



## One Church Safeguarding Policy

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Safeguarding Deputy: Sue Gidney

One Church is an independent Evangelical church with links to churches in France, Spain, Senegal and Ghana.

We embrace the Evangelical Alliance statement of faith.

Charity Number: 1201348

Regulators: Charities Commission

One Church is insured by Aviva Insurance

One Church subscribes to the church's child protection advisory service Thirtyone-Eight for advice.

The policy and any attached practice guidelines are based on the 10 **Safe and Secure** safeguarding standards published by Thirtyone:Eight.

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## **About One Church**

One Church is a growing, diverse community of people who, over the last forty years, have helped to bring hope, goodness and faith to the neighbourhood. Our mission is to strengthen and serve people both locally and around the world. Our church experience is lively, fun and family friendly. We have a growing youth and children's ministry which include parent and toddler group, kids' church, youth church, youth ministry on a Friday night and youth life groups. Adult members of the church are encouraged to be part of a mid-week life group.

## **Our commitment**

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

The 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 volunteers 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 in their work and in any action, they may need to take in order to protect children and adults with care and support needs.
- The leadership agrees not to allow the document to be copied by other organisations.

## **Section 2**

### **Prevention**

#### **Understanding abuse and neglect**

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

In order to safeguard children, we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. Which states parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment, and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

Statutory definitions of abuse in children – Annex 1

Signs and indicators of abuse in children– Annex 2

Statutory definitions of abuse in adults – Annex 3

Signs and indicators of abuse in adults – Annex 4

Responding to a disclosure of abuse – Annex 5

## **Safer recruitment**

The leadership will ensure all volunteers and paid employees working with children, young people and at-risk adults in a voluntary capacity 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
- An interview is conducted with the volunteer/employee and safeguarding has been discussed.
- Written references have been obtained and followed up where appropriate in particular when a volunteer/employee has been in the church for less than three years.
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful volunteer/employee within the department they are working.
- The volunteer/employee has completed a probationary period of at least 1 month.
- The volunteer/employee has been given a copy of the One Church safeguarding policy and knows how to report concerns.
- The volunteer/employee has received a copy of the children, young people and vulnerable adults volunteer agreement and code of conduct and signed the document to say they agree to adhere to its content.
- Every volunteer/employee working with children and/or at-risk adults will be expected to sign and adhere to the One Church volunteer agreement and code of conduct. Failure to comply with these expectations may result in a volunteer/employee being asked to step down from the activity they are involved in. See Annex 6

Paid employees of One Church working with children, young people or vulnerable adults are in addition subject to the One Church policies and procedures for employed members of staff.

## **Safeguarding training**

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

## **Section 3**

### **Practice Guidelines**

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

### **Working Safely**

One Church Safeguarding Policy should be read in conjunction with the One Church Working Safely Document which outlines how One Church operates and promotes good practice.

### **Working in organisations**

One Church serves a diverse community which includes working with other churches and organisations both at home and overseas. When working with other churches and organisations One Church expects that the church or organisation to have its own safeguarding policy and procedures. It is also our expectation that any organisation using our premises, will have their own policy that meets Thirtyone:Eight's safeguarding standards.

One Church would not send any member of the church to work with another church or organisation if the receiving body did not have clear safeguarding policies or procedures. One Church understands these guidelines will reflect an overseas organisations own context.

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

## Section 4

### Responding to allegations of abuse

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

- Documenting a concern  
The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Frankie Failes, Safeguarding Co-Ordinator

Email: [safeguarding@onechurch.fyi](mailto:safeguarding@onechurch.fyi)

The above is nominated by the leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-Ordinator or, if the suspicions in any way involve the Safeguarding Co-Ordinator, then the report should be made to:

Name: Sue Gidney, Safeguarding Deputy

Email: [safeguarding@onechurch.fyi](mailto:safeguarding@onechurch.fyi)

- If the suspicions implicate both the Safeguarding Co-Ordinator and the Deputy, then the report should be made in the first instance to:

Thirtyone:Eight, PO Box 133, Swanley, Kent, BR8 7UQ

Tel: 0303 003 1111

Alternatively contact Social Services or the Police.

- The Safeguarding Co-Ordinator should contact the appropriate agency or they may first ring the Thirtyone:Eight helpline for advice. They should then contact social services in the area the child or adult lives.

