**FLINT EVANGELICAL CHURCH Safeguarding Policy**

**‘Guarded by grace’**

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**Section 1: INTRODUCTION**

**1.1 Details of the place of worship**

Place of Worship: Flint Evangelical Church

Address: 12 Cornist Road, Flint, CH6 5HG

Church Secretary: Christopher Thomas

Tel No: 01352 732308 Email address: ctflint@gmail.com

Membership of Organisation: Associating Evangelical Churches of Wales

Charity Number: 1149816

Insurance Company: Ansvar Insurance - Church Connect policy including public liability.

**1.2 Preface**

1.2.1 We recognise the importance for the church to take seriously our responsibility for the children, young people and adults with care and support needs that we have in our care. Not only so, but to be seen to be doing it.

1.2.2 Both the Children Act 1989 and the Children Act 2004 explicitly state that the paramount consideration must be the welfare of the child. Therefore, where there is reasonable cause to believe a child or young person is suffering or is likely to suffer significant harm, enquiries must take place to ensure their welfare. These Acts also stress that all action taken to protect a child or young person should have as the paramount consideration their welfare. The Home Office Code of Practice "Safe From Harm" gives guidelines to all those who work with children and young people in voluntary organisations, including the church.

1.2.3 The policy and attached practice guidelines are based on the ten ‘Safe and Secure’ safeguarding standards published by thirtyone:eight, formerly the Churches' Child Protection Advisory Service (CCPAS), of which Flint Evangelical Church is a member. The policy also relates to adults with care and support needs and the requirements of the Safeguarding Vulnerable Groups Act 2006. The policy has also been developed by looking at best practice from other churches.

1.2.4 It will be implemented so that all involved with children, young people and adults with care and support needs in the church know how to act when they believe such persons may be at risk. Parents and carers will be aware that the church has taken action to ensure the safety of children and young people, and adults with care and support needs who attend church activities. The policy also contains good practice guidance to help church workers to deal effectively with children, young people and adults with care and support needs.

**1.3 Description of the church and its activities**

1.3.1 The following is a brief description of our church and the activities we undertake with children, young people and adults with care and support needs.

1.3.2 Flint Evangelical Church is a community based church located in a primarily residential area of Flint. We own our building and grounds which provide very suitable accommodation and outside space for our meetings and activities.

1.3.3 Our regular meetings include Sunday services, which primarily cater for family worship in the morning with junior church and crèche provision, and a variety of other meetings throughout the week for adults, children and young people. For children and young people we specifically have a mother and toddler group (known as Pebbles), and meetings for primary and secondary aged youngsters (known as Wednesday Club and Youth@Flint respectively). We may from time to time run special events for children or young people such as a Holiday Bible Club or Youth Conference. Every month we have a lunch which is open to all age groups, and occasionally we have one-off events for teaching or informal contact.

**1.4 Our commitment**

1.4.1 As a church, and through the Pastor and Elders (the Leadership), we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and adults with care and support needs can be the victims of physical, sexual and emotional abuse, and neglect.

1.4.2 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”.

1.4.3 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.”

1.4.4 The church has 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.

**1.5 The Leadership undertakes to:**

* endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
* provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
* ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
* support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children, young people and vulnerable adults.

**Section 2: RECOGNISING SIGNS OF ABUSE**

**2.1 Understanding abuse and neglect**

2.1.1 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, young people 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, young person or adult.

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

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

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

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

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

2.1.4 Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in this policy.

2.1.5 Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Children and young people 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(ren) or young person(s). The four definitions of abuse below operate in England based on the government guidance ‘Working Together to Safeguard Children (2015)’. They are relevant in a Welsh context.

* **PHYSICAL ABUSE** - Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person.
* **EMOTIONAL ABUSE** - Emotional abuse is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving them 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 them. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them 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 them frequently to feel frightened or in danger, or their exploitation or corruption. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, although 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 they are 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 them in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming them 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 and young people.
* **NEGLECT** - Neglect is the persistent failure to meet a child’s or young person’s basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because 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 or young person’s basic emotional needs.

