

# **CHRISTCHURCH HARBOROUGH SAFEGUARDING POLICY**

## **MISSION STATEMENT**

The Elders of Christchurch Harbourough recognise the importance of the church's ministry to children and adults at risk and the church's responsibility to protect and safeguard the welfare of children and vulnerable adults in its care.

As part of its mission, Christchurch Harbourough is committed to:

- Encouraging children and young people to have a deep relationship with Jesus;
- Supporting parents, carers and children's workers in their roles with children & young people;
- Valuing each member of the church family;
- Safe recruitment, supervision and training for all Christchurch Harbourough staff and volunteers working with children, young people and vulnerable adults;
- Adopting a procedure for dealing with concerns about possible abuse.

## **WHO THIS POLICY APPLIES TO**

This policy is approved and endorsed by the Elders and applies to:

- all who attend our church
- our trustees and staff (both paid and voluntary)

Children and parents/carers will be informed of this policy and our procedures.

The term 'children' refers to those under the age of 18 years.

## **SAFEGUARDING POLICY STATEMENT**

**This church is committed to the safeguarding of children and adults at risk, and to ensuring their well-being.**

- We believe that all children and adults at risk should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our church.
- We respect the personal dignity and rights of children and adults at risk (for example, as set out in the Human Rights Act 1998 and the United Nations Convention on the Rights of the Child) and will ensure that our policies and procedures reflect this.
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk.

- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.
- We will report any abuse of children or adults at risk that we discover or suspect.
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency.
- We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child, and that Adult Services do so for adults at risk.
- We acknowledge that Local Authority Designated Officers (LADOs) have responsibility for dealing with all allegations and concerns about people working with children, whether paid or voluntary workers.
- We recognise that safeguarding is a whole church responsibility.

#### **WE ARE COMMITTED TO:**

- The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse.
- Following the relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk.
- Ensuring that we keep up to date with national and local developments relating to safeguarding.
- Building constructive links with the relevant Voluntary and Statutory Authorities.
- Taking all reasonable steps to ensure that as a church, everyone works within the agreed procedures of our safeguarding policies.
- Establishing a clear line of accountability through co-ordinators to an Elder with Safeguarding responsibilities.
- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect children and adults at risk.
- Following safer recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff.
- Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk.
- Ensuring that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm.

- Reporting any abuse of children or adults at risk that we discover or suspect.
- Supporting all those in our church who are affected by abuse.
- Supporting and supervising those who pose a risk to children or adults at risk, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount.
- If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support.

## **DUTY OF CARE AND CONFIDENTIALITY**

We have a duty of care to all beneficiaries of the church, whether adults or children. We will maintain confidentiality at all times, except in circumstances where to do so would place the individual or another individual at risk of harm.

## **PREVENTING ABUSE**

The church will appoint Safeguarding and Deputy Safeguarding Co-ordinator(s) for safeguarding children and adults - (See Appendix 1 for role description)

Activities will be organised so as to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation. Consent forms and records will be kept as appropriate.

We are committed to safer recruitment and selection of all paid staff and volunteers working with children and adults at risk and will ensure that these procedures are followed, which include:

- asking applicants to complete a recruitment form
- providing workers with appropriate role descriptions
- completion of self-declaration forms
- obtaining Disclosure and Barring Service (DBS) checks wherever legally entitled to do so
- taking up references where appropriate
- agreeing to the 'Code of Conduct' (Appendix 2) and understanding that there may be action taken if this code is not followed.
- safeguarding training will be provided and volunteers and paid staff will be given support and supervision in their role.

If we become aware of someone within our congregation known to have harmed children or adults in the past, we will inform the Elders and Safeguarding Coordinator to put in place a plan to minimise the risk of harm to children and adults.