Hampshire Children's Social Services

Tel: 0300 555 1384 8:30am-5pm Mon-Thurs 8:30am-4:30m Fri

Out of hours Tel: 0300 555 1373

Email Address: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)

Adult Social Services

Tel: 0300 555 1386

Out of hours Tel: Hampshire Police 101

Police Protection Team Tel:

West Sussex Children's Social Services

Tel: 01403 229900 8:30am-5pm Mon-Fri

Out of hours Tel: 033022 26664

Email Address: [mash@westsussex.gov.uk](mailto:mash@westsussex.gov.uk)

Adult Social Services

Tel: 01243 642121

Out of hours Tel: Sussex Police 101

- The Safeguarding Co-Ordinator may need to inform others depending on the circumstances and/or nature of the concern
- Chris Papathanassi, the trustee responsible for safeguarding may need to liaise with the insurance company or the charity commission to report a serious incident.
- If the allegation concerns a worker or volunteer working with someone under 18 the Hampshire or West Sussex safeguarding children's board may need to be contacted
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place – Annex 7
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-Ordinator, the absence of the Safeguarding Co-Ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Thirtyone:Eight.
- The leadership will support the Safeguarding Co-Ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:Eight, although the leadership hope that members of One Church will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-Ordinator/Deputy has not responded

appropriately, or where they have a disagreement with the Safeguarding Co-Ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-Ordinator/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Detailed procedures where there is a concern about a child:**

Allegations of physical injury, neglect or emotional abuse.

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

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

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-Ordinator/Deputy will:

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



Detailed procedures where there is a concern that an adult is in need of protection:  
Suspicions or allegations of abuse or harm including physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

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

**If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:**

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

Allegations of abuse against a person who works with children/young people

**If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Partnership (LSCP) procedures will:**

- Liaise with Children's Social Services in regard to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

**The Safeguarding Co-Ordinator will:**

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

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

## **Section 5**

### **Pastoral Care**

#### **Supporting those affected by abuse**

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

#### **Working with offenders and those who may pose a risk**

A sexual offender is someone who has committed sexual offences against either children or adults. In this guide we are primarily referring to people who have offended against children or vulnerable adults. Sexual offences include rape, indecent assault, and indecent exposure, exposing children to pornography, and encouraging children to perform sexual acts on themselves, other children or the offender. They also include looking at images of children being abused or photographed in provocative poses. These are called indecent images of children.

A number of sexual offenders will have downloaded child abuse images. Others will have made these images or distributed them to others as well as possessing them. Whilst some offenders will also have gone on to 'hands-on' offending, others may gather large collections of images on their computer. These offences are often described as 'child pornography' but this is inaccurate as every image captures an actual situation where a child has been abused, therefore a more appropriate term is indecent images of children.

The Christian church is unique in that, based on the uncompromising message of the gospel, it opens its doors to all. It has also been known for some time that a significant number of sexual offenders living in the community also attend church.

When someone attending One Church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties. A written contract will be drawn up between the offender, church leaders and the Safeguarding Co-Ordinator.

## **The supervision of offenders is managed in the following ways:**

- The offender must be monitored and discreetly supervised when attending church gatherings.
- Where provision cannot be made to monitor the individual at meetings involving children or adults who are at risk, it may be necessary to ensure that such offenders only attend meetings where those who are vulnerable are not present which may mean for the person not to attend morning worship where large numbers of those who are vulnerable may be present.
- Offenders will if appropriate be offered a life group where the host and members of the group know of the offense and undertake to supervise the offender. It is important that such a group does not include families with children or is held in a house where children reside.

Like anyone, an offender wanting to change will need people around them who will love and accept them, offering care and protection with the assurance that God does not reject them. Alongside this, the people supporting the offender will need to:

1. Challenge risky or wrong thinking and behaviour.
2. Not allow themselves to be manipulated.
3. be relied upon to be supportive to help maintain self-control.

On-going monitoring is essential, and it is important that, with changes of staff and leadership over time, knowledge of the offender is passed on to new leaders or staff. It is important that the offender is never placed in a position of trust including leadership, a door welcomer, a leader of worship, a member of a worship band. All these roles suggest that the person is trustworthy and may lead others not to see the risk they may pose.

In every situation a careful assessment needs to be made as to whether One Church can safely and adequately work with the person. One Church will seek the help of police and probation in carrying out risk assessments which need to consider the details of offending and subsequent behaviour and attitudes. It is accepted that some people will be just too risky and may need to be helped to find another fellowship where the risk to children can be more easily managed.

