

**HOPE
COMMUNITY
CHURCH
SAFEGUARDING
POLICY**

**Version 6.0
January 2025**



HOPE COMMUNITY CHURCH SAFEGUARDING POLICY

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VERSION HISTORY

Amendment	Date	Version	Author	Date approved
Policy updated	March 2014	1.0	Lyn Edwards	March 2014
Policy review and update	June 2019	2.0	Lyn Edwards	June 2019
Policy Updated for New Name	January 2020	3.0	Matt MacDiarmid	January 2020
Policy Review and Update	December 2022	4.0	Lesley Robinson	December 2022

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Policy Review and Update	January 2025	6.0	Dan Stone	January 2025

The Safeguarding Policy

SECTION 1

Details of the place of worship / organisation

Name of Place of Worship / Organisation: Hope Community Church

Address: The Kings Centre, 56 Bull Head Street, Wigston, Leicester, LE18 1PA

Tel No: 0116 288 4321 Email address: admin@hopechurchwigston.co.uk

Membership of Denomination/Organisation: Hope Community Church is Independent. We are members of the Evangelical Alliance and New Wine.

Charity Number: 1056283

Regulators details (if any)

Insurance Company: Ansvar, St Leonards Road, Eastbourne, BN21 3UR – Public Liability Insurance (10 Million)

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

We are an independent evangelical Christian church and a member of the Evangelical Alliance. Our regular place of meeting is at The Kings Centre. Our objectives are to further the gospel of Jesus Christ and advance the kingdom of God, building up the faith of Christian believers and to bring relief to human suffering and poverty. In particular we aim to enable ordinary people to live out their faith as part of our local community through:

- Worship – learning about the gospel and developing their knowledge and trust in Jesus.
- Provision of pastoral care.
- Missionary and outreach work
- Youth and children's work.

For the avoidance of doubt, Hope CC confirms this policy applies to The Kings Centre, and any Church plants established by the Church including in January 2025 the South Wigston and Boulter Crescent meetings.

As part of our work with children and youth the church runs a number of groups and activities including those listed below.

- **Firestarters** - Each Sunday children of all ages meet in age-appropriate groups for worship, teaching and prayer at the Kings Centre as part of our regular Sunday worship.

The church runs youth and community groups for the local community:

- **Tuesday Kids Club** - a group for primary-aged children that meets weekly at the King's Centre
- **Mid week Youth Work** - this includes 'Thursday Night Inferno', a youth group for secondary aged children meeting weekly and the Tuesday evening weekly youth bible study.
- **Who let the Dads Out** - A monthly dads and kids group for church and community families.
- **Lets do Life** - a small group of local community families who are receiving parenting and life choice support.
- **Lets do faith** - mostly the same families as let's do life, but this session is focusing on faith.
- **Christians Against Poverty, Leicester South Debt Centre** - the Church partners with Christians Against Poverty to provide debt advice and support to all in need across south Leicestershire and the southern half of Leicester city. This usually involves visiting people in their homes for up to three meetings.
- **Coffee Morning** - A weekly session for over 60s to have a drink, some food and conversation. Runs on Tuesday mornings.
- **Hub Club** - a weekly Thursday afternoon session in partnership with LSFB, Helping Hands, local council and local NHS to provide a place where local community can access support, meet friends socialise. Hosted at the King's Centre

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and other vulnerable individuals. We acknowledge that children, young people and vulnerable individuals 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; formally known as the 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 Safeguarding Coordinator(s) in their work and in any action, they may need to take in order to protect children and vulnerable adults;
- the Leadership agrees not to allow the document to be copied by other organisations

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable 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 vulnerable individual.

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

1. 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.

- **Definitions of abuse;** See appendix 2
- **Signs and symptoms of abuse:** See appendix 3
- **How to respond to a child wishing to disclose abuse:** See appendix

Safeguarding awareness

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

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

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:

- In the first instance, the person in receipt of allegations or suspicions of abuse should consult the 'Safeguarding Flowchart' (see attached) and follow the advice given through that resource. If that person feels they need report concerns, they should do this as soon as possible through the Hope Church Website (www.hopechurchwigston.co.uk). They should use the main menu to navigate: Resources > Safeguarding. They should then complete the online referral form.
- The online referral form will be sent to the Hope Community church Safeguarding Team to review and action: safeguarding@hopechurchwigston.co.uk
- Members of the Safeguarding Team are: Dan Stone (Designated Safeguarding Lead), James Tingley and Sara Gill whom are 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.
- When reviewing and actioning reported concerns, the Safeguarding Team will follow the 'Safeguarding Flow chart - HOPE safeguarding team' (see attached)
- In the absence of any of the Safeguarding Team or, if the suspicions in any way involve a member of the Safeguarding Team, the report should be made to Matt MacDiarmid (hereafter the "Deputy ") Tel no: 07411844489. If the suspicions implicate both the SafeguardingTteam and the Deputy, the report should be made in the first instance to thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child, the Safeguarding Team 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 correct contact details can be seen below or within the Hope Safeguarding team flowchart.