**2.2 Definition of abuse of adults** **with care and support needs**

2.2.1 The statutory definitions of abuse for adults with care and support needs are set out in **Appendix 1.**

**2.3 Recognising abuse in children and young people**

2.3.1 Evidence of abuse will come from one of two sources, either the worker’s own observations or by the child or young person confiding. It is important that all workers are vigilant to detect possible evidence of abuse and are approachable for children and young people to talk about their concerns.

2.3.2 The signs of possible abuse and the appropriate responses for children and young people and for vulnerable adults are set out in **Appendices 2 and 3**. Recognising abuse is not an exact science but requires sensitivity and compassion. **Appendix 4,** Effective Listening, gives helpful advice about careful listening and responding.

**2.4 Safeguarding awareness**

2.4.1 The Leadership is committed to on-going safeguarding training and development opportunities for all workers (staff and volunteers), 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 either run by the church or through thirtyone:eight.**

2.4.2 The Leadership will also provide, on request, information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where there is concern.

2.4.3 Workers will attend a Facing the Unthinkable seminar run by thirtyone:eight as part of their induction (or follow the online learning course); also, workers will attend any inter-agency training provided by a Local Safeguarding Children’s Board or Local Adult Protection Board.

**SECTION 3:** **DETAILED PROCEDURES FOR RESPONDING TO ALLEGATIONS OF ABUSE**

**3.1 Introduction**

3.1.1 Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

3.1.2 The procedures set out here must be followed:

* The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Liz Roberts (hereafter the "Safeguarding Coordinator") tel no: 01352 730107 (mob. 07570 058165) who is nominated by the Leadership to act on their behalf in dealing with any allegations or suspicions of neglect or abuse, including referring the matter on to the statutory authorities.
* In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to Ben Slater (hereafter the "Deputy") tel no: 07399 974370. If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact should be made with Flintshire Children’s Services or the police.
* The Safeguarding Co-ordinator should contact Children’s Services. The local Children’s Services are contactable 24hrs a day on 01352 701000 or 0845 053311 outside office hours.
* When agencies outside the church have been involved the Safeguarding Co-ordinator should then immediately inform the insurance company (Ansvar, tel. 0345 60 20 999 quoting Policy No. CHP 53485 or a church elder. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place. Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Children's Services or taking advice from thirtyone:eight.
* The Leadership will support the Safeguarding Coordinator/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 only. It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the church will use the procedure set out in this policy document. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator/Deputy as to the appropriateness of a referral they are free to contact an outside agency direct.

3.1.3 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 Coordinator/Deputy is to collate and clarify the precise details of any allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

**3.2 Detailed procedures for responding where there is a concern about a child or young person.**

**3.2.1 Allegations of physical injury, neglect or emotional abuse.**

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

* Contact Children’s 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. Flintshire County Council Children’s Services are contactable 24hrs a day on 01352 701000 (or 0845 0533116 out of office hours).
* Not tell the parents or carers unless advised to do so, having contacted Children’s 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 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 Services.

**3.2.2 Allegations of sexual abuse**

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

* Contact Flintshire Children’s Services Department direct.
* 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 Services. Thirtyone:eight will confirm its advice in writing for future reference.

**3.3 Detailed procedures for responding where there is concern that an adult needs protection**

3.3.1 Suspicions or allegations of abuse or harm may include physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery or domestic abuse issues.

3.3.2 If an adult with care and support needs has a physical injury or symptom of sexual abuse the Safeguarding Coordinator/Deputy will:

* Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
* If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
* For advice contact the Flintshire Social Services Safeguarding Adults Team – 01352 803444 (or out of office hours the police on 101) who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.

**3.4 Detailed procedures for responding to allegations of abuse against a person who works with children and young people**

3.4.1 If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator/Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to liaise with Flintshire Children’s Services with respect to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

3.4.2 In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. Where you are liaising with a SA / LADO discuss with them about the need to refer to the DBS.