## **DEFINITIONS OF ABUSE AND NEGLECT**

(See Appendix 3)

## **SIGNS OF POSSIBLE ABUSE**

(See Appendix 4)

## **THE PROCEDURE IN THE EVENT OF A CONCERN OF ABUSE**

If there is an immediate threat of harm, the Police will be contacted without delay.

Where it is judged that there is no immediate threat of harm, the following procedures should be followed:-

- Under no circumstances should a worker carry out their own investigation into the allegation or suspicion of abuse
- The concern must be reported as soon as possible to the Safeguarding Coordinator who is nominated by Christchurch Harbourough to act on their behalf in dealing with any allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities. (See Key Contacts, page 8 for the relevant statutory contacts.)
- In the absence of the Coordinator or if the suspicions in any way involve the Coordinator then the report should be made to the Deputy Co-ordinator. If the suspicions implicate both the Co-ordinator and the Deputy Co-ordinator then Thirtyone:eight should be contacted for advice and/or the concern reported to the nearest patch office of Social Services (see Key Contacts section page 8).
- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Social Services Department.
- The person in receipt of any allegation or suspicion should make notes as soon as possible (preferably within one hour of the child/adult talking to them), writing down exactly what the child/adult said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of the events and when the record was made. These notes should then be transferred to the official confidential record sheet. (See Appendix 5) All hand written notes should be kept, even if subsequently typed. All records should be given to the Co-ordinator to be stored securely and, if a referral has been made, a copy should be passed to the statutory authorities. The Elders will be informed and Thirtyone:eight contacted.
- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted before the person is informed.
- Suspicions must not be discussed with anyone other than those nominated above. If appropriate the Co-ordinator will contact the parents/carers **unless** there is a possibility of them being implicated in the allegation.
- The Thirtyone:eight helpline will be contacted if unsure.
- The Elders will be informed of any serious concerns.

- The Elders and leadership of Christchurch Harbourough will support the Co-ordinator / Deputy Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the appropriate agencies or seek advice from Thirtyone:eight, although Christchurch Harbourough hopes that workers will use this procedure. If, however, the individual with the concern feels that the Co-ordinator / Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that Christchurch Harbourough demonstrates its commitment to effective safeguarding.
- Once a child/adult has talked about abuse, the staff member and Co-ordinator should consider whether it is safe for the child/adult at risk to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and /or the Police to discuss putting into effect safety measures for the child/adult at risk so that they do not return home (see Key Contacts section page 8).
- In the case of a concern involving an adult at risk, that adult is free to make their own decisions (for example, regarding returning home). Any staff member involved should seek consent to report the concern to the Co-ordinator. However, in line with the Care Act 2014, the staff member may report to the Co-ordinator even if consent has not been given.

The role of the Co-ordinator / Deputy Co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to Social Services, Adult Social Care or Police as applicable. It is then the task of those authorities to investigate the matter under Section 47 of the Children Act 1989 or under the terms of the Care Act 2014 as applicable.

### **ALLEGATIONS CONCERNING A CHURCH STAFF MEMBER OR VOLUNTEER**

For any concerns relating to children, the Local Authority Designated Officer (LADO) will be contacted. The timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the church will follow this advice. For LADO contact details, see Key Contacts, page 8.

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if the church withdraws permission for an individual to engage in work with children OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a different position due to safeguarding concerns.

In such cases, the Charity Commission will also be notified.

## **A QUICK GUIDE TO ACTION - 'The 5 R's'**

- **Recognise** - What are your initial concerns/thoughts?
- **Respond** - What might you say and do?
- **Record** - What do you need to write down?
- **Report** - Who needs to know or who should you tell?
- **Reflect** - Where might you go for support afterwards?

### **Recognise** - How to recognise abuse

It is important to be aware of the possible signs and symptoms of abuse. Please see Appendix 4. Some signs could be indicators of a number of different categories of abuse.

It is essential to note that these are **only indicators of possible abuse**. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child's behaviour.

### **Respond** - What to do if there is a disclosure or allegation of abuse

If anyone makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- does not promise to keep secret what they have been told.