# Annex 1

## 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 (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2019)'.

### 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** 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** 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** 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** 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.

**Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

**Extremism** goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

## **Annex 2**

### **Signs of Abuse (Children)**

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.

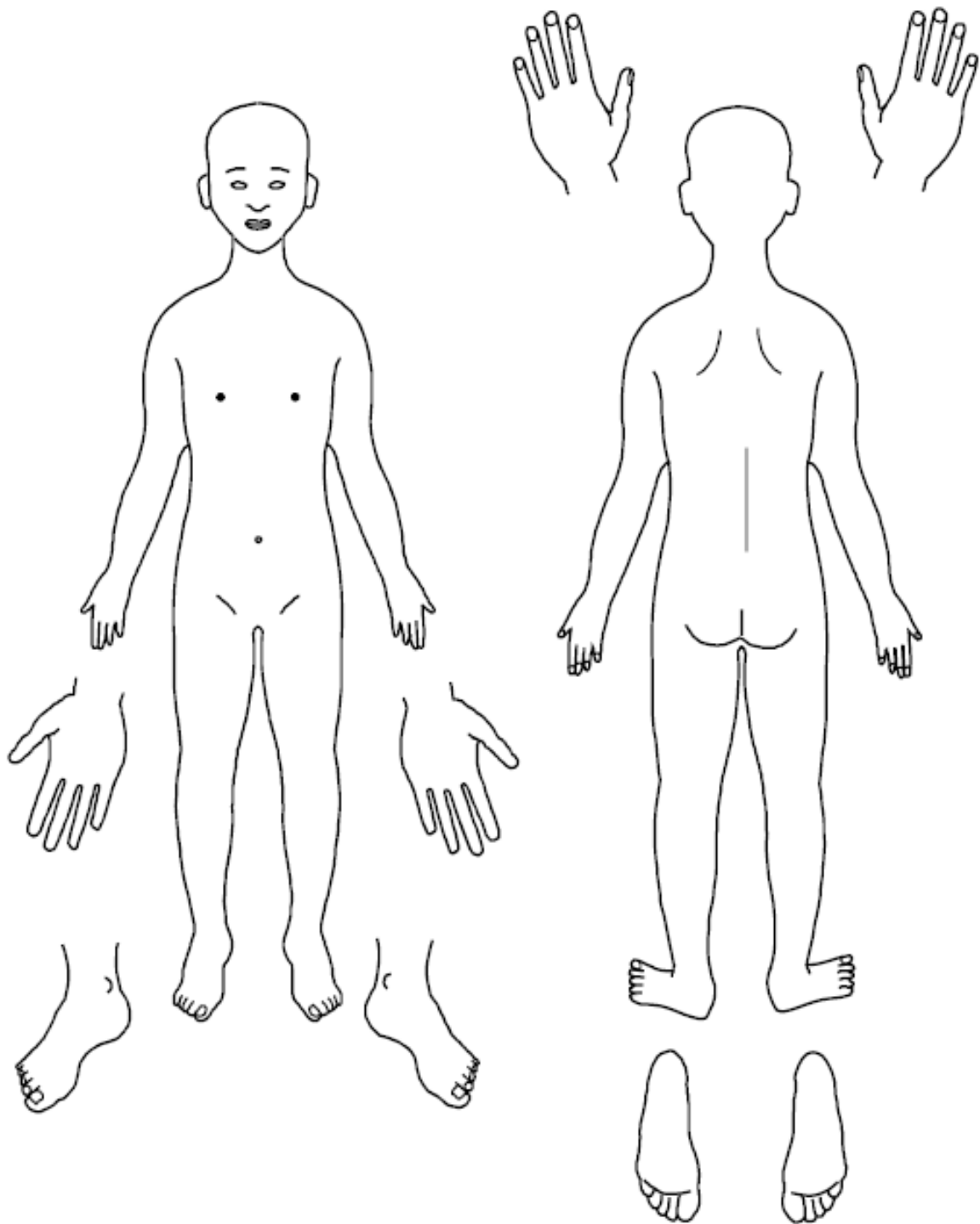
## **Special educational needs and disabilities**

Children who have special educational needs and/or disabilities can have additional vulnerabilities when recognising abuse and neglect. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers
- Have fewer outside contacts than other children
- Receive intimate care from a considerable number of carers, which may increase the risk of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries
- Have an impaired capacity to resist or avoid abuse
- Have communication difficulties that may make it difficult to tell others what is happening
- Be inhibited about complaining for fear of losing services
- Be especially vulnerable to bullying and intimidation
- Be more vulnerable than other children to abuse by their peers.



