



BASINGSTOKE COMMUNITY CHURCHES POLICY FOR SAFEGUARDING AND PROTECTING CHILDREN AND ADULTS AT RISK OF HARM

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PURPOSE

This policy addresses both the legal and moral requirement to protect and safeguard children and adults at risk of harm. It explains the key values on which the policy is based, links to other relevant policies and the procedures and practices set up to implement the policy.

PRINCIPLES AND VALUES

- A. In a society where the awareness of abuse (physical, sexual and emotional) of children and adults at risk of harm is growing, it is a sad fact that even within the relative security and care of Basingstoke Community Churches we cannot assume that we will be totally immune to the problem.
- B. Safeguarding legislation applies to children under the age of 18 and to adults at risk of harm (including adults with additional care and support needs) who, in the setting of BCCs, are people in the church 18 and over who may be in need of assistance by reason of mental or other disability, age or illness, or unable to protect him or herself against significant harm or exploitation either temporarily or permanently.
- C. Many people in BCCs are joined by strong and loving relationships and we have significant children's and young people's ministries, as well as helping some vulnerable adults where appropriate. Not everyone involved in this work, however, is from such a background. Children's workers may be required to look after children who have either been abused, are being abused or are capable of making allegations of abuse.
- D. The BCCs' Trustees, Core Team, and the Regional Church Elders/Leaders all take seriously their responsibility to protect the welfare of children and adults at risk of harm entrusted to the churches' care. They recognise –
 - 1. The need to listen to, relate effectively to, respect, involve and value children and vulnerable adults whilst seeking to ensure their protection within the churches' activities.
 - 2. The need to give the right encouragement and support to children's workers. Therefore in drawing up this Policy, a number of basic principles have been foundational:
 - As Christians the foundational biblical teaching on the status of children in the Kingdom of God underpins our approach to their safety and protection. The main statements are:

Matthew 18, 2-6: He called a little child and had him stand among them. And he said: 'I tell you the truth, unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven. And whoever welcomes a little child like this in my name welcomes me. But if anyone causes one of these little ones who believe in me to sin, it would have been better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.'

Psalm 127, 3-5: Children are a heritage from the Lord, offspring a reward from him.

The value and blessing of children in the Kingdom of God, and their vulnerability, are therefore central to this Policy.

- God lavishes his love and grace upon us all, children and adults together. In protecting our children, we should not preclude the open demonstration of love and affection that they need; withholding such affection can in itself be considered

- abusive. This Policy seeks to enable those working with children to be able to express this love in a controlled and acceptable manner.
- God has given the primary responsibility for the care of a child to his/her parents. Church children's workers are considered to be working on behalf of parents and should treat the children in their care as far as possible in a manner which reflects parents' wishes. This God-given order should only be crossed in the most extreme circumstances.
 - Trust is an important part of the Christian life. Learning to discern whom one can or cannot trust is an important part of a child's training.
 - Similar biblical principles and responsibilities apply where we pastorally care for adults at risk of harm in the congregations.
- E.** Therefore, as a church we are committed to make sure that all children and adults at risk of harm have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We are committed to anti-discriminatory practices and we recognize that disabled children and those from ethnic minorities may have additional needs.
- F.** The guidelines set out in this document, properly followed, should ensure that children and adults at risk of harm are always treated with honour and respect in our churches. However, if the unthinkable happens or is suspected, then Basingstoke Community Churches has in place procedures for their care and protection. These procedures are set out below and generally follow the recommendations of the **Thirtyone:eight**¹ 'Safe and Secure' guidelines.

PERSONNEL

- A. TRUSTEES are responsible: they will**
1. Formulate, approve and annually review this policy, consulting appropriately with other stakeholders.
 2. Familiarize themselves with the policy.
 3. Apply for a DBS check.
 4. Regularly assess the effective application and implementation of this policy and report any concerns, as appropriate to the Core Team.
 5. Undertake appropriate training.
- B. THE CORE TEAM will**
1. Familiarize themselves with the policy.
 2. Apply for a DBS check if the necessary criteria are met.
 3. Appoint the BCCs' Safeguarding Co-ordinator and Deputy Safeguarding Co-ordinator.
 4. Regularly assess the effectiveness of the policy in BCCs and report any concerns, as appropriate, to the trustees.
 5. Regularly appraise the work of the Safeguarding Co-ordinator and Deputy Safeguarding Co-ordinator.
 6. Undertake appropriate training.
- C. THE SAFEGUARDING CO-ORDINATOR AND DEPUTY SAFEGUARDING CO-ORDINATOR will**
1. Familiarize themselves with the policy.
 2. Apply for a DBS check for children and vulnerable adults if the necessary criteria are met.
 3. Implement this policy.

¹ **Thirtyone:eight** (Previously Churches Child Protection Advisory Service) – BCCs is a member.
Membership Number: 984

4. Undertake to be the first point of contact in any circumstance of abuse.
5. Refer, as required, all allegations or suspicions of neglect or abuse to the statutory authorities.
6. Make the trustees aware of any potential insurance or reputational issues.
7. Make the Core Team aware of any reputational issues and/or pastoral care concerns.
8. Maintain appropriate records.
9. Undertake appropriate training.

D. LEADERSHIP TEAMS OF LOCAL CHURCHES will

1. Familiarize themselves with the policy.
2. Apply for a DBS check for children and vulnerable adults if the necessary criteria are met.
3. Appoint a Local Safeguarding Representative in each local church.
4. Regularly assess the effectiveness of the policy in the local church and report any concerns, as appropriate, to the Core Team.
5. Regularly appraise the work of the Local Safeguarding Representative.
6. Undertake appropriate training.

E. THE LOCAL CHURCH SAFEGUARDING REPRESENTATIVE will

1. Familiarize him/herself with the policy.
2. Apply for a DBS check for children and vulnerable adults if the necessary criteria are met.
3. Implement the policy in the local church context.
4. Ensure that the policy is available to all church workers and that they are familiar with its provisions.
5. Undertake to be the first point of contact in the local church in any circumstance of abuse.
6. Refer immediately all allegations or suspicions of neglect or abuse to the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator, using the agreed Cause for Concern Form (See Appendix 12).
7. Make the local Elders and Leadership Team aware of any reputational issues and/or pastoral care concerns, as appropriate.
8. Undertake appropriate training.

F. Specifically THE LOCAL CHURCH SAFEGUARDING REPRESENTATIVE will also be responsible for

1. The healthy growth of the children as they are cared for by the church's children's workers, seeing them as an important part of the wider church community.
2. Listening effectively to children and young people, valuing them highly and ensuring their protection and development within church activities.
3. Ensuring that children's and youth workers are properly appointed, vetted (including requesting a DBS check where this is deemed necessary), given induction training including safeguarding and ongoing support and training.
4. Ensuring the proper appointment, vetting (including requesting a DBS check where this is deemed necessary), training and safeguarding awareness of pastoral volunteers and workers, particularly those coming into contact with vulnerable adults.
5. Ensuring that adequate and correct records are kept, e.g. Disclosures from the Disclosure and Barring Service (DBS), attendance, etc.
 - This, and other administrative tasks, may be delegated to someone else, e.g. the local DBS Administrator.
6. Ensuring that supplies for the children's work are appropriate for age and stage.
7. Being alert to the indicators of concern for the safety and welfare of children and vulnerable adults.
8. Liaising with the Safeguarding Co-ordinator or his/her deputy as necessary.