### **Report and Record**

- Inform the church Safeguarding Co-ordinator as soon as possible (if they are implicated in the allegation, inform the Deputy Safeguarding Co-ordinator)
- Make a written record of the allegation, disclosure or incident and sign and date this record (using the template in Appendix 5). This should be given to the church Safeguarding Co-ordinator and stored securely in a locked filing cabinet.

### **Reflect**

- Dealing with something like this can be really difficult, so make sure you seek help and support for yourself. Remember, information shouldn't be shared with just anyone. Speak to your Safeguarding Co-ordinator if you need to debrief.

## RECRUITMENT, SUPPORT, SUPERVISION AND TRAINING OF LEADERS AND WORKERS.

Christchurch Harbourough will ensure all those who work with children and young people will be appointed, trained, supported and supervised in accordance with this Policy and the Christchurch Harbourough Youth and Children's Code of Practice (See Appendix 6), which was formulated after careful consideration of government guidelines, the Disclosure and Barring Service codes of practice, the Thirtyone:eight guidance and Church practice Guidelines.

## SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES

Christchurch Harbourough will organise, lead and supervise activities in accordance with the principles stated in the Christchurch Harbourough Youth and Children's Code of Practice. (Appendix 6)

Next annual review of this policy: June 2023

Signed Ursula Stevens Date 26/06/22

Print Name URSULA STEVENS Position SAFEGUARDING LEAD

Signed Stuart Allen Date 26/06/2022

Print Name STUART ALLEN Position PASTOR

## KEY CONTACTS

### Christchurch Market Harbourough

c/o FIEC  
41, The Point  
Market Harbourough  
Leicestershire  
LE16 7QU

### CO-ORDINATOR

Mrs Ursula Stevens 01858 462272  
07587 174264

### DEPUTY CO-ORDINATOR

Mrs Margaret Madams 01536 771077  
07518 746403

e-mail - [safeguarding@christchurchharbourough.org.uk](mailto:safeguarding@christchurchharbourough.org.uk)

**Elder responsible for safeguarding** Revd Stuart Allen

### Leicestershire Social Services

Contact First Response Children's Duty. Tel. 0116 305 0005

### Leicestershire Adult Social Care

Tel. 0116 3050004 (Mon to Thurs, 8.30am to 5pm, Friday 8.30pm to 4.30pm)

e-mail - [adultsandcommunitiescsc@leics.gov.uk](mailto:adultsandcommunitiescsc@leics.gov.uk)

Emergency Duty Team - 0116 2551606 (Evenings, weekend and Bank Holidays)

**Leicestershire Police Service** - use 101 non-emergency police contact number

### Leicestershire County Council LADO(Local Authority Designated Safeguarding Officer)

0116 305 7597 & 0116 305 4532

### NSPCC Whistleblowing Advice Line

0800 028 0285

### NSPCC

0808 800 5000

### **Thirtyone:eight** (formerly Churches' Child Protection Advisory Service)

PO Box 133, Swanley Kent, BR8 7UQ,

Tel **0303 003 1111** (Mon-Fri 9-5; with out of hours service for urgent calls)

[www.thirtyoneeight.org](http://www.thirtyoneeight.org)



## **The Role of the Church Safeguarding Co-ordinator**

### **Purpose of the role:**

- To co-ordinate safeguarding policy and procedure in the church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

### **Responsibilities**

#### ***To co-ordinate safeguarding policy and procedure in the church***

- To familiarise themselves with church policies and procedures and Thirtyone:eight good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually and are fit for purpose.
- To promote awareness in the church of safeguarding policies, procedures, and good practice.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not limited to, ensuring that the relevant workers have up-to-date Disclosure and Barring Service (DBS) checks.

#### ***To be the first point of contact for safeguarding issues***

- To be a named contact within the church and for outside agencies for safeguarding issues.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice and when it is necessary to inform Social Care, the Police, or the Local Authority Designated Officer (LADO) of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns arising within the church.
- To co-operate with Social Care or the Police in safeguarding investigations relating to people within the church.

- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.
- To inform Elders at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.

***To be an advocate for good safeguarding practice in the church***

- To promote sensitivity within the church towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are followed.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers.
- To keep their own safeguarding training up-to-date.
- To seek appropriate support and advice in carrying out this role.
- In the absence of the safeguarding co-ordinator, the deputy co-ordinator will carry out this role. In the absence of both co-ordinators, the designated Elder will take this responsibility.

## Code of Conduct for Working with Children and Young People

Behaviour in a worker's personal life (including online) may impact upon their work with children or young people. Therefore, in addition to the points below, workers agree not to behave in a manner which would lead any reasonable person to question their suitability to work with or act as a role model to children.

All workers should agree to the following code of conduct when working with children and young people:

- Treat all people with dignity and respect.
- Be careful not to abuse the power and responsibility of your role. Do not belittle or scapegoat a child or young person.
- Do not use inappropriate language or behaviour with them.
- Seek to make everyone feel welcome, valued and included.
- Be careful not to show favouritism.
- Encourage good behaviour and apply ground rules consistently.
- In case of behavioural problems, apply sanctions consistently, and involve a fellow leader if a child is not responding appropriately to you.
- Avoid physical restraint except as a last resort to prevent injury, in which case use minimum force.
- Don't spend time alone with children out of sight of other people or have any secret communication with them.
- Make sure that any electronic communication is done with parental consent and is transparent, accountable, and adheres to safeguarding policies.
- Don't take photos or videos without consent. Any taken should be stored in a safe place and only used in ways for which consent has been given.
- Respect children's privacy.
- Any physical contact should be
  - In public
  - Appropriate to the situation and to the age, gender and culture of the child
  - In response to the needs of the child, not the adult
  - Respectful of the child's privacy, feelings and dignity
- Listen to children and, if you have any concerns about a child's welfare, tell the Church Safeguarding Co-ordinator, Ursula Stevens (or in her absence, Margaret Madams).
- Don't promise to keep something secret if it is about a child being harmed or at risk of harm, but only tell those who need to know. In the first instance, this will be the Safeguarding Co-ordinator.
- Don't pressurise children into belief and to act contrary to their own beliefs or culture.
- Challenge any discrimination or bullying observed within the group.

## Code of Conduct for Working with Adults at Risk of Harm

Behaviour in a worker's personal life (including online) may impact upon their work with adults at risk. Therefore, in addition to the points below, workers agree not to behave in a manner which would lead any reasonable person to question their suitability to work with adults at risk of harm.

All workers should agree to the following code of conduct when working with vulnerable adults:

- Treat all people with dignity and respect.
- Be careful not to abuse the power and responsibility of your role. Do not belittle or scapegoat anyone.
- Do not use inappropriate language or behaviour.
- Seek to make everyone feel welcome, valued and included.
- Be careful not to show favouritism.
- Don't pressurise others into belief or to act contrary to their own beliefs or culture.
- Challenge any discrimination or bullying observed within the group.
- In case of behavioural problems, involve a fellow helper and seek to be fair and consistent.
- Avoid physical restraint except as a last resort to prevent injury, in which case use minimum force.
- Don't have secret meetings or communication out of sight or without the knowledge of other helpers.
- Make sure that any electronic communication is transparent, accountable, and adheres to safeguarding policies.
- Don't take photos or videos without consent. Any taken should be stored in a safe place and only used in ways for which consent has been given.
- Respect privacy. In particular be mindful not to pry into their personal, financial or medical situation.
- Any such personal information which is divulged voluntarily to the helper should be treated confidentiality unless there is risk of harm involved.
- Any physical contact should be
  - In public
  - Appropriate to the situation and in response to the needs of the vulnerable adult not of the helper.
  - Respectful of the person's privacy, feelings and dignity
- Be aware of types and signs of abuse in adults as outlined in Appendices 3 & 4 of the church Safeguarding Policy.
- Listen, observe, and, if you have any concerns about their welfare, tell the Church Safeguarding Co-ordinator, Ursula Stevens (or in her absence, Margaret Madams).
- Don't promise to keep something secret if it is about harm or risk of harm, but only tell those who need to know. In the first instance, this will be the Safeguarding Co-ordinator.

## **What is Abuse and Neglect of Children?**

The definitions below are taken from *Working Together to Safeguard Children 2015 (additions 2017)* and apply to England. (Ref: DFE-00130-2015)

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from 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.

### **Child sexual exploitation**

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.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

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

## **What is Abuse of Adults at Risk?**

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

(‘No Secrets’ Department for Health 2000)

### **Physical Abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

### **Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

### **Sexual Abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

### **Neglect, or Act of Omission**

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

### **Financial or material abuse**

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

### **Discriminatory Abuse**

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when

values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

## **Institutional Abuse**

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

## **Additional Definitions of Abuse (child or adult)**

### **Spiritual Abuse**

The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.

### **Domestic Abuse**

Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.

### **Cyber Abuse**

The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.

### **Self-Harm**

Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.

### **Mate Crime**

'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.



## **Modern Slavery**

Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

## **Human Trafficking**

Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

## **Radicalisation**

The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.

## **Honour/Forced Marriage**

An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.

## **Historic Abuse**

Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

## **Signs of Possible Abuse in Children**

### **Physical Abuse**

#### ***Physical signs include:***

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or finger-tip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures, especially spiral
- Swelling and lack of normal use of limbs
- Serious injury with lack of / inconsistent explanation
- Untreated injuries

#### ***Psychological/emotional signs include:***

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

#### ***Fictitious illness by proxy***

- This is a psychiatric illness, whereby a parent or carer deliberately inflicts harm onto a child, normally the child's mother. The child has commonly had genuine serious illness in the first year of life and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.

#### ***Female Genital Mutilation***

- A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision. This is normally undertaken on pre-pubescent girls, who are either taken abroad for the procedure or "practitioners" come to the UK. There may be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

## **Emotional Abuse**

The classic description of emotional abuse is a “Low Warmth, High Criticism” style of parenting.

### ***Signs include:***

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
- Self harm
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

## **Neglect**

### ***Physical signs include:***

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

### ***Psychological/emotional signs include:***

- Constant hunger
- Constant tiredness
- Frequent lateness/non attendance at school
- Destructive tendencies
- Low self esteem

- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

## **Sexual Abuse**

### ***Physical signs include:***

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

### ***Psychological/emotional signs include:***

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self mutilation, self disgust
- Eating disorders

## Signs of Possible Abuse in Adults

Evidence of any one indicator from the following lists should not be taken on its own as proof that abuse is occurring. However, it should alert practitioners to make further assessments and to consider other associated factors. The lists of possible indicators and examples of behaviour are not exhaustive and people may be subject to a number of abuse types at the same time.

### Physical Abuse

#### *Types of physical abuse*

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Making someone purposefully uncomfortable (e.g. opening windows or removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

#### *Physical signs of abuse include:*

- Unexplained injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

### Psychological or Emotional Abuse

#### *Psychological or emotional signs of abuse include:*

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment

## Sexual Abuse

### ***Types of sexual abuse***

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere
- Non- consensual masturbation of either or both persons
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

### ***Signs of sexual abuse include:***

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

## Neglect and acts of omission

### ***Types of neglect and acts of omission***

- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

***Signs of neglect and acts of omission:***

- Poor environment – dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

## **Self-neglect**

***Types of self-neglect***

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

***Signs of self-neglect include:***

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

## **Financial or Material Abuse**

***Types of financial or material abuse***

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home

- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – eg. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

***Signs of financial or material abuse include:***

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs

## **Discriminatory Abuse**

***Types of discriminatory abuse***

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010)
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic



***Signs of discriminatory abuse include:***

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

## **Organisational or institutional Abuse**

***Types of organisational or institutional abuse***

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

***Signs of organisational or institutional abuse include:***

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

## **Domestic Violence or Abuse**

### ***Types of domestic violence or abuse***

- psychological
- physical
- sexual
- financial
- emotional.

### ***Signs of domestic abuse include:***

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

## **Modern slavery**

### ***Types of modern slavery***

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

### ***Signs of modern slavery include:***

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

*Further information on identifying and reporting modern slavery can be found on the Home Office website.*

We hope this 'at a glance about identifying adult abuse and neglect' has been helpful. Many aspects of keeping people safe from abuse are complex, and it is important that they are fully understood.

*Taken from Social Care Institute for Excellence) - updated April 2018 [www.scie.org.uk](http://www.scie.org.uk)*

**Christchurch Harbourough**  
**Safeguarding Incident Record**

<b>Basic Information</b>	
Full Name of Child / Adult at Risk	
Address	
Email address	
Tel. number	
Date of Birth	
Date & Time of Incident	
Location of Incident	
Other people present (witnesses)	
<b>Record of Incident (continue on separate sheet if necessary)</b>	
<p><i>Please ensure you are as accurate as possible. Use quotes wherever possible – do not interpret what was said</i></p> <p><i>Include details such as tone of voice, expression and body language</i></p> <p><i>Record what you said as well as what the child/adult at risk said</i></p> <p><i>If you have formed an opinion please state it – making clear that it is your opinion and give reasons for forming that opinion</i></p>	

<b>Who has been spoken to about the incident?</b>			
<b>Position/Organisation</b>	<b>Name</b>	<b>Email</b>	<b>Tel. No.</b>
Church Safeguarding Co-ordinator (or deputy)			
Thirtyone:eight Advice Line			
Children's Services			
Adult Social Services			
Police			
LADO			
Parent/carer			
Other (please specify)			

<b>Feedback and Follow-Up Actions</b>

Name \_\_\_\_\_  
(Person who completed the form)

Position held in Church \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## **Christchurch Harbourough Youth and Children's Code of Practice**

The following practice has been adopted by Christchurch Harbourough to implement the mission statement adopted in the Safeguarding Policy Statement. For the purpose of this document "minors" are defined as those who are under 18 years of age.

### **1. Disclosure and Barring Service (DBS) Checking of Church Officers**

All church trustees and those employed by the church whose work involves contact with minors at any official organised activity of Christchurch Harbourough will be required to undergo a Disclosure check (see Note 1) at the time that they are appointed to their office or position. Individuals may be appointed as officers or workers prior to receiving a Disclosure provided that they have made application for such a disclosure through the church.

### **2. Volunteer Leaders who have Contact with Minors**

Any volunteers who have contact with minors while leading any official organised activity of Christchurch Harbourough must be members of the church. Non-members assisting with an activity must be supervised by a leader and will not be left in sole charge of the children. All those joining church teams working with minors must undergo a Disclosure check (see Note 1) at the time that they join a team. Volunteers who are church members may serve as members of a church team working with minors prior to receiving a Disclosure provided that they have made an application for such a disclosure through the church.

### **3. Documents relating to Disclosure and Barring Service (DBS) Disclosure checks**

Christchurch Harbourough will treat Disclosure applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed.

This Code of Practice and the Safeguarding Policy will be given to all Disclosure applicants at the outset of the recruitment process.

In consideration of our use of the DBS Disclosure Service, to help assess the suitability of applicants for positions of trust, we agree to comply with the DBS Code of Practice, Data Protection Act and other legislation in regard to the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information including any electronic information.

### **4. Nominated Person for DBS Disclosure Checking**

The nominated person (lead recruiter) for DBS Disclosure checking at Christchurch Harbourough is Ursula Stevens. The umbrella body used for checks is Thirtyone:eight. Margaret Madams is also registered with Thirtyone:eight for the purpose of submitting Disclosure applications.

## **5. Staffing of Children's Activities**

As far as is practicable, at least two adult team members will be present at all official organised activities for minors at Christchurch Harborborough.

## **6. Leader to Child Ratios**

As far as is practicable the following minimum ratio of leaders to children will be maintained at all official organised activities for minors:

0-3 years – 1 leader for every 3 children

3-8 years – 1 leader for every 8 children

9+ years – 1 leader for every 12 children

## **7. Record Keeping**

A register will be kept of children's attendance at all official Sunday School and Youth Group meetings for minors, which register will record any incidents which occurred during the meeting. The register will be signed by the leader responsible for the meeting at its conclusion.

## **8. Return of Children to Parents**

At the conclusion of an official organised activity for minors at Christchurch Harborborough, children will only be released to the care of their parent or guardian, or to another adult who has been designated in writing to collect the child by their parent or guardian. Children over 8 will be permitted to return to their parent, guardian or designated adult unaccompanied if their parent or guardian has given written permission to this effect.

## **9. Fire Alarms**

In the event of a fire alarm sounding whilst an official organised activity for minors at Christchurch Harborborough is underway, the team members will ensure that all children are evacuated from the premises in an orderly and efficient manner, and that they are not permitted to delay evacuation in order to collect personal belongings. The team members and children will then assemble at the designated fire assembly point, where they will be reunited with their parents. At the earliest possible opportunity after exiting the building, the team members will check the register to ensure that all children have been safely evacuated. In the event that any child remains in the premises, the team leaders are to inform the emergency services immediately that they attend the scene.

## **10. Toileting of Children**

Minors attending an official organised activity for minors at Christchurch Harborborough will be granted adequate access to toilet facilities. Pre-school-aged children will always be accompanied to the toilet by a church member. Children in Reception to Year 2 inclusive will always be escorted to the toilet by a church member, but will be permitted to enter and use the toilet

facilities themselves if they are able. Children in Year 3 and above may be permitted to go to the toilet on their own, provided that their parents have given written permission to this effect. Wherever practicable, church members will not escort or accompany more than three children to the toilet at one time. Where a child either soils or wets themselves during an official organised activity for minors a team member will, if possible, contact and inform their parent, or the adult who is responsible for them, who will be responsible for attending to them. Only in the event that a parent or responsible adult cannot be readily available will a church member attend to the child. Any visit of children to the toilet is to be recorded in the register, including the name of the church member who took the child to the toilet.

### **11. Parental Responsibility for Children**

Parents or responsible adults remain solely responsible for the care and welfare of their children at all times on church premises unless they are attending an official organised activity for minors. Children who have attended such an activity become the sole responsibility of their parents from the time that they are returned to them at the conclusion of the activity.

### **12. Badges and Crèche notice**

Crèche and Sparklers leaders will wear badges before the service and during the session so that visitors know who is in charge. It is also the crèche leaders responsibility to make sure the laminated information sheet is clearly displayed in the crèche area.

#### **Note 1**

For this purpose, a Disclosure check will consist of:

- The completion of a Recruitment or Trustees Information form (as applicable).
- If the applicant is registered with the DBS Disclosure Update Service, they must show the Safeguarding Co-ordinator (or Deputy) their existing DBS Certificate AND provide permission and the relevant details for an Update check to be made.
- If the applicant is not registered with the Disclosure Update service, they must complete the online DBS Disclosure application AND the Confidential Self-Declaration Form. On receipt of the DBS Disclosure Certificate, they must show it to the Safeguarding Co-ordinator (or Deputy).

Adopted by Christchurch Market Harborough at a church meeting on 15/5/2011

Revised August 2014 and agreed at a church meeting on 21/09/2014

Revised May 2018

Updated June 2021, June 2022