## Skin Map



Name of Child: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of recording: \_\_\_\_\_

Name of completer: \_\_\_\_\_



Name of Child: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of recording: \_\_\_\_\_

Name of completer: \_\_\_\_\_

## **Annex 3**

### **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.

## **Annex 4**

### **Signs of Abuse (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 years

#### **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



## **Annex 5**

### **Dealing with disclosures**

A person 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 staff should know who the Safeguarding Co-Ordinator is and who to approach if the Safeguarding Co-Ordinator is unavailable. Ultimately, all members of the church 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.

Guiding principles, the seven R's

#### **Receive**

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said and take it seriously
- Make a note of what has been said as soon as practicable

#### **Reassure**

- Reassure the child/adult, but only so far as is honest and reliable
- Don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now' or 'I'll keep this confidential'
- Do reassure e.g. you could say: 'I believe you', 'I am glad you came to me', 'I am sorry this has happened', 'We are going to do something together to get help'

#### **Respond**

- Respond to the child/adult only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details

- Do not ask 'leading' questions i.e. 'did he touch your private parts?' or 'did she hurt you?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court
- Do not ask the child/adult why something has happened.
- Do not criticise the alleged perpetrator; the child/adult may care about him/her, and reconciliation may be possible
- Do not ask the child/adult to repeat it all for another person. Explain what you have to do next and whom you have to talk to. Reassure the child/adult that it will be a Safeguarding Co-Ordinator or Deputy.

### **Report**

- Share concerns with the Safeguarding Co-Ordinator or deputy as soon as possible
- If you are not able to contact your Safeguarding Co-Ordinator or the Deputy, and the child is at risk of immediate harm, contact the police on 999

### **Record**

- If possible, make some very brief notes at the time, and write them up as soon as possible
- Keep your original notes on file
- Record the date, time, place, persons present and noticeable nonverbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words
- Complete a body map to indicate the position of any noticeable bruising
- Record facts and observable things, rather than your 'interpretations' or 'assumptions'

### **Remember**

- Support the child/adult: listen, reassure, and be available
- Complete confidentiality is essential. Share your knowledge only with appropriate Safeguarding Co-Ordinator or Deputy
- Try to get some support for yourself if you need it

### **Review (led by Safeguarding Co-Ordinator)**

- Has the action taken provided good outcomes for the child?
- Did the procedure work?

- Were any deficiencies or weaknesses identified in the procedure? Have these been remedied?
- Is further training required?