The Leicestershire & Rutland Local Safeguarding Children Board (Lrlscb) duty team referrals telephone number is 0116 3050005. A secure electronic agency referral form is also available on the Lrlscb website: www.lrlscb.org – this can be submitted electronically, or faxed to 0116 3050011

- The local Adult social services office number is: **0116 3050004**
- The out of hours emergency number is: **0116 2551606**
- The Police Protection Team telephone number is **0116 2222222**
- The Safeguarding Team **may** need to inform others depending on the circumstances and/or the nature of the concern. For example the Lead Elder, to log that a safeguarding concern is being dealt with, our insurance company to log that there is a possibility of a serious incident concerning safeguarding or a designated Officer.
- Suspicions must not be discussed with anyone other than those nominated above unless it is necessary as part of due process to collate information so appropriate help can be given.. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Team, the absence of the Safeguarding Team or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight. In the absence of either party, the role will be allocated to a suitable named person.
- The Leadership will support the Safeguarding Team/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship/organisation will use the above procedure. If, however, the individual with the concern feels that the Safeguarding Team/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Team as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Team/deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Team/Deputy will:

- Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home
- Not tell the parents or carers until we have been advised to do so by Children's Social Services. However, if the alleged perpetrator is outside of the Family setting then it may be essential to protect the person's risk of further harm by sharing essential information with the family. The wellbeing of the person must always be paramount
- If required, seek medical help, informing the doctor of any suspicions
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Team/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Protection Team direct. They will NOT speak to the parent/carer or anyone else until Social Services have advised them to do so
- 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

The following procedure will be followed where there is a concern that an adult is in need of protection:

Definition of Vulnerability: being in need of special care, support or protection because of age, disability or risk of abuse/neglect.

Suspicious or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Team/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the Safeguarding Team will:

- Identify support services for the victim i.e. counselling or other pastoral support.
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Team, in accordance with Local Safeguarding Children Board (LSCB) procedures will liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formally called a Local Authority Designated Officer (LADO).

If a designated officer is not involved, then the Safeguarding Team will contact the DBS if the situation is that the nature of the concern leads you to end the employment of the worker or volunteer or would have made this decision in the circumstances where they have left voluntary.

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 carers or no future action if the victim chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

SECTION 3

Prevention

Safer recruitment

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

- There is a written job description / person specification for the post (currently being developed)
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding standards have been discussed prior to starting
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period in line with their contract of employment
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Process

The process for somebody wishing to become involved in children's work within the church will be as follows.

1. An initial discussion with the Children and Youth Team Leader
2. If the person is considered an appropriate candidate to consider for working with children in the group, C&YPMTL will liaise with the Safeguarding Deputy who will give the person an application form
3. The form will be handed back to the Safeguarding Deputy who will take up the references
4. If satisfactory then the Safeguarding Deputy will:
 - a. Meet with the applicant, give them the thirtyone:eight Self Declaration form to sign and explain the new E-Bulk online DBS checking process.
 - b. Email the candidate the electronic E-Bulk Guide for Applicants
 - c. Provide the applicant with the password and login details to enable them to access the thirtyone:eight System to complete their part of the DBS process
 - d. Meet with the applicant to confirm their identity by checking the required documents

- e. Complete the ID check online
- 5. The applicant may be required to show the Safeguarding Team their DBS form once they receive it from thirtyone:eight.
- 6. The Safeguarding Deputy will inform the C&YPMTL of the outcome of the application and DBS check.

If at any time the safeguarding Deputy is unsure, they will seek advice from the
Safeguarding Team

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those 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.

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 the place of worship / organisation.

We have a network of people providing pastoral care and support throughout the church, including home groups, prayer and ministry teams. These are coordinated by the leadership team and anyone needing this type of support should therefore inform a member of the church leadership team or pastoral support team.

Working with offenders

When someone attending the place of worship/organisation is known to have abused children or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. These boundaries will be discussed with the individual and they will be asked to enter into a contract of agreement with Hope Community Church. This Contract will be reviewed annually (or as required) with the Designated Safeguarding Lead and the Lead Elder.

SECTION 5

Practice Guidelines

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

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 are attached/will be developed.

