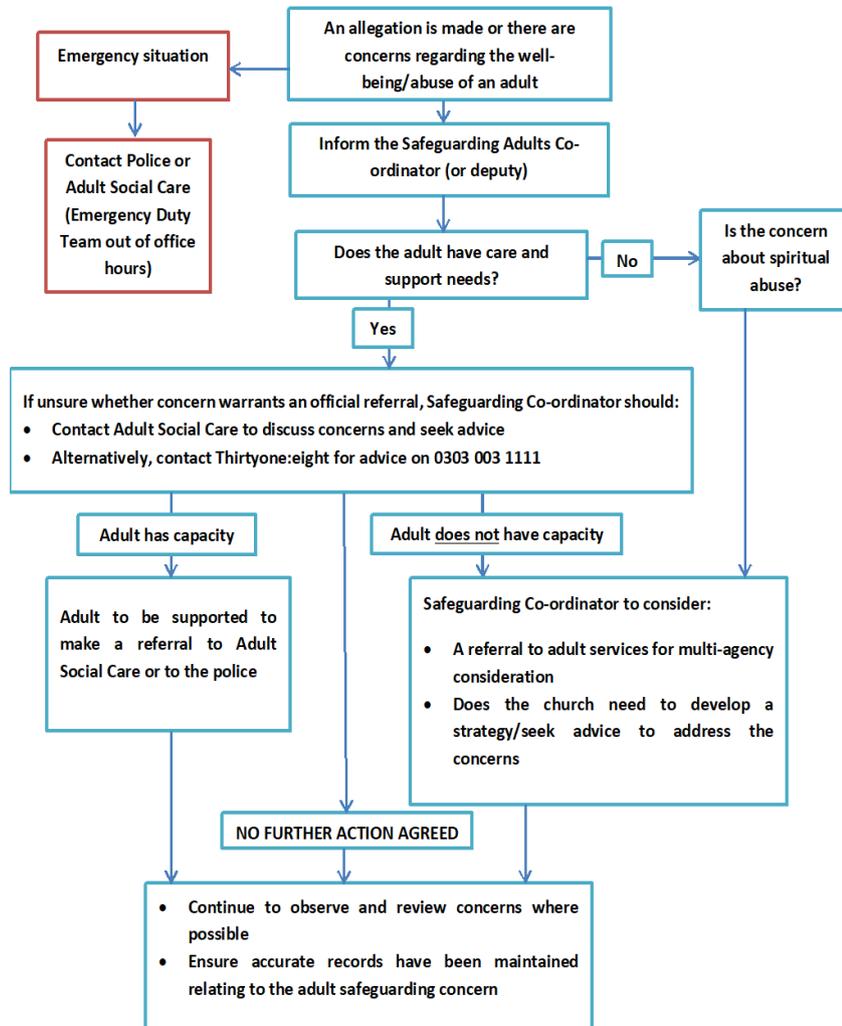
Self-neglect

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

Incidents of abuse may be one-off or multiple, and affect one person or more.

Flowchart for Action Adults at risk

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



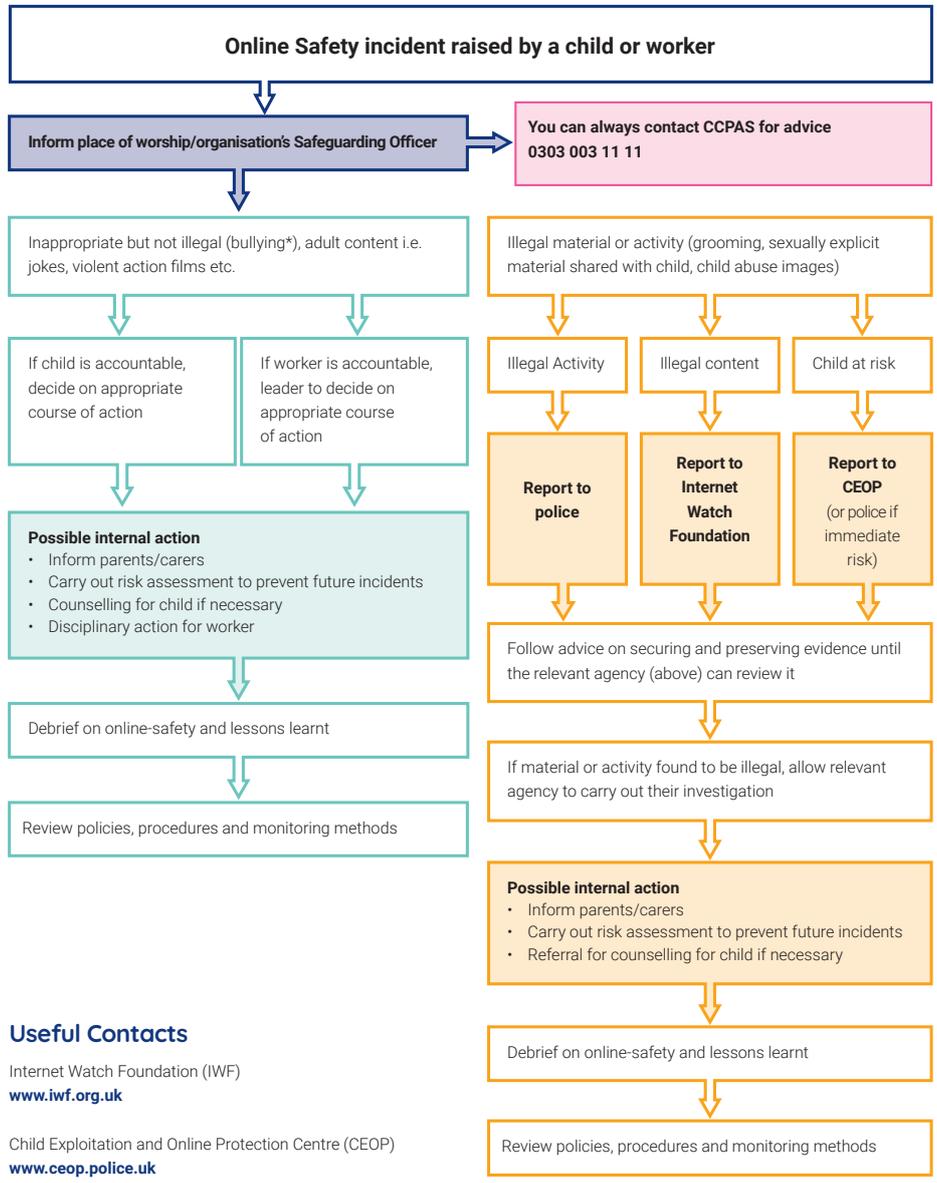
“The legal definition says that someone who lacks capacity cannot, due to an illness or disability such as a mental health problem, dementia or a learning disability, do the following:

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

©Thirtyone:eight 2018 Flowchart for Action Adults at Risk

APPENDIX 4

Online Safety Flowchart



Useful Contacts

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

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

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

Safeguarding is a priority here

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



Your safeguarding team:

Children's safeguarding lead(s):

(for anyone under 18 years)

Liz Farmer

Contact details

07952 407161

Adult's safeguarding lead(s):

(for anyone 18 years or over)

Liz Farmer

Contact Details

07952 407161

A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call **thirtyone:eight** on:

0303 003 11 11

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487

APPENDIX 6

Additional information regarding safeguarding during the coronavirus pandemic 2020

Guidelines issued by ThirtyOne:Eight

- Ensure your safeguarding designated lead is included and involved in any crisis planning. They will be able to help you think through the implications of any new activity and give recommendations for safer working. As with any new activity you are undertaking as a church, a risk-assessment should be completed, and proper thought needs to be given to the safeguarding implications. Keep your safeguarding lead informed of any changes to your planned activities.
- Pastoral care within your congregation and the wider community should be done by those already trained and authorised to do so on behalf of the church. Although demand may be higher than usual, your team still needs to have been recruited safely, have an awareness of the signs of abuse to ensure the vulnerable are not put at unnecessary risk, and have sufficient oversight or support. Shopping on behalf of those who are self-isolating, especially when using their own money, can leave people at risk of financial abuse and may in some cases fall under Regulated Activity requiring checks to be obtained.
- Ensure you keep records of what activity is being undertaken that is outside your usual remit and by whom. A simple log of who is visiting who, frequency of contact, and any issues that may arise will help you assess any potential risks. You may need to have someone coordinate this so that you can keep oversight of the activity that is being done and ensure the most vulnerable are being properly safeguarded. A single point of contact or short list of authorised contacts could be circulated with guidance on how to get in contact if help is needed.
- Remember that self-isolation for some will put them at greater risk of abuse. Those in homes where domestic abuse is taking place, or families who are being supported by social services, or where there are those with disabilities and mental health challenges may now be at greater risk. Especially as their usual contact points where they may be seen by others and the signs of harm and abuse potentially spotted are reduced. Keeping in contact with those you know to be vulnerable or who you may have

concerns about, even if it's a regular phone call can help and reassure them that they are not alone. This should be undertaken by those with permission and authority to do so.

- Ensure those that do not have adequate support networks are prioritised. Those living on their own or who have additional needs may need extra support. Self-neglect may be an issue as will the impact of loneliness as older people may feel isolated, especially if they have no means of accessing community or support online. They may need help with understanding the changing guidance and finding out how to access health care and medical appointments.
- Include safeguarding as part of your plans to move services and contact online. Be mindful of the risks of abuse online especially for children and young people. Communicating one to one online, whether via messaging or video, is the equivalent of meeting someone in a room on your own with no one around, which is not something we recommend. Hold group chats where possible or have an authorised person in the room with you when making calls. This is to keep you safe as well as the people you are contacting. Be aware of age restrictions for certain apps, that admin rights for social media are correctly set-up and monitored, and that there is a plan in place to review these when things get back to normal.
- Look after yourself and your team. Lone or home working can be a new and disorienting experience for some. Ensure your staff and volunteers have appropriate opportunity for support and time to debrief on their experiences. A regular catch-up call could be a good way to do this.