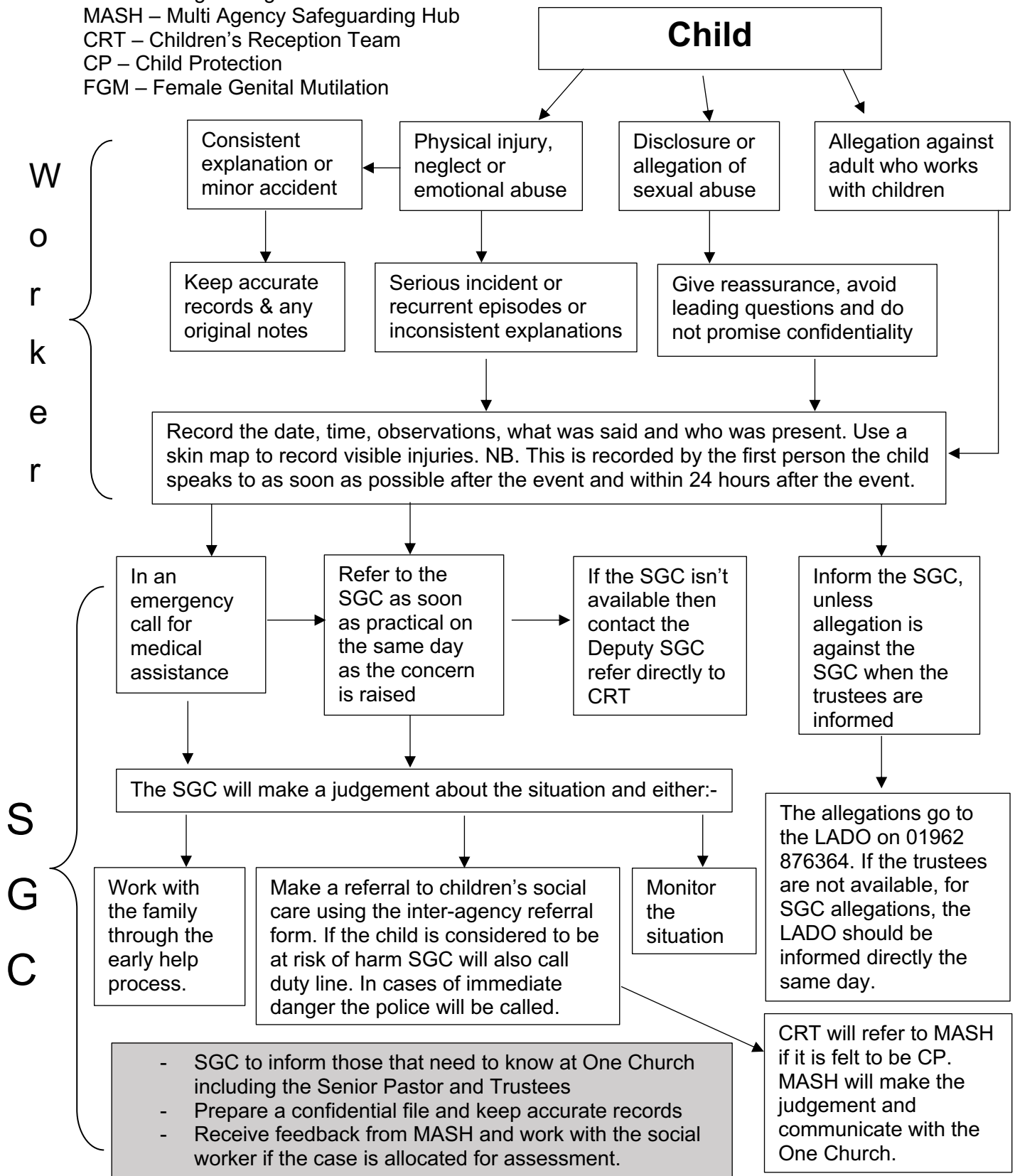
### What happens next?

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

If the person reporting the concerns believes that their concerns have not been referred on or that the child remains at risk, they should initially ask the Safeguarding Co-Ordinator to reconsider, ensuring that the risks are understood. If this does not result in a satisfactory outcome, or the Safeguarding Co-Ordinator rationale appears to miss the risk to the child, then the person reporting the concern should contact children's services or in the case of an adult, adult services directly.

**Flowchart for child protection procedures at One Church**

SGC – Safeguarding Co-Ordinator  
 MASH – Multi Agency Safeguarding Hub  
 CRT – Children’s Reception Team  
 CP – Child Protection  
 FGM – Female Genital Mutilation



\* In the cases of known FGM, the SGC who was made aware will also make contact with the police

## Volunteer agreement

Having committed to serve in One Church's children's and youth work, I will commit to:

1. Developing my personal relationship with Jesus Christ, growing spiritually and embrace the Evangelical Alliance statement of faith
2. Be baptised by immersion and be a regular member of a life group.
3. Read, understand and adhere to the One Church Policy Statement on the Care and Safeguarding of Children and Young People in the Church.
4. Attending safeguarding training and refreshers as arranged by One Church Safeguarding Officers.
5. Supporting and praying for the children's and/or youth work, but specifically the children I serve.
6. Participating in the activities planned by myself and others including fully engaging in praise and worship, prayer, and supporting children to access the word of God.
7. Being 'Great Commission' focused, seeing my time with the children/young people as an opportunity to make disciples and build a foundation of faith in their lives.
8. Being mission focused, using events such as 'Super Sunday 'and youth socials, to engage new children/young people.
9. Coming alongside families and thinking of ways to support them in raising their children in the church.
10. Honour the commitment I have made to attend the ministry I am involved in regularly.
11. Informing the leader if I am unable to attend my given ministry, giving plenty of notice as directed by the leader of the youth or children's work.
12. Ensure I am prepared and planned and ready to participate in the group/task/event I have committed to attend.
13. Helping in the co-ordinating of my group following instruction from the Evacuation Co-Ordinators.
14. Managing poor behaviour in a calm and non-aggressive manner. (Kids Church Leaders and Helpers are to seek advice from and report any behaviour concerns to the group leader.
15. In games and competitions, ensuring competitors are equal in terms of age, build and competitiveness, and to stop overzealous behaviour during physical activities.
16. Behaving in a manner that represents One Church and its beliefs. This includes use of appropriate language, humour, as well as adhering to the Church dress code.
17. Helping with setting up and clearing down the venue before and after any activity.
18. Attending Team Leaders' meetings when required.