Age 0 - 2: 1 adult to 3 children

Age 2 - 3: 1 adult to 4 children

Age 3 -8: 1 adult to 8 children, unless one is a teacher by profession, at which point it is one to 13.

Since most of the groups we run are mixed gender, wherever possible we aim to provide male and female workers and a minimum of 2 adults where possible. The exception to this is, from time to time in some of the small, single gender pod groups.

The groups all involve the children taking part in a range of age-related activities including bible teaching, worship, prayer, crafts, games and activities.

A leader is present in each group together with one or more helpers. The leader is responsible for running the group and the materials used. A register is taken for all the kings club and good news club groups. It is the leader's responsibility to ensure that provision is made for any visiting children and that the children are safely returned to their parent(s) carer(s) after the session.

Occasionally some of the groups go on trips outside of the Centre. In these instances, a parent/guardian form is completed beforehand recording -

- the name of the person who has parental responsibility for the child
- their contact details
- any allergies the child may have or medication they are taking
- Any other need that is considered relevant towards to the safety of the young person

If a group leader is ever required to transport a child using their own vehicle, this should not be done 1-1, rather two adults or two children should be present. Any arrangements differing to this must be done only with explicit parental consent.

All groups use the thirtyone:eight In Focus guidelines for discipline as detailed in Appendix 4

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable 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. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight safeguarding standards.

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

Signed by: _____

Date: _____

APPENDIX 1

Leadership Safeguarding Statement

The Leadership Team recognises the importance of its ministry/work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: [the date listed at the top of this document: 'date approved']

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation 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 vulnerable adults.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised, and challenges are responded to appropriately.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable 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 co-ordinator/s in their work and in any action, they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

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 a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country, in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually or as legislation changes.

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

Dan Stone Designated safeguarding Lead

Matt MacDiarmid Deputy Safeguarding Lead

James Tingley Safeguarding Team Member

Sara Gill Safeguarding Team Member

A copy of the full policy and procedures is filed the Hope Community Church Office.

Signed by leadership/organisation

Full Name _____

Signed _____

Date _____

Appendix 2

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.

Definitions of Abuse - Adults

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.

Link: The Care Act 2014 <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014 <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

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.

Appendix 3

Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in context of the child’s whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc

- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

*These indicate the possibility that a child or young person is self- harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

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.
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

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 16 yrs.

Sexual abuse

- Pregnancy in a woman who lacks mental capacity or 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
- Emotional distress
- Mood changes
- Disturbed sleep patterns

Psychological abuse

- Alteration in psychological state e.g. 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
- Changes in mood, attitude and behaviour, excessive fear or anxiety

- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

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
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger

- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- 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
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

Appendix 4

Guidelines for discipline

- Do not compare a child, young person or adult with another in the group; encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well-behaved attention and resist allowing the demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children and young people in particular are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.

- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis. We should be aware that there are also children whose individual needs maybe affected by sensory or processing difficulties, and children may need alternative help in order to have full inclusion. Leaders should be mindful and informed as to providing positive ways to support such as a quiet space, sensory toys or additional adult support if needed.
- Leaders and helpers should be mindful that some of our young people maybe in families through Fostering or adoption and consideration must be made that those children may benefit to an empathetic approach to support behaviour. If any volunteers have any questions about this, they ought to speak to the safeguarding lead.
- For those who are continuously disruptive:
- Have them sit right in front of you or get a helper to sit next to them.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Challenge them to change their behaviour whilst encouraging their strengths.
- Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), be banned from attending the group for a period of time.

Appendix 5

Initial Response to a Concern or Allegation of Abuse

If there is a concern that a child, young person or vulnerable adult may have been abused or a direct allegation of abuse is been made, it is important the person receiving this information does the following:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body.
- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand-written notes even if subsequently typed up.

These notes should be passed on to any member of the Safeguarding Team through the online referral form. They will assist them should the matter need to be referred to Adult or Children's Social Services or the police. Any referral should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.

All documents should be signed, dated and kept for an indefinite period in a secure place. Consideration should be given to any procedures that have already been adopted by the organisation and it is important that the conditions laid down by organisation's insurers are followed to ensure there is appropriate cover against any claims. There is also a requirement for some allegations to be reported to both the Charity Commission (if the place of worship or organisation has charitable status) and the Independent Safeguarding Authority – see In Focus' 'Reporting a 'Serious Incident' to the Charity Commission' and 'Referrals to the Independent Safeguarding Authority (ISA)' below.

thirtyone:eight can also offer independent advice that will be followed by written confirmation of the advice given.

If the Safeguarding Team, or deputy, is not contactable or they are subject of the concerns, the statutory agencies should be contacted as outlined above.