3.4.3 Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.

3.4.4 The procedures set out below should be followed:

* The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Coordinator, Liz Roberts tel no: 01352 730107 (mob. 07570 058165) who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
* In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to the Deputy, Ben Slater tel. no: 07399 974370. If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Flintshire Social Services or the police.
* Where the concern is about a child, the Safeguarding Co-ordinator should contact Flintshire Children’s Social Services. Where the concern is regarding an adult in need of protection contact Flintshire Adult Social Services or take advice from thirtyone:eight as above.
* The local Children’s Social Services office telephone number is 01352 701000 (or 0845 0533116 out of office hours).
* The local Adult Social Services office telephone number (office hours) is 01352 803444. Out of office hours the Police should be contacted on 101.
* The Safeguarding Coordinator **may** need to inform others depending on the circumstances and/or nature of the concern (for example the Pastor to log that a safeguarding concern is being dealt with, the church’s insurance company to log that there is a possibility of a serious incident concerning safeguarding or a Local Authority Designated Officer if allegations have been made about a person who has a role with under 18’s elsewhere.)
* Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
* Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Flintshire Social Services, the Police or taking advice from thirtyone:eight.
* The Leadership will support the Safeguarding Coordinator/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 church members and others 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 Coordinator(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.

3.4.5 The role of the Safeguarding Coordinator/ 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.

**3.5 Detailed procedures for responding to allegations of abuse against a person who works with adults with care and support needs**

3.5.1 The Care Act places the duty upon Adult Social Services Departments 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 Flintshire Adult Social Services to decide, not the church.

**Section 4: PREVENTION**

**4.1 Safer recruitment**

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

* There is a written job description / person specification for the post.
* Those applying have completed an application form and a self-declaration form.
* Those shortlisted have been interviewed.
* Safeguarding has been discussed at interview.
* Written references have been obtained and followed up, where appropriate.
* A disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
* Qualifications where relevant have been verified.
* A suitable training programme is provided for the successful applicant.
* The applicant has completed a probationary period.
* The applicant has been given a copy of the church’s safeguarding policy and knows how to report concerns.

**4.2 Management of workers – Codes of conduct**

4.2.1 As a Leadership, we are committed to supporting all paid staff and voluntary workers and ensuring they receive support and supervision. All paid staff and voluntary workers will be issued with a code of conduct towards children, young people and adults with care and support needs (**Appendix 5**).

**SECTION 5: PASTORAL CARE**

**5.1 Supporting those affected by abuse**

5.1.2 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 church members.

**5.2 Working with offenders**

5.2.1 When someone who attends the church is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care. However, in its safeguarding commitment to the protection of children, young people and adults in need of protection, boundaries will be set for that person which they will be expected to keep, and will be monitored.

5.2.2 Specifically:

* No person who has been convicted of an offence of abuse against a child young person or adult in need of protection will be allowed to work with them unless a full risk assessment has been completed, and the outcome agreed with the Leadership and Flintshire Social Services. Under no circumstances can somebody on an Independent Safeguarding Agency barred list be allowed to work with children, young people or adults in need of protection.
* The risk assessment will consider the following: a. What risks does the conviction raise? b. What time has elapsed since the last conviction? c. Is there a history of related convictions? d. How serious is the offence? e. Has their circumstances changed significantly since the occurrence of the offending behaviour? The matter will then be referred to Social Services for a fuller investigation and case conference.
* Any such person wishing to attend the church must be subject to a frank discussion with the Safeguarding Coordinator and an elder as witness so that agreement is reached on setting clear boundaries and an acceptance of the way that risk will be managed within the church. This will include a written agreement with the church to ensure the protection of all children, young people and adults with care and support needs who attend any activities of the church.
* Consideration will be given to the extent to which significant persons in the church will be made aware of the person's background and the details of the agreement. If the offender's family attend the church they also shall be made aware of any arrangements made.
* Any offender not agreeing to this process will be advised that their attendance will be closely monitored and any further action will be considered at a church member's meeting. The Safeguarding Coordinator reserves the right, subject to the agreement of the elders, to prevent and circumscribe the immediate attendance of the person at the church and to pass any information on to another church or safeguarding agency if the welfare of children or vulnerable adults requires it.

**Section 6: PRACTICE GUIDELINES**

**6.1 Working practices**

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

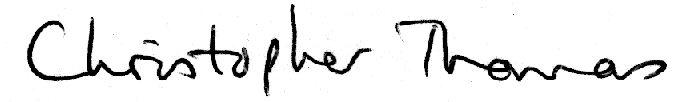
6.1.2 As well as a general code of conduct for workers (**Appendix 5**) we will also have in place specific good practice guidelines for every activity we are involved in and these will be developed.

**6.2 Working in partnership**

6.2.1 The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

6.2.2 We therefore have clear guidelines as to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, will have their own policy that meets acceptable safeguarding standards.

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

**Signed by:** ****

**Date: 1 August 2017**

**APPENDIX 1: Statutory definitions of abuse for adults with care and support needs**

• 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.

**APPENDIX 2: Helps in recognising and responding to child abuse**

The following behavioural signs may be indications of child abuse, but they should not be taken in isolation.

**Physical signs of abuse**

Any injuries not consistent with the explanation given for them.

Injuries which occur to the body in places which are not normally exposed to falls, knocks in rough games, etc.

Injuries which have not received medical attention.

Instances where children are kept away from the group inappropriately.

Reluctance to change or participate in games or swimming.

Bruises, bites, burns, fractures, cuts etc. which do not have an accidental explanation.

**Indicators of sexual abuse**

Any allegations made by a child.

Child with excessive preoccupation with sexual matter and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.

Sexual activity indicated through words, play or drawing.

Child is sexually provocative 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.

**Signs of emotional abuse**

Changes or regression in mood and behaviour including depression and aggression, particularly where a child withdraws or becomes clinging

Nervousness or frozen watchfulness.

Sudden under achievement or lack of concentration.

Inappropriate relationships with peers and/or adults.

Attention seeking behaviour.

Persistent tiredness.

Running away /stealing/lying.

**How to react when a child wants to talk about abuse.**

Accept what the child says, however unlikely the story may sound.

Keep calm.

Look at the child directly.

Be honest.

Let them know that you will need to tell someone else, and don't promise confidentiality.

Even when a child has broken a rule they are not to blame for abuse.

Be aware that the child may have been threatened.

Never push for information.

**Some helpful things to say and not say**

“I believe you” or showing acceptance of what the child says.

“I am glad you have told me”

“It's not your fault”.

“I will help you”.

“I know someone who can help us with this”.

Never say "Why didn't you tell me this before?"

Never say "I can't believe it."

Never say "Are you sure this is true?"

Never ask questions that require the answer "Yes "or "No".

Never ask "Why?"

Never make false promises.

Never make statements such as “I am shocked.”

**How to Conclude**

Reassure the child they were right to tell you and that you believe them.

Let the child know what you are going to do next and that you will let them know what happens.

**APPENDIX 3: Signs of possible abuse in adults**

**Physical abuse**

• History of unexplained falls, fractures, bruises, burns, minor injuries.

• Signs of under or over use of medication and/or medical problems left unattended.

**Domestic violence**

• Unexplained injuries or ‘excuses’ for marks or scars

• Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence and Female Genital Mutilation.

• Age range extended to 16yrs.

**Sexual abuse**

• Pregnancy in a woman who is unable to consent to sexual intercourse.

• Unexplained change in behaviour or sexually explicit behaviour.

• Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting.

• Infections or sexually transmitted diseases.

• Full or partial disclosures or hints of sexual abuse.

• Self harming.

**Psychological abuse**

• Alteration in psychological state 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.

**Financial or material abuse**

• Disparity between assets and living conditions.

• Unexplained withdrawals from accounts or disappearance of financial documents.

• Sudden inability to pay bills.

• Carers or professionals fail to account for expenses incurred on a person’s behalf.

• Recent changes of deeds or title to property.

**Modern slavery**

• Physical appearance; unkempt, inappropriate clothing, malnourished.

• Movement monitored, rarely alone, travel early or late at night to facilitate working hours.

• Few personal possessions or ID documents.

• Fear of seeking help or trusting people.

**Discriminatory abuse**

• Inappropriate remarks, comments or lack of respect.

• Poor quality or avoidance care.

**Organisational abuse**

• No confidence in complaints procedures for staff or service users.

• Neglectful or poor professional practice.

**Neglect and acts of omission**

• Deteriorating despite apparent care.

• Poor home conditions, clothing or care and support.

• Lack of medication or medical intervention.

**Self-neglect**

• Hoarding inside or outside a property.

• Neglecting personal hygiene or medical needs.

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

**APPENDIX 4: Effective listening**



**APPENDIX 5: General Code of Conduct**

**Supervision of children and young people.**

Administration of children and young people will be supervised with an agreed ratio of adults, which in the case of Under 8's will be in accordance with legal requirements implemented by the Care Standards Inspectorate for Wales for registered activities.

Careful consideration will be given as to when a male or female worker should be involved, or a worker of each sex, or more than one worker.

Where possible it should be ensured that a worker is not alone with a child, acknowledging circumstances where this might be helpful or necessary. In such cases it may be advisable to leave doors open, to let someone know what is happening, have someone around the building, or for a group to share accommodation when on holiday.

**Common sense rules.**

1. The level of personal care, e.g. toileting, must be appropriate and related to the age of the child/young person whilst also accepting that some children and young people have special needs.
2. Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
3. Touch should be related to the child/ young person’s needs, and should be age appropriate and generally initiated by the child or young person and not the worker.
4. Physical activity should be avoided which is or thought to be sexually stimulating to the child/young person or to the adult.
5. Children and young people have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
6. Team members should monitor one another in relation to physical contact. They should be free to help each other by pointing out anything that could be misunderstood.
7. Workers should treat all children and young people with dignity and respect in attitude, language used and actions.
8. The privacy of children and young people should be respected, and questionable activity avoided, e.g. rough or sexually provocative games or comments.
9. If a child or young person is invited to a worker’s home, it should be ensured that this is with the knowledge of the leader and that the parent(s) or guardian(s) are aware.
10. Transport arrangements are to be made with the knowledge of the leader and parent(s) or guardian(s). In some circumstances, it may be unwise to carry a particular child/young person on their own.

**Appendix 6: Leadership Safeguarding Statement**

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

The following statement was agreed by the church on 1st August 2017

This church is committed to the safeguarding of children, young people and vulnerable adults and ensuring their well-being.

Specifically:

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

**We are committed to:**

* Following the requirements for UK legislation in relation to safeguarding children, young people and vulnerable adults and good practice recommendations.
* Respecting the rights of children as described in the UN Convention on the Rights of the Child.
* Implementing the requirements of legislation with respect to people with disabilities.
* Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
* Keeping up to date with national and local developments relating to safeguarding.
* Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children, young people and vulnerable adults.
* Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this church.
* Supporting parents, families and carers.
* Nurturing, protecting and safeguarding of children and young people.
* Supporting, resourcing, training, monitoring and providing supervision to all those who undertake work for the church with children, young people and vulnerable adults.
* Supporting all in the church affected by abuse.
* Adopting and following the ‘Safe and Secure’ safeguarding standards developed by thirtyone:eight.

**We recognise:**

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

**We will review this statement and our policy and procedures at least every 3 years.**

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as Safeguarding Coordinators for this church

Liz Roberts

Safeguarding Coordinator

Ben Slater

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A copy of the full policy and procedures is available from Liz Roberts or Ben Slater