G. CHURCH ‘WORKERS’ AND VOLUNTEERS IN MINISTRIES AFFECTING CHILDREN AND VULNERABLE ADULTS

1. All church workers, paid and unpaid **MUST** give formal assent to this policy by signing a copy of the form presented as **Appendix 9**, confirming that they have received a copy of the policy and understand the contents and their obligations under it.
2. Each local church will have a person overseeing the children’s work or several people with responsibility for different age groups. These people are referred to below as **Team Leaders**.
3. **Team Leaders** will coordinate the team for their age group, organise suitable material for use in their group and create a rota for the Workers.
4. Team Leaders and Workers are responsible for:
 - Nurture the spiritual growth of the children/youth in cooperation with their parents/guardians and the rest of the church community.
 - Plan sessions in cooperation with other members of their team
 - Lead sessions or assist that week’s Lead Worker
 - Keep records of attendance where appropriate
 - Be familiar with the Safeguarding Policy
 - Pursue their own spiritual growth

PROCEDURES

A. THE APPOINTMENT OF WORKERS

1. The appointees should:
 - have a defined role
 - be well known to you or provide a referee (preferably from within BCCs)
 - have an appropriate interview and have completed a Self-Declaration form where appropriate.
2. If appointed, they must:
 - provide a disclosure from the Disclosure and Barring Service
 - have a probationary period working alongside an existing worker
 - have regular reviews
 - be given a copy of the Safeguarding Policy and be made aware of how to report concerns.

A person who is barred from working with children or vulnerable adults will be breaking the law if they work, or try to work, or volunteer with those groups. An organisation which knowingly employs someone, including volunteers, who is barred from working with those groups is also breaking the law.

B. THE DISCLOSURE AND BARRING SERVICE

(Details of DBS procedures are set out in Appendix 11)

1. Each worker, whether employed or voluntary, who comes into regular contact with vulnerable adults and/or children must have a DBS Disclosure if the necessary criteria are met (for detail see appendix 11).
2. If you do NOT work with children or adults at risk at all you do not need a DBS Disclosure.
3. A DBS Disclosure is required, if the necessary criteria are met, for:
 - regional church leaders or pastoral team members.
 - paid members of staff of Basingstoke Community Churches having contact with children and/or vulnerable adults

- volunteers working regularly with children and *unsupervised either constantly or from time to time.*
 - if working with children and/or adults at risk less than monthly and never unsupervised at all you do not need a DBS Disclosure.
 - trustees of Basingstoke Community Churches
 - A trustee who works with children or vulnerable adults less than monthly and is never unsupervised should obtain an enhanced DBS Disclosure check but without a barred list check.
4. workers in the local churches, decisions about whether people should have a DBS Disclosure should rest with the local Safeguarding Representative in order to provide consistency, or referred to the overall Safeguarding Co-ordinator or Deputy.

C. TRAINING AND SUPPORT OF WORKERS

1. The Leadership of the Churches 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.**
2. It is important that all workers understand the agreed procedures for protecting children and adults at risk. Clear Job Descriptions, providing a description of tasks, supervisory arrangements, guidelines and agreed procedures would ensure workers are fully aware of the church's policy on safeguarding.
3. Regular, minuted children's worker team meetings should be scheduled to provide guidelines, and discuss any problem areas, and to offer the opportunity to plan, prepare and pray in respect of the work undertaken by the group. Support and training should be provided to the workers on a regular basis, in addition to team meetings to facilitate discussion of work programmes, areas of concern, and issues relating to discipline.

D. WORKING IN PARTNERSHIP

1. The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.
2. 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. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets 31:8's safeguarding standards.
3. Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

E. ARRANGEMENTS FOR THE SUPERVISION OF CHILDREN'S ACTIVITIES

1. We cannot assume that everyone knows what is appropriate behaviour with children and young people, or that we are all working towards the same end. Guidance in relation to protecting children from abuse, and workers from false allegations includes the following areas which will be discussed with each new appointee by the Representative, and from time to time at group level, at the instigation of the youth or children's leader concerned, or of the Eldership/Leadership:
2. **Supervision:** Ratio of adults to children: more than 1 adult per group with leadership of both sexes is preferable – children and young people may relate better to one sex rather

than the other. There must be enough staff to supervise the children, keep them safe and meet their individual needs, as follows (recommended by the NSPCC):

- Age 0-2: 1 adult to 3 children
- Age 2-3: 1 adult to 4 children
- Age 4-8: 1 adult to 6 children
- Age 9-12: 1 adult to 8 children
- Age 13-18: 1 adult to 10 children

3. No one under the age of 18 can be left in charge of a group of children and the group should not be left alone without adult supervision.
4. **Setting Boundaries**
 - a. Personal care (e.g. toileting) may be given appropriate to the child's age and ability.
 - b. Touch has boundaries which are difficult to define, but are clear enough. It CAN be healthy under safe or public circumstances, but should be avoided where there is even the slightest possibility of misunderstanding, or when the child and adult are alone.
5. Workers should treat all young people with dignity and respect in attitude, language and *actions*. Respect for the child's privacy, avoiding questionable activities, e.g. rough or sexually provocative games or comments.
6. If you invite a child to your home, be sure it is with the knowledge of the team/leadership, and that parents are aware and happy with the arrangements.
7. In some circumstances it may be unwise to travel alone with a child. Ensure that arrangements are made with the knowledge and approval of the parents and leaders.
8. Consider carefully arrangements for sleeping accommodation whilst away, particularly whether adults should share sleeping quarters with children. This might be an unwise practice generally, but appropriate with the very young or on an activity such as youth hostelling where it is the custom.
9. Behaviour: we have a strict duty as workers never to subject any child to any form of harm or abuse. This means that some behaviour is generally considered to be unacceptable, for example:
 - To distress a child by shouting at them or calling them derogatory names;
 - To slap a child
 - To hold a child in such a way that it causes pain, or to shake them;
 - To physically restrain a child except to protect them from harming themselves or others;
 - To give or show a child anything which could be construed as pornographic;
 - To allow or engage in sexually suggestive behaviour within a child's sight or hearing.
10. **Safety Matters:** consider specific issues relating to the use of premises/equipment, e.g. buildings should be well lit and potentially dangerous activities properly supervised. Events should not be arranged without adequate insurance. (Contact the BCCs' administrator if in doubt).

F. RAISING CONCERNS (Refer in detail to Appendix 8)

1. Anyone seeing another worker acting in a manner which could be misinterpreted should be able to speak to the individual concerned, or the Safeguarding Representative.
2. Regular workers' meetings will be held to review procedures to ensure a common approach, sharing concerns and identifying matters which may need clarification and/or guidance.
3. Workers must report back to such a meeting when any departure from the guidelines has been necessary. This provides protection for the worker and draws leadership attention to shortcomings or problem areas.
4. Keep a written record of issues/decisions discussed at meetings.

G. WORKING WITH OFFENDERS

In circumstances where a known schedule one offender (a person who has been convicted of a crime of cruelty, for example sexual or physical abuse, against a child as defined by Schedule 1 of the Children and Young Persons Act 1933) or a MAPPA offender (a person who is subject to a process titled Multi-Agency Public Protection Arrangements to protect the public by managing risks posed by violent and sexual offenders living in the community) who have served a custodial sentence becomes involved in a local church, the supervising Probation Officer will inform one person: the person must be the church leader. This information is absolutely confidential.

When someone attending meetings is known to have abused children or adults at risk, the leader of the local church will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults at risk, set boundaries for that person which they will be expected to keep. At no time will this person be able to access the children's work area or be alone with a child or group of children.

If an accusation is made against a worker (whether a volunteer or paid member of staff), the Safeguarding Co-ordinator will need to liaise with Children's Services in regards to the suspension of the worker, pending results of an investigation.

APPENDICES

Appendix 1: Officers of the Church with Safeguarding Responsibilities

BCCs' Safeguarding Co-ordinator: Hazel Marchment 07909 580897

BCCs' Deputy Safeguarding Co-ordinator: Andy Wright 07776 493378

BCCs' Vulnerable Adult Co-ordinator: Andy Taylor 07748 155703

BCCs' Trustee for Safeguarding: Lucy Tate 07960 180408

Local Church Safeguarding Representatives:

Hope Community Church: Sara Huggett, Matthew Rixson (Deputy)

Hub Community Church: Hazel Marchment, Andy Wright, Hannah Nayak, Charles Applegate, Rhoda Lawes (Youth), Anne Key (Children)

Community Church Tadley: Claire Dunn, Greg Whittick

Community Church West: Earl Robinson, Rebecca Robinson

DBS Administrators:

BCCs:

Lead DBS Recruiter: Karen Gross

Deputy DBS Recruiter: Mark Nash

Hope Community Church: Sara Huggett

Hub Community Church: Helen Norris, Karen Gross

Community Church Tadley: Claire Dunn

Community Church West: John Thurston

CONTACT INFORMATION

- thirtone:eight: 0303 003 1111
- NSPCC: 0808 800 5000
- Child Line: 0800 1111
- Dr Barnado's, free booklet: *Be Safe*, text SAFE2 to 81400 or 'phone 0800 338 0041
- The Hampshire Children's Social Services
 - From 8.30am and 5.00pm: 0300 555 1384.
 - The out of hours emergency number is 0300 555 1373.
- The Hampshire Vulnerable Adults Team
 - From 8.30am and 5.00pm: 0300 555 1386.
 - The out of hours emergency number is 0300 555 1373.

- Police
 - 101 (Costs 15p per call but some mobiles cannot reach this number)
 - 0845 045 4545 (per minute charge so can be expensive)
 - 01962 841534 in office hours.

In emergency dial 999

APPENDIX 2: Child Safety Checklist

CHILD SAFETY CHECKLIST	YES/ NO
Is a First Aid kit available during all activities?	
Do leaders know who the First Aider is and where they can be contacted?	
Are all accidents recorded?	
Do regular fire drills take place?	
Are fire notices displayed informing people what to do in case of fire?	
Are fire appliances suitable and serviced regularly?	
Is a register kept of all those in attendance?	
Is there suitable access and provision made for disabled people?	
Is it possible for children/young people to 'slip' outside without leaders noticing?	
Has a parental consent form and health form been completed <i>for</i> each child/young person (particularly for day trips and residential activities?)	
Are those working with children/young people suitable?	
Have youth and children's leaders been properly introduced to the work, adequately supported and offered training?	
Do youth and children's leaders know what to do if a child/young person tells them of abuse?	
Are adult/child ratios appropriate for the group and the activity?	
Are the places where children/young people meet safe and secure from unwelcome people?	
Please List Any Remedial Actions To Be Taken	
Is this checklist reviewed annually?	

APPENDIX 3: Guidance on Excursions and Trips

A. Day Trips

1. Plan well in advance and make sure you have enough adult help.
2. Organise travel arrangements adequately:
 - a. **Coaches:** Talk to the company and make sure they are covered by full insurance, also ask what the limit of passengers is (do not exceed this). Children should be seated at all times and seatbelts must be worn (if fitted).
 - b. **Private Transport:** There must be the correct type of insurance to cover passengers. Only those who have gone through the church recruitment procedures should transport children. At collection and drop off do not leave children by themselves. Drivers should not spend unnecessary time alone in a car with a child, so consider dropping off the least vulnerable child last and set the route accordingly.
3. Inform parents fully of all arrangements in writing. *At least* one meeting is important. Remember to notify parents in writing of any alterations to arrangements that have already been communicated to them. Parental consent is necessary to take children under the age of 16 years anywhere, even for just a few hours. All details must be on the form they sign, so that they are fully aware of everything they will be doing.
4. On the trip it is a good idea to give each adult a list of the children they will be in charge of, even if you all intend to stay together. It is also essential that adults and children know they must return with the adult they came with if travelling in groups. This way you can avoid anyone going astray - especially small children.

B. SWIMMING AND SPECIAL ACTIVITIES:

1. If swimming, the swimming pool will require ONE adult in the water with every THREE children under the age of EIGHT years.
2. If children are taking part in any special activity check BEFORE going that there are qualified, trained and skilled people in charge, and that the establishment has appropriate insurance cover.

C. OVERNIGHT STAYS AND LONGER RESIDENTIAL ACTIVITIES

1. Overnight stays and residential activities can be good fun for everybody - even the leaders.
2. Check the insurance cover of any buildings you will be sleeping in. There is usually a limit on the numbers buildings can accommodate. If these numbers are exceeded the insurance could be invalidated.
3. Check the building and know where water, electricity, etc. can be turned off. Know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises. Know where the fire extinguishers are.
4. Church halls and rooms used for sleeping large numbers of people MUST have TWO means of exit.
5. Know where the nearest hospital and doctor is.
6. Ensure that parents/guardians have returned a health form stating any special dietary requirements and current medication, e.g. asthma, diabetes, allergies. Also ensure that the name and telephone number of the child's doctor is included.

D. RESIDENTIAL ACTIVITIES MUST HAVE:

1. Safety rules.
2. Boundaries, e.g. letting adults know where you are, or the kitchen is out of bounds.

3. It is not appropriate for a male member of staff to sleep in the same room as female children or young people. Neither is it appropriate for a female member of staff to sleep in the same room as male children or young people.
4. Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit' list for activities.

APPENDIX 4: E-Safety

As well as safeguarding children and vulnerable adults physically, we also need to be aware of the dangers of abuse through the use of technology. We therefore need to do our best to combat the risks in three key areas:

- Content: being exposed to illegal, inappropriate or harmful material
- Contact: being subjected to harmful online interaction with other users
- Conduct: personal online behaviour that increases the likelihood of, or causes, harm

APPENDIX 5: The Nature and Types of Abuse

The following definitions are taken from *Working Together to Safeguard Children* HM Government (2013). In addition to these definitions, it should be understood that children can also be abused by Honour Based Violence, Forced Marriage or Female Genital Mutilation

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. 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

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 a child 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 a 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 cyber 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, although it may occur alone.

Sexual abuse

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

Neglect

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)
- ensure access to appropriate medical care or treatment

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

Financial or Material Abuse:

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

Discriminatory Abuse:

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

Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

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

APPENDIX 6: Indicators of abuse

The nature of neglect

Neglect is a lack of parental care but poverty and lack of information or adequate services can be contributory factors.

Far more children are registered to the category of neglect on child protection plans than to the other categories. As with abuse, the number of children experiencing neglect is likely to be much higher than the numbers on the plans.

Neglect can include parents or carers failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision or stimulation
- ensure access to appropriate medical care or treatment.

NSPCC research has highlighted the following examples of the neglect of children under 12

- frequently going hungry
- frequently having to go to school in dirty clothes
- regularly having to look after themselves because of parents being away or having problems such as drug or alcohol misuse
- being abandoned or deserted
- living at home in dangerous physical conditions
- not being taken to the doctor when ill
- not receiving dental care.

Neglect is a difficult form of abuse to recognise and is often seen as less serious than other categories. It is, however, very damaging: children who are neglected often develop more slowly than others and may find it hard to make friends and fit in with their peer group.

Neglect is often noticed at a stage when it does not pose a risk to the child. The duty to safeguard and promote the welfare of children (*What to do if you're worried a child is being abused* 2006) would suggest that an appropriate intervention or conversation at this early stage can address the issue and prevent a child continuing to suffer until it reaches a point when they are at risk of harm or in significant need.

Neglect is often linked to other forms of abuse, so any concerns should at least be discussed with the designated person/child protection co-ordinator.

Indicators of neglect

The following is a summary of some of the indicators that may suggest a child is being abused or is at risk of harm. It is important to recognise that indicators alone cannot confirm whether a child is being abused. Each child should be seen in the context of their family and wider community and a proper assessment carried out by appropriate persons. What is important to keep in mind is that if you feel unsure or concerned, do something about it. Don't keep it to yourself.

Physical indicators of neglect

- Constant hunger and stealing food
- Poor personal hygiene - unkempt, dirty or smelly
- Underweight
- Dress unsuitable for weather
- Poor state of clothing
- Illness or injury untreated

- Looking sad, false smiles

Behavioural indicators of neglect

- Constant tiredness
- Frequent absence from school or lateness
- Missing medical appointments
- Isolated among peers
- Frequently unsupervised
- Stealing or scavenging, especially food
- Destructive tendencies

Who Abuses Children/Young People?

- Very rarely a stranger.
- Often someone who knows the child, e.g. parent, carer, babysitter, sibling, relative or a friend of the family. The abuser is most often someone known to the child. This seems to be the case between 75 and 90% of the time. There is growing evidence of abuse amongst siblings.
- Sometimes, someone in authority such as a teacher, youth leader, children's worker, or, very sadly, a church worker/leader.
- Sometimes, paedophiles and others who set out to join organisations (including churches) to obtain access to children.

Abusers themselves may be in desperate need; abusing parents were often abused as children. The primary concern, however, is for the safety of the child.

How Children/Young People can be groomed

- By befriending, spending time with them, and spending money on sweets and presents.
- By targeting vulnerable children and their families, e.g. lone parent families, isolated children who may have been emotionally deprived, neglected or previously abused.
- By building up trust over time to gain more access to the child/ren so that parents/carers are largely unaware it is occurring.
- By "grooming" - gradually introducing a child to physical contact, cuddles and kisses which a parent may feel is quite innocent. Physical contact becomes increasingly sexual over a prolonged period of time.
- By taking photographs or videos or by introducing a child to exciting information and material on the internet.
- By saying to a child that what is happening is ok - parents won't mind etc...
- Threatening dire things if a child should "tell".

N.B. It is unacceptable for any person in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues (a relationship of trust being defined as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of the activity (e.g. a youth leader and youth club member)).

Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is when a child or young person (anyone under the age of 18), engages in sexual activity as a result of receiving something such as food, cigarettes, alcohol, drugs, accommodation, drugs, money, or affection. It's a process of grooming where the abuser targets a child's vulnerability, makes them feel loved or wanted as though the relationship is normal when in fact the child is being controlled through intimidation, fear or violence. It can happen to boys as well as girls, from rich and poor backgrounds, of any ethnicity and anywhere in the world, including here in Hampshire.

Please see the Barnados information for more details-
http://www.barnardos.org.uk/spot_the_signs_professionals.pdf

APPENDIX 7: Recognising and Responding to Abuse

It is important that the following signs are not taken as indicating that abuse has taken place, but the possibility should be considered far more than in the past. Any allegations (including any made against any of the church workers) should also be considered as a possible sign. The following behavioural signs **may** be indications of child abuse, but they should not be taken in isolation:

Physical Abuse

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc...
- Injuries which have not received medical attention.
- Instances where children are kept away from the group inappropriately.
- Reluctance to change for, or participate in, games or swimming.
- Bruises, bites, burns, fractures, etc. which do not have an accidental explanation.
- Unexplained “tummy pains” with no medical reason, or repeated urinary infections.
- Eating problems, including over-eating, loss of appetite.
- Disturbed sleep, nightmares, bed-wetting.
- Suicide attempts, self-inflicted wounds (e.g. cutting/slashing), drug abuse.
- Any signs of neglect such as under-nourishment, untreated illnesses or abrasions, inadequate care, failure to grow, constant hunger, stealing or gorging food, etc..

Emotional Signs

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging, also depression/ aggression/severe tantrums/extreme anxiety.
- Nervousness/frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults (e.g. reverting to younger behaviour; relationships between adults and children which are secretive and exclude others).
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.
- Overly compliant behaviour; “watchful” attitude.
- Does not join in activities; has few friends.
- Does not trust adults, particularly those who are close.
- An air of detachment or “don’t care” attitude.

Indications of Possible Sexual Abuse

- Any allegations made by a child concerning sexual abuse.
- Child with excessive pre-occupation with sexual matters, or showing age-inappropriate awareness, or with detailed knowledge of adult sexual behaviour, or who engages in age-inappropriate, even aggressive, 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.
- Sexually explicit behaviour (e.g. continual open masturbation).
- Behaviour indicative of role-reversal in the home, e.g. a girl who takes over the mothering role/wifely responsibilities, whether or not the mother lives there.
- Eating disorders - anorexia, bulimia.

It is not the primary task of children's workers to search for signs of neglect or abuse in those in their care: they should be observant but not investigative. "Diagnosis" of abuse must be left to qualified professionals. It is important to understand that children's workers do not have an investigative role. This is the responsibility of the Local Child Protection Unit.

Recognise the signs and symptoms of CSE

- Children and young people that are the victims of sexual exploitation often do not recognise that they are being exploited. However, some signs that a child may be being groomed for sexual exploitation to be alert for are:
 - going missing for periods of time or regularly returning home late
 - regularly missing school or not taking part in education
 - appearing with unexplained gifts or new possessions
 - associating with other young people involved in exploitation
 - having older boyfriends or girlfriends
 - suffering from sexually transmitted infections
 - mood swings or changes in emotional wellbeing
 - drug and alcohol misuse
 - displaying inappropriate sexualised behaviour.

What to do if you suspect Sexual Abuse

- Follow the reporting procedures in this policy by discussing with the Safeguarding Representative for the local church and the Safeguarding Coordinator.
- The Safeguarding Co-ordinator (or deputy) will receive concerns and be responsible for deciding necessary action, including contacting any relevant agencies. Information should be kept to as few people as necessary (on a need to know basis only).
- If a child is in immediate danger call the police. Where emergency medical attention is necessary then this should, of course, be sought immediately. (The Safeguarding Co-ordinator will inform the doctor of any suspicions of abuse.)
- Where the Safeguarding Co-ordinator is unsure whether or not to refer an allegation of physical injury or neglect to Social Services advice from 31:8 may be sought. In cases of deliberate injury, or where a child is afraid to return home, or where there is concern about the child's safety, the parents should not be informed by the school but Social Services or 31:8

Allegations of Sexual Abuse

- These are usually denied and are often difficult to prove one way or the other. Because of this, a different approach is necessary in the interests of both the child and any person thought to be implicated.
- In the event of allegations or suspicions of sexual abuse, the Safeguarding Representative/Co-ordinator should contact 31:8 for advice/support, or the Children's Services Designated Officer or the Police Child Abuse Investigation Team directly. The Safeguarding Representative/Co-ordinator will not speak to the parent/guardian (or anyone else), but the Church Leader will be informed.
- No one should initially speak to the parent/guardian (or anyone else, including the alleged abuser) concerning any allegation of sexual abuse as there is always the possibility that they could be involved. Any communication with the family should in any case be handled by the Safeguarding Co-ordinator or the Church Leader. Advice as to the timing and nature of any communication should be sought (from 31:8 or Social Services) so that any investigation is not jeopardised. (For example, a child may say that s/he has been abused by an older young person. In reality, the perpetrator could be a parent/guardian or close relative, but naming another young person may be the only way this child can seek help. Here it would be in the child's interests not to tell the parent/guardian before contacting the authorities. Conversely, a parent/guardian or adult relative named may be quite innocent. To tell them before contacting the authorities changes the whole nature of the information-gathering process the social workers/police will follow and considerably reduces the chances of discovering the truth and clearing the innocent.) The fact that you feel the child's story is unlikely must not prevent this course of action. It is in the best interests of both parties to involve the child protection authorities from the very beginning.

- If sexual intercourse is alleged to have occurred very recently (and it has not been possible to get an immediate response from Children's Services) then the Police should be contacted urgently so that any physical evidence is preserved. No evidence such as stained clothing should be interfered with. If the allegations concern events more than a week old, then there is less urgency but either the Social Services or the Police must be informed promptly.
- **Under no circumstances will the Church (including the Safeguarding Co-ordinator) attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the Safeguarding Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Children's Services Department, whose task it is to investigate.**

You should not discuss any suspicions of abuse of any kind with anyone other than those nominated above. **IN NO CIRCUMSTANCES SHOULD THE ACCUSED BE MADE AWARE OF ANY ACCUSATIONS.** (This can avoid an alleged perpetrator being "tipped off" and also helps respect the privacy of the child or young person as much as possible.)

Third Party/Anonymous Referrals/Allegations

Where a third party makes allegations you should elicit as much information as possible from the referrer. Unless the person wishes to remain anonymous this should include the referrer's details (name, address, telephone number) and as much factual detail as possible about the child and family concerned (names of family members, address, name/date of birth of subject child, ethnic origin, etc). Information as to the cause for concern/nature of the injuries/observations should be included. It would be advisable to inform the referrer that information relating to any child at risk, or potentially at risk, will be shared with the Safeguarding Co-ordinator and may result in referral to the Social Services Department, and in this event the Social Services Department may wish to interview the referrer (if known) as part of the Child Protection Investigation.

Allegations Against Children/Young People

Children and young people may be curious about the opposite sex and/or experiment sexually. However, where a child is in a position of power and 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, then this is not mutual exploration, it is abusive. Such situations should be taken as seriously as if an adult were involved, as the effects on the child victim can be as great.

Instances such as these would be 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 by someone else. Since sexual abuse is addictive and other children could be victims now or in the future it is important to take the matter seriously and the church will need to deal with this as any other allegation. You cannot assume that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

How To React When A Child/Young Person Wants To Talk About Abuse

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

General Points

- Show acceptance of what the child says (however unlikely the story may sound) in an attitude of respect.
- Keep calm.
- Look at the child directly.
- Be honest.
- Let him/her know you will need to tell someone else, perhaps explaining why this is important – 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 him/her know that you are always ready to listen.

Helpful Things to Say or Show

- “I believe you” (or showing acceptance of what the child says).
- “I am glad you have told me.”
- “Thank you for telling me.”
- “It's not your fault.”
- “I will try to help you.”

Things to Avoid

- Avoid saying: “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”.
- Be careful not to put words in the child's mouth or ask leading questions to “establish” facts which may be allegations but untrue, or which may be true but be viewed with less credibility later because of such questions.

Concluding

- 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, maybe telling them what you are going to say and to whom, if necessary assuring them that any authorities are there to protect and help children.
- Immediately refer to someone appropriately qualified. Contact the Safeguarding Co-ordinator (or Thirtyone:eight for advice, or go directly to Children's Services/Police; a young person may be willing themselves to inform Children's Services or Police, perhaps with you accompanying them).
- Priority is to help the child feel confident enough to pass on valuable details and information and to keep further harm from a minor.

N.B. It is necessary to consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact the Children's Services and/or police to discuss putting into effect safety measures for the child so that they do not return home. Ideally such a decision should be considered in conjunction with the Safeguarding Co-ordinator but, in their absence, with an appropriate church worker (if possible seek advice from thirtyone:eight).

What To Do Once A Child/Young Person Has Talked To You About Abuse

Make notes as soon as possible (preferably within an hour of the child talking to you), writing down exactly what the child said and when s/he said it and what was happening immediately beforehand (e.g. description of activity). Write down what you said in reply to the child (and any action taken). Record dates and times of these events and when you made the record: use the agreed BCC Cause for Concern Form. Record any visible marks, bruises etc., using the Skin Map (See Appendix 13). Keep all hand-written notes securely, even if these have subsequently been typed up; such records should be kept safely for an indefinite period. Don't try to cover up or contain the facts to protect the abuser, the family, or any other body. In the Cause for Concern Form you will include the following: name of church/group; name, address and date of birth of child/young person, name of person reporting event with date and time, sequence of events/actual words used/observations (using any drawing where appropriate to show marks/bruises etc., but not undressing the child!), action taken, name of person contacted with date and time.

- Report your discussion as soon as possible to the Safeguarding Representative and the Safeguarding Co-ordinator. If the Safeguarding Co-ordinator is implicated report to the deputy Safeguarding Co-ordinator or the Church Leader.
- You should not discuss your suspicions or allegations with anyone other than those nominated above.

BOUNDARIES

Where possible a church worker should not be alone with a child. Where confidentiality is required you should aim to be visible at all times, e.g. by leaving a door open or using a corner of the room occupied by others. When counselling a young person ensure that others know that the interview is taking place and that someone else is around in the building.

Physical contact between adults and children can be quite healthy and to be encouraged in public places, discouraged in circumstances where an adult and a child/young person are on their own, or where there is the slightest possibility of misunderstanding. Consider the following guidance on touch:

- Keep everything public. A hug in the context of a group can be very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate (there is safety in it generally being initiated by the child rather than the worker).
- Avoid any physical activity that is, or could be construed as, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children are entitled to determine the degree of physical contact they have with others, except in exceptional circumstances i.e. when they need medical attention.
- Workers should monitor one another in the area of physical contact and should feel free to constructively challenge each other if necessary, helping each other by pointing out anything which could be misconstrued/misunderstood.
- Concerns about possible abuse should always be reported.

Church workers will treat all children/young people with dignity and respect in attitude, language and actions. Respect the privacy of children/young people; avoid questionable activity (e.g. rough/sexually provocative games or comments). Consider the level of personal care (e.g. toileting) appropriate and related to the age of the child - accepting that some children have special needs.

If you invite a child to your home, ensure this is with the knowledge of the supervising church worker and that a parent is aware and happy with the arrangements. Ensure that arrangements for transporting children are with the knowledge of the team leader and have parental approval. In some circumstances it may be unwise to travel alone with a particular child.

Feedback

If you see another person in the church environment acting in a way that could be misinterpreted you should speak to the individual the Safeguarding Representative for your local church or the Safeguarding Co-ordinator about the concern. Teamwork and mutual accountability are important.

Where it is necessary to depart from agreed procedures (e.g. in an emergency or to protect a child) permission should be sought in advance or reported immediately afterwards where this is not possible. When any departure from guidelines becomes necessary you should report back to the Safeguarding Representative and Safeguarding Co-ordinator or the Church Leader - this provides protection to you and draws the leadership's attention to any shortcomings and problem areas.

Children/Young People With Special Needs

Children and young people who have a disability or special needs can be particularly vulnerable to abuse and can be at greatest risk of sexual abuse. Children with disabilities tend to have more physical contact than those without disabilities (e.g. with therapists, care workers) and may require higher levels of personal care such as washing, dressing, toileting, feeding, mobility etc. The definition of what constitutes abuse is wider for children with disabilities (it can include force-feeding, financial abuse, over-medication and segregation.) Attitudes can play a part - the belief that a child or young person with a disability can't be sexually abused because they are seen as a-sexual.

There is therefore a need to be extra vigilant in order to protect these children; but there are difficulties: it can be hard to know if a child with a disability has been abused because of communication problems. Children may have difficulty in understanding what is said to them, or in expressing themselves in ways that others understand. The person communicating with a child may not possess the appropriate personal communication skills themselves (e.g. using appropriate spoken and non-verbal communication or using particular forms of communication such as Makaton signs and symbols, British Sign Language etc.). Workers might feel more vulnerable to accusations of abuse as a result of meeting an individual's needs.

Further Safety Matters

When food is being prepared take care to observe any hygiene requirements.

- You should check any insurance-related proposals/events with the main churches administrator.
- Make sure you know where to find the first aid kit and who the qualified First Aiders are.
- Practice good hygiene (e.g. disposable latex gloves and apron for dealing with broken skin and bodily discharge will help protect against HIV).
- If you are a driver you should of course carry a full driving licence and valid insurance. Ensure that seat belt rules, requirements for minibuses etc. are complied with.

Details regarding any accidents/injuries/significant incidents should be recorded immediately afterwards in accordance with the procedures outlined by the relevant policies. Church workers should certainly record any unusual events, with each worker recording what they witnessed, e.g. in a log book. This can be very helpful if colleagues have to deal with a difficult young person who may subsequently make accusations of assault. A young person who constantly makes throwaway sexual comments about church workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one worker this should warn the leadership that they may have a problem with that person. Workers should, similarly, record incidents such as fights and what action the leaders took. Since information in a log book is likely to be very sensitive it should be kept separate from an accident book, used to record any accidents or injuries and which parents (and older children) may be asked to sign.

APPENDIX 8: PROCEDURE FOR REPORTING CONCERNs AND DISCLOSURES

The Guiding Principles

All church workers should:

- always act where there are concerns.
- seek advice and refer to their local Safeguarding Representative and the Safeguarding Co-ordinator (or Deputy) – do not promise complete confidentiality.
- do not investigate but do listen and reassure.

A church worker who is approached by a child should listen positively and try to reassure them. They cannot promise complete confidentiality and should explain that they may need to pass information to other professionals to help keep the child or other children safe. The degree of confidentiality should always be governed by the need to protect the child.

Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

All workers must know who their local Safeguarding Representative is as well as the Safeguarding Co-ordinator (or Deputy) and who to approach if the Safeguarding Co-ordinator (or Deputy) is unavailable (usually the Church Leader). Ultimately, all workers have the right to make a referral to the police or social care directly and should do this if, for whatever reason, there are difficulties following the agreed protocol, e.g. they are the only adult on the premises at the time and have concerns about sending a child home.

Three stages of action

The actions that a church worker should take can be divided into three stages:

Stage 1: Dealing with the disclosure as it happens; ensuring that the child's immediate needs are met and that they feel supported.

Stage 2: Ensuring that the Safeguarding Representative and the Safeguarding Co-ordinator (or Deputy) is immediately informed.

Stage 3: Ensuring that details are recorded as soon as possible use the Cause for Concern Form; that they feel satisfied that the disclosure has been followed up and is acted upon appropriately.

Stage 1

When a disclosure is made, it is most important that they understand that they do not investigate the disclosure themselves. The disclosure must always be taken seriously and dealt with according to procedures even if the truth of the disclosure is uncertain.

Whoever receives the disclosure should:

- Listen to the child/person, keeping calm and offering reassurance.
- Record bruises, their colour and size and mark their location on a skin map but do not ask a child/person to remove or adjust their clothing or photograph the injury.
- Allow the child/person to lead the discussion and to talk freely if a disclosure is made.
- Listen to the child without investigating.
- Avoid using questions such as 'Is there anything else you'd like to tell me?' (which could be construed as a leading question)
- Accept what the child/person says without challenge.
- Reassure them that they are doing the right thing in telling and that they recognize how hard it is for them to tell.

- Seek support for themselves if appropriate

They should not:

- Press for details by asking questions such as 'What did they do next?'
- Lay blame or criticize either the child or the perpetrator.
- Ask the child to repeat what they said to a colleague.
- Promise confidentiality – but they should explain that the child has done the right thing and who will need to be told and why.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for professional protection agencies, following a referral from the Safeguarding Co-ordinator.

Stage 2

As soon as possible, once the immediate comfort and safety of the child is secured, the member staff should inform the Safeguarding Co-ordinator (or Deputy) of the disclosure or concern, using the Cause for Concern Form (appendix 12). If the Safeguarding Co-ordinator (or Deputy) is not available then the Church Leader should be informed. Contact telephone numbers are listed above.

- Concerns about a specific individual should be reported immediately by telephone and confirmed in writing within 24 hours.
- If there are potential insurance or reputational issues, the Co-ordinator is also required by the conditions of the Church insurance policy immediately to inform the BCCs' Administrator, who will, if needed, contact the insurance company.

It can be particularly difficult to handle a disclosure which involves another church worker. Workers should be given guidance in case of this possibility, including instances where the allegation is against the Safeguarding Co-ordinator (or Deputy). In such a case the Church Leader or the Chair of Trustees should be informed. The member of staff can make a referral themselves directly if they are concerned about the child's immediate safety and are having difficulty contacting the designated person or their delegate.

Stage 3

The worker receiving the disclosure should note down details as soon as possible using the Cause for Concern Form (appendix 12). What is clearly etched at the time can become blurred after a few hours. Workers should understand that it is vital that they make clear and concise notes soon after the disclosure in order to complete a more detailed record and incident sheet later. Immediate notes must include at least:

- date and time
- place and context of disclosure or concern
- important facts provided, e.g. names mentioned.

Wherever possible, church workers should record information as it was told to them using the language of the child rather than their own interpretation of it.

In the case of bruises or observed injuries, record them on the skin map shown in appendix 13. Any records should be copied to the designated person and will be used by them during the referral process.

It is important that staff are instructed to report factual information rather than assumption or interpretation. They might convey their intuitive thoughts but these should be recognized as such and should not form part of the record.

What happens next?

The Safeguarding Co-ordinator is nominated to act on behalf of BCCs in dealing with an allegation or suspicion of neglect or abuse, including any further reference to the statutory authorities.

In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to the Deputy Safeguarding Co-ordinator (for contact information refer to Appendix 1). If the suspicions implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to the chair of the Trustees, who may in turn talk to the thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550 or alternatively contact Children/Adult Services.

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

Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Social Services Department.

BCCs will support the Co-ordinator/Deputy Co-ordinator 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 child protection agencies or seek advice from thirtyone:eight, although BCCs hope that members of the church will use the procedure detailed in this document. If, however, the individual with the concern feels that the Co-ordinator/Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator(s) as to the appropriateness of a referral, they are free to contact the chair of Trustees who may in turn talk to external agencies. By making this statement, BCCs affirm the commitment of the church to effective safeguarding.

The role of the Co-ordinator and/or Deputy Co-ordinator is to collate and clarify the precise details of the allegation or suspicion and to pass this information on to the relevant Social Services Department. **It is the Children/Adult Services Department's task to investigate the matter.**

As we progress dealing with an incident or alleged incident, and after informing appropriate agencies, every effort will be made to go forward with a multi-agency approach.

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The worker should be informed by the Safeguarding Co-ordinator (or Deputy) what has happened following the report being made. If they do not receive this information they should be proactive in seeking it out.

If they have concerns that the disclosure has not been acted upon appropriately they may ultimately contact the Children's Services Department.

Receiving a disclosure can be upsetting for the worker and the church should have a procedure for supporting them after the disclosure. This might include reassurance that they have followed procedure correctly and that their swift actions will enable the allegations to be handled appropriately.

In some cases additional counselling might be needed and they should be encouraged to recognize that disclosures can have an impact on their own emotions.

APPENDIX 9: Code of Practice – Assent to the Policy

All church workers and volunteers will be asked to sign this code of practice as part of their induction. They will be expected to abide by it at all times. It is important that adults conduct themselves in a way which minimises the risk of finding themselves the subject of a child protection or criminal allegation.

All church workers and volunteers should:

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions
- Dress appropriately for your role
- Avoid unnecessary physical contact with children. If physical contact is made:
 - ensure you are aware of and understand the rules concerning physical restraint
 - where it is essential for educational or safety reasons, gain pupil's permission for that contact wherever possible
 - to remove a pupil from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded on the correct form and reported to the Head Teacher
 - it should not be secretive, even if accidental contact was made, it should be reported.
- Understand their position of power and influence over children and not misuse it in any way. This includes but is not limited to;
 - accepting regular gifts from children
 - giving personal gifts to children
- Recognise their influence and not engage in activities out of school that might compromise their position within school,
- Not establish or seek to establish social contact with pupils outside of school. This includes;
 - communication with pupils in inappropriate ways, including personal e-mails and mobile telephones
 - passing your home address, personal phone numbers, e-mail address or other personal details to pupils/children
 - the transportation of pupils in your own vehicle without prior management approval
 - contact through social networking sites or other internet based communications.
- Avoid volunteering to house children overnight.

In addition, all church workers and volunteers should:

- Be careful about recording images of children and do this only when it is an approved church activity. This can only be done when parents have given their express permission.
- Allow children to change clothes, if this is necessary for the activity, with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- Avoid working in one-to-one situations or conferring special attention on one child unless this is part of an agreed school plan or policy.
- Only arrange to meet with children, if at all, in closed rooms when team leaders have been made aware of this in advance and given their approval.
- Not access inappropriate material via the internet
- Not allow boundaries to become blurred and unsafe in more informal settings such as trips out, etc.
- Never use a physical punishment of any kind.
- Not attribute touch to their supervisory/teaching style.

All church workers and volunteers should inform the Church Leader if:

- There are any incidents or issues that might lead to concerns being raised about their conduct towards a child.
- There is any suggestion a child may be infatuated with you or taking an above normal interest in you.

For more information on safe working practice see “Guidance for Safer Working Practices for Adults who Work with Children and Young People” (AMA 2009) [\[link\]](#)

I confirm that I have read and understood this code of practice.

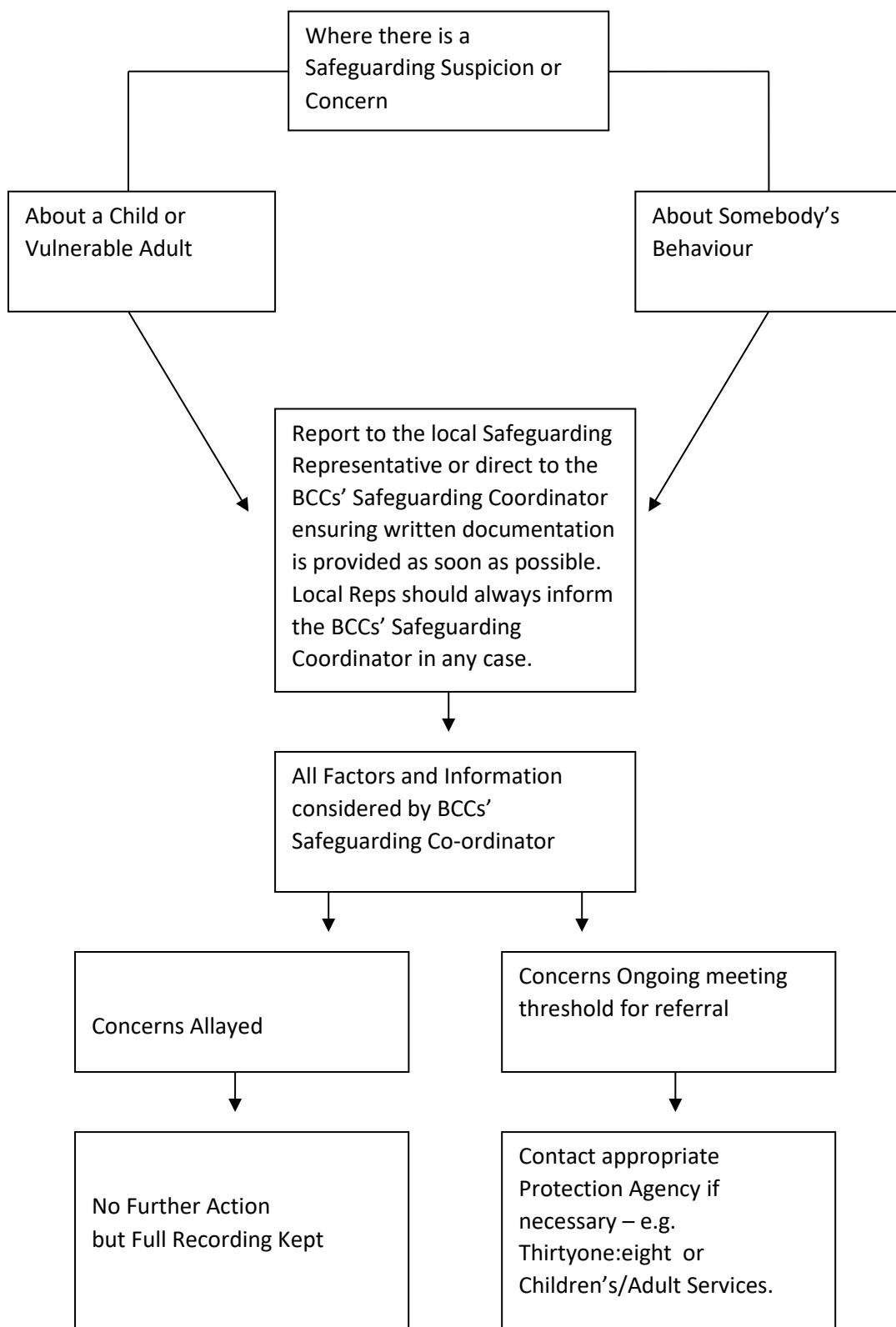
By signing this form I am agreeing to abide by the expectations and to follow all guidance.

Name:

Role:

Signature:

Date:/...../.....

APPENDIX 10: Summary of Reporting Procedures


Appendix 11: Summary of Disclosure and Barring Service Procedures

1. All requests for Disclosure and Barring Service Disclosures are handled through the local church recruiter/administrator and for the final stage by the BCCs' central office. For the sake of confidentiality these are processed by a strictly limited number of people authorised by the trustees.
2. All DBS Disclosure applications are now made online and applicants will be given full instructions and access details. BCCs cover the costs for applications. As well as the online application, applicants are required to complete and return the Self-Declaration form at the same time as presenting their ID documents for checking.
3. Recent DBS Disclosures are now transferable from job to job only if the applicant joined the up-date service and the new role exactly matches the previous role and can be kept up to date as long as the applicant applies online within the permitted 14 days of the issue of the Disclosure. BCCs encourage staff members to apply for the annual update service and will cover the cost of the subscription. If the applicant does not apply for the update service, then Disclosures should be renewed at intervals of not more than 5 years.
4. Where a worker can provide evidence that they have a recent DBS Disclosure via another reputable organisation (for example a school), but only where the new role exactly matches the previous role, then a BCCs' check may not be required.
5. At the first time of applying for a Disclosure, all applicants are also required to sign and return a 'Self-Declaration' Form. This is sent by email to the applicant from the BCCs' office, along with instructions to complete the online DBS Application. The completed self-declaration form and any associated references are destroyed as soon as the DBS procedure is complete.
6. Special arrangements exist for DBS checks on applicants from overseas or who have lived overseas:
 - If applicants come from overseas, and have lived in the UK for less than 5 years (to be verified by the local church leader or local representative) references should be obtained from their home church for the overseas period and for any interim period in the UK.
 - If applicants come from overseas, and have lived in the UK for more than 5 years: apply for a DBS Disclosure in the normal way. Discretion should be exercised whether a reference is sought from their previous home church overseas.
 - If applicants have lived overseas for part of their 5-year residency history, still apply for a DBS Disclosure. References should be obtained from their home church for the overseas period.
7. The church no longer receives a direct copy of the DBS Disclosure. However basic details of the Disclosure are available online to BCCs provided the Disclosure is 'clean' and has no negative data recorded. In the latter case, applicants must be asked to show their copy of the Disclosure to ascertain if there is a problem in employing them in the role applied for.
8. On receipt of the DBS Disclosure, only the 'reference data' is recorded, i.e. date, date of birth and type of the Disclosure, position applied for, and any consequent action from the Disclosure if there is any doubt as to the suitability of the person.
9. The Disclosure is kept confidential and is only otherwise available to the appropriate manager responsible for appointing the applicant. If the Disclosure contains information that would make it detrimental for the applicant to take up their designated role, that normally is enough to exclude them. However, there may be particular cases where the designated person feels there is scope for them to take up their role despite adverse

information – all cases of this nature must be referred to the Safeguarding Co-ordinator or Deputy and/or Trustees for a final decision, so that any risk can be considered and arbitrated upon.

APPENDIX 12: Cause for Concern Form

BASINGSTOKE COMMUNITY CHURCHES – SAFEGUARDING POLICY	
CAUSE FOR CONCERN FORM	
DATE	LOCATION AND OCCASION OF DISCLOSURE/CONCERN/INCIDENT
TIME	
DETAILS OF DISCLOSURE/CONCERN/INCIDENT <ul style="list-style-type: none"> • Make notes as soon as possible, but no more than one hour after the incident/disclosure. • Record any injuries on the Skin Map and provide a written description of size, location, colour, shape. • Record exactly what was happening before the incident, during the incident and after the incident. • In the case of disclosure, record exactly what is said. Use the child's/person's own words. • Record times. • Record any action taken and keep all hand-written notes, even if subsequently typed-up 	
Name of Person Reporting: _____ Signature: _____	
Date form passed to Local Church Safeguarding Co-ordinator:	
Date form passed to BCCs Safeguarding Co-ordinator:	
DO NOT MAKE COPIES OR EMAIL THIS FORM. GIVE THE FORM DIRECTLY TO THE APPROPRIATE SAFEGUARDING CO-ORDINATOR	

APPENDIX 13: Skin Map