19. If at any point you are unsure of how to respond or act in a situation seek support/advice from other leaders in the group.
20. Developing an awareness of disability issues as well as issues of equality and inclusion

# Code of Conduct

All those working with children and adults need to be able to communicate effectively with them in order to build relationships, trust, self-esteem and an attitude of acceptance. Communication can take many forms; increasingly this includes the use of digital technologies. Communications between workers and their leaders is also of critical importance; knowing who to speak with and when. Knowing when to communicate with the Safeguarding Coordinator also needs to be understood by all regardless of position.

## Guidance on touch

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or vulnerable adult's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person or vulnerable adult, rather than the worker.
- Avoid any physical activity that may be sexually stimulating.
- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid (or applying sun cream etc.), encourage the child, young person or vulnerable adult to do what they can themselves but, in their best interests giving appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

## Guidelines for discipline

- Do not compare a child, young person or adult with another in the group; rather 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.

### **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) or be excluded from attending the group for a period of time.

### HELPERS (Under 16s not eligible for DBS check – 16+ DBS checked)

- a) I will follow the instructions of my appointed leader.
- b) When working with younger children I should not take any child to the toilet, unless their parent has specifically given me permission to do so.
- c) If there is a problem, however small, I will tell a leader and I will not try to sort it out myself.

### LEADERS (Over 18s only – DBS checked)

- a) I am responsible for the conduct of my appointed helpers.
- b) When working with younger children if a child requires help going to the toilet, I must ask the child. 'Would you like me to help you?' I must not help if they say 'No'.



**I agree to adhere to the above expectations.**

Print Name: .....

I consent to my contact information being stored in the One Church member, volunteer and text messaging databases and used in accordance with the Privacy Policy published on newlifetchurch.me. If aged 18 or over – I consent to One Church conducting a DBS check and I will fully co-operate in the process.

Signature: .....Date: .....

Email:.....Mobile: .....

If aged under 18:

Helper Date of Birth: .....

Name of Parent / Guardian: .....

Parent/Guardian

Email:.....Mobile:.....

Parent / Guardian Declaration (For Helpers under 18 years only)

By signing below, I agree for the child named above to be a One Kids Church Helper. I have read the above expectations and confirm that my child understands them, and will abide by them. I consent to my and my child's contact information being stored in the One Church member, volunteer and text messaging databases and used in accordance with the Privacy Policy published on newlifetchurch.me. If the child named above is aged 16+ – I consent to One Church conducting a DBS check and I will fully co-operate in the process.

Signature of Parent / Guardian: .....

Date: .....

# One Church Incident Form

This form should be completed immediately after any significant accident or incident. This includes anti-social/unreasonable behaviour, conflict, fire hazard, safeguarding issues, and other recordable incidents. When completed this form should be given to the appropriate leader for the group/activity or to the Safeguarding Co-Ordinator: Frankie Failes.

<b>Day, date and time of the incident:</b>			
<b>Name of person involved:</b>		<b>D.O.B:</b>	
<b>Address of person involved:</b>		<b>Parent/ Carer Contact Details:</b>	
<b>Name of person completing this form:</b>			
<b>Description of the incident:</b>			

Where did the incident take place?		What activity/group was taking place?	
Who was responsible for the activity/group?		Who else was present at the time of the incident?	
Which other workers were supervising the group/activity at the time?		Who witnessed the incident? Please write full name	
Have you retained any defective equipment?	Yes	No	None involved
	If yes where is it being kept and by whom?		
Signature of person completing this form	Signed _____ print name _____  Date ___/___/___		

**To be completed by safeguarding co-ordinator**

Action taken/advice sort:			
Concern discussed with parent/carer?		If not, state reasons why – if yes, note discussion with parent	
Referral made:		If not state reasons why – if yes, record to whom and any action agreed	
Trustees informed		By whom	
Leaders informed		By whom	

Signature of safeguarding lead.

Signed \_\_\_\_\_ print name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## **Adoption of the policy**

This policy was agreed by the leadership of One Church and will be reviewed annually in:  
April 2024

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is also lodged with: