



# SAFEGUARDING POLICY

**FOR CHILDREN AND FOR ADULTS WITH ADDITIONAL CARE AND SUPPORT NEEDS**

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## SECTION 1: POLICY INTRODUCTION

### 1.1 CHURCH DETAILS

|                      |  |
|----------------------|--|
| Name of Church:      | GRACE CHURCH (hereafter “the church”)  |
| Affiliation:         | A COMMISSION CHURCH IN ASSOCIATION WITH NEWFRONTIERS   |
| Location:            | A MULTISITE CHURCH, MEETING IN CHICHESTER, BOGNOR REGIS, MIDHURST AND HAVANT<br>GRACE CHURCH OFFICE: Grace Centre, Terminus Road, Chichester, PO19 8TX<br>01243 778 500<br>info@gracechurchtogether.org.uk<br>www.gracechurchtogether.org.uk<br>CHICHESTER: Chichester High School, Kingsham Road, Chichester, PO19 8EB<br>BOGNOR REGIS: Southway Primary School, South Way, Bognor Regis, PO21 5EZ<br>MIDHURST: Midhurst Rother College, North Street, Midhurst, GU29 9DT<br>HAVANT: Warblington School, Southleigh Road, Havant, PO9 2RR |
| Insurance:           | PUBLIC LIABILITY INSURANCE HELD WITH ANSVAR  |
| Relevant Activities: | Grace Church is involved with many activities for children and for adults with additional care and support needs at different times through the year. In addition to regular Sunday morning meetings in all our sites, our activities include, but are not limited to, events for the community, kids’ parties, social activities for adults with additional care and support needs and mid-week meetings of the church. Some regular groups are listed below:   |

#### SUNDAY MORNING CHILDREN’S GROUPS

- Sparklers (preschool age)
- Supernovas (School Years R to 5)
- Energise (School Years 6 to 10)

#### FRIDAY EVENING YOUTH GROUPS

- Energise (School Years 6 to 10)
- Life Group (Year 11 and 6th Form)

#### THURSDAY DAY TIME PARENT AND TODDLER GROUP

- Little Bears Parent and Toddler Group (for parents, carers and preschool age children)

#### TUESDAY EVENING ADULT WITH ADDITIONAL CARE AND SUPPORT NEEDS GROUP

- Tuesday Group (for adults with learning difficulties)

### 1.2 SAFEGUARDING TEAM

The Elders and Trustees at Grace Church, hereafter “the leadership”, have appointed the following people to be the Safeguarding Team for Grace Church:

|  |  |
|--|--|
| Safeguarding Coordinator (for all Grace Church sites): | NICOLA TAYLOR  |
| Safeguarding Deputies (site-based):                    | SALLY CLARK (Chichester)<br>NICOLA TAYLOR (Bognor Regis)<br>SAM FEAVER and KATHRYN BISHOP (Midhurst)<br>CATHERINE LE ROUX (Havant) |

Any allegations or suspicions of abuse should be directed to this team. They will follow the guidelines and procedures for responding to any allegations of abuse. The leadership will support the team in their role and accept that any information in their possession will be shared on a need to know basis in accordance with the contents of this policy.

## 1.3 EXTERNAL SAFEGUARDING SUPPORT

Grace Church is a member of thirtyone:eight (formerly known as Churches Child Protection Advisory Service), an independent Christian charity which helps organisations to protect vulnerable people from abuse ([www.thirtyoneeight.org](http://www.thirtyoneeight.org)). This document is based on advice and information given by thirtyone:eight and has been prepared in accordance with the principles contained in thirtyone:eight's 'Staying Safe and Secure: 10 Standards of Safeguarding'.

A copy of this policy and all amendments will be filed with thirtyone:eight. This Policy must not be copied by other churches or organisations without the written agreement of thirtyone:eight and Grace Church.

## 1.4 WHO ARE WE SAFEGUARDING?

### Children

A child is 'a person under the age of 18', as defined by The Children Act 1989. Therefore, for the purposes of this policy and the procedures contained in it, the term 'child' or 'children' will be used to refer to anyone under the age of 18, including those who might refer to themselves as a 'young person' instead of a child.

### Adults with additional care and support needs (adults at risk)

An adult with additional care and support needs (hereafter referred to as an adult at risk) is a person aged eighteen or over, 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (Department of Health, 2000). The Safeguarding Vulnerable Groups Act 2006 defines an adult at risk as someone aged eighteen or over who could be defined as any of the following:

- in residential accommodation, (Section 59 (2)(a) indicates this in connection with care or nursing or a residential special school),
- in sheltered housing,
- receiving domiciliary care,
- receiving any form of health care,
- detained in lawful custody,
- by virtue of an order of a court, under supervision by a person exercising functions for the purposes of Part 1 of the Criminal Justice and Court Services Act 2000 (c. 43),
- receiving a welfare service of a prescribed description, (Section 16 (5)(a) indicates this includes counselling or advice)
- receiving any service or participating in any activity provided specifically for persons who have particular needs because of their age, have any form of disability or have a prescribed physical or mental problem. (Dyslexia, dyscalculia and dyspraxia are excluded disabilities)
- receiving payments (directly or via payments made to another on his behalf) in pursuance of arrangements under section 57 of the Health and Social Care Act 2001 (c. 15), or
- requiring assistance in the conduct of their own affairs. (Section 59 (10)(a) indicates this is where a lasting power of attorney exists)

## 1.5 POLICY STATEMENT

The leadership recognises the need to provide a safe and caring environment for children and adults. We acknowledge that children and adults can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop to their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

As a leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

As part of the mission of the church, we are committed to:

- Actively seeking to protect and safeguard the physical, emotional and spiritual welfare of all people while in the care of the church.
- Endorsing and following all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Having clear procedures for responding to allegations or suspicions about abuse (including those made against leaders or members of the church), and procedures for working with known ex-offenders attending the church.
- Ensuring that both employed and volunteer workers (working with either children or adults at risk) are properly and appropriately selected and appointed.
- Ensuring that all workers and volunteers have an appropriate, up to date and satisfactory ‘Enhanced Disclosure’ check from the Disclosure and Barring Service (DBS) where required.
- Ensuring that those working with children and adults at risk are given adequate support and training.
- Ensuring the protection of children and adults at risk, and minimising risk of harm by their involvement in any church or related activities, both at the normal meeting place and when away from the normal meeting place.
- Providing safe, relevant and engaging children’s and youth work of the highest quality possible and with adequate resources.
- Listening to, valuing, and relating effectively and appropriately to all children and adults at risk.
- Encouraging and supporting children and adults risk, parents and carers.
- Supporting the Safeguarding Team in their work and in any action they may need to take in order to protect children and adults at risk.
- Reviewing the Safeguarding Policy and procedures every year.

### 2.1 UNDERSTANDING ABUSE AND NEGLECT

Defining child abuse or abuse against an adult is a difficult and complex issue. 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:

*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.*

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

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

For definitions of abuse relating to children and to adults at risk, please refer to Appendix A. Also included are examples of the signs to look out for which may indicate that abuse has occurred.

### 2.2 PROCEDURES FOR RESPONDING TO ALLEGATIONS OR SUSPICIONS OF ABUSE

The leadership has appointed the Safeguarding Team at Grace Church 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.

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#### GENERAL PROCEDURE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse or discuss their suspicions with anyone other than the Safeguarding Team.

The following procedure must be followed:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:
  - **Safeguarding Team** (any of the individuals named in Section 1.2)
  - Email: [safeguarding@gracechurchtogether.org.uk](mailto:safeguarding@gracechurchtogether.org.uk)
  - Phone: 07899 791 591
- Any allegations or suspicions of abuse (about a child, adult at risk or against a paid worker or volunteer at Grace Church) should be documented using the Safeguarding Record Form provided by Grace Church. This should be done as soon as possible after the concern is noted (preferably within one hour). It should include details of any relevant dates, times, details of the surrounding events and names of any witnesses. Any handwritten or typed notes should be kept and passed on to the Safeguarding team as soon as possible. These notes must not be shared with anyone other than the Safeguarding Team.
- If the allegations or suspicions in any way involve a member of the Safeguarding Team, the report should be made to another team member in the first instance. In the absence of an appropriate team member, the report should be made to:
  - **thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.
  - Helpline: 0303 003 11 11

Alternatively, contact Social Services or the police.

- The Safeguarding Team should contact the thirtyone:eight helpline for advice and, if advised to do so, they should then contact Social Services in the area the child or adult lives.
- When there is an urgent and immediate danger to a child or adult with additional care and support needs, the police should be contacted on 999.
- The Safeguarding Team may need to inform others depending on the circumstances and/or nature of the concern. This could include the trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident, or the designated officer from Social Services if the allegation concerns a worker or volunteer working with someone under 18.

**Please note:**

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Team, their absence should not delay referral to Social Services, the police or taking advice from thirtyone:eight.

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 those who attend Grace Church will use the procedures outlined in this policy. If, however, the individual with the concern feels that the Safeguarding Team has not responded appropriately, or where they have a disagreement with the Safeguarding Team as to the appropriateness of a referral, they are free to contact an outside agency directly.

The role of the Safeguarding Team 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.

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## DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD

### **Allegations of physical injury, neglect or emotional abuse:**

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

### **Allegations of sexual abuse:**

- In the event of allegations or suspicions of sexual abuse, the Safeguarding Team will:
  - Contact Children’s Social Services or the Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else.
  - Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children’s Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

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

- If there is concern about any of the above, Safeguarding Team will:
- Contact Adults' Social Services, which has responsibility under the Care Act 2014 to investigate allegations of abuse, or thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

**Allegations of spiritual abuse:**

- If there is a concern regarding spiritual abuse, the Safeguarding Team will:
- Identify support services for the victim i.e. counselling or other pastoral support.
- Contact thirtyone:eight and, in discussion with them, consider appropriate action with regards to the scale of the concern.

**Allegations of abuse against a person who works with children and/or adults at risk:**

- If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Team will:
- Liaise with the relevant Social Services (Children's or Adults') in regards to the suspension of the worker.
- Make a referral to the designated officer, whose function is to handle all allegations against adults who work with children and/or adults at risk whether in a paid or voluntary capacity.
- Make a referral, if advised to do so by the designated officer, to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults at risk.
- Where an allegation is against a person who works with adults at risk, the Care Act places the duty upon Adults' Social Services to investigate these situations. 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 Adults' Services to decide, not the church.

## 3.1 GENERAL ATTITUDE AND BEHAVIOUR OF WORKERS

**Please note:**

Reference to 'worker' or 'workers' is an inclusive term for employees or volunteers. All workers are expected to follow the same guidelines whether they are employed or volunteering.

There are a number of general principles regarding the attitude and behaviour of workers towards children and adults at risk which are common to all age groups. These are listed below. In addition, specific groups have more detailed guidelines on issues of practice which your team leader will discuss with you.

- Workers should treat all children and adults at risk with dignity and respect, in attitude, language used and actions at all times.
- Workers should respect the background and culture of those in their care. They should have a commitment to equal opportunities and therefore treat everyone as individuals with equal concern. However, it is crucial that workers understand that background, culture, specific beliefs and practices should not be used as an excuse for abuse.
- Workers should have reasonable physical health, mental stability and integrity. All workers need encouragement and support, particularly when they are first appointed. All workers should attend planning meetings and any training offered to help them develop their skills and work as part of the team.

## 3.2 ADULT TO CHILD RATIOS

- Where children are given to the care of workers, e.g. Sunday morning groups, there must be a minimum of two leaders present, even if the recommended ratios indicate that only one adult would be required (Ofsted recommendations given below). Wherever possible, there will be both male and female leaders for mixed groups.
- There must always be at least one leader over 18 years of age. Youth helpers under 16 years of age are counted as children in the recommended ratios.

| Ofsted Recommended |        |   |          | Regular Groups at Grace Church |        |   |          |
|--------------------|--------|---|----------|--------------------------------|--------|---|----------|
| Ages (in years)    | Adults | : | Children | Group                          | Adults | : | Children |
| Under 2            | 1      | : | 3        | Sparklers (0-1)                | 1      | : | 3        |
| 2-3                | 1      | : | 4        | Sparklers (2-4)                | 1      | : | 4        |
| 4-8                | 1      | : | 6        | Supernovas (Year R-5)          | 1      | : | 7        |
| 9-12               | 1      | : | 8        | Energise (Year 6-10)           | 1      | : | 10       |
| 13-18              | 1      | : | 10       | Yr 11 & 6 <sup>th</sup> Form   | 1      | : | 10       |

- Sole charge is not advised, but it is recognised that there are sometimes unavoidable extenuating circumstances. The leader will therefore minimise any risk as a matter of priority (e.g. remain in a public part of the building, ask a parent or other acceptable adult to sit in).
- No person under 18 years of age should be left in sole charge of any children of any age.
- When going away from the normal meeting place, the trip will be well planned in advance, including completing a risk assessment and seeking advice from the Safeguarding Team if required. Greater ratios of adults to children may be required depending on the results of the risk assessment. The trip will have appropriate levels of leadership and will obtain written parental consent.
- Ofsted regulations state that if any child provision for under 8's exceeds two hours per day and for more than 6 days a year, the local Social Services **MUST** be informed and registered with.

### 3.3 RECOMMENDED WORKING PRACTICE

The following principles will be observed for working with children:

- **Seek parental consent** for children to attend groups and activities through permission slips or forms.
- A **register** of all attendees at events for children and adults at risk, including adult leaders and assistants, will be kept for a period of 1 year after the date of the event.
- **If a child is invited to your home**, ensure this is with the knowledge of the team leader, and/or a parent is aware, and the reasons for the visit are explained clearly, including the length of time and nature of the supervision.
- Ensure that **arrangements for transporting children** are with the knowledge of the team leader, and/or have parental approval. If travelling alone with a child, ensure they are sitting at the back of the car. Avoid mixed gender transportation alone.
- The **giving of gifts** or rewards to children and adults at risk can be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan with the knowledge of a team leader and the parent or carer. **Any gifts should be given openly and not be based on favouritism.** Adults need to be aware however, that the giving of gifts could be seen as a gesture to bribe or groom a young person.
- Care should also be taken to ensure that **adults do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment.** There are occasions when children, young people or parents wish to pass small tokens of appreciation to workers, for example, on special occasions or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.
- Our **toilet policy** for our regular Sunday groups is that if a child is in nappies and needs a change, workers will go and get the parent/carer to do this. Where consent is given by parents/carers, workers will assist children in going to the toilet if needed. For children in school year 5 and below, workers will always escort children to and back from the toilets. Any child in school year 6 or above will be allowed to take themselves to the toilet and will be expected to return to the group straight away afterwards.
- **Workers involved with intimate care**, e.g. for small children, must operate within the following guidelines:
  - Treat everyone with dignity and respect and ensure privacy appropriate to age and situation.
  - As far as possible, involve the child or adult in their own intimate care. Always avoid doing things for the child or adult if they are able to do it alone or for themselves. If they are able to help, encourage them to do so.
  - Be aware and responsive to the person's reactions.
  - Team practice in intimate care should be as consistent as possible.
  - Never do something unless you are sure you know how to do it.
  - Report any incidents that may occur while attending to the intimate care of the child or adult.
  - Seek to encourage children to have a positive image of their bodies.
  - Remember that a person's right to object or say 'no' must always be fully respected.
- **A parent/carer is permitted to stay with their child** during a group activity, but **only to observe or support their own child**, and not to take part with the whole group. If this becomes a long-term arrangement and the parent/carer wishes to continue as a worker with the whole group, they will be required to undertake the same recruitment procedure as any other worker.

- For some disabled children, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.
- **Workers will only use physical restraint if absolutely necessary**, e.g. if the individual or others in the group are in danger of harm. If physical restraint of a child or adult at risk is required, workers must follow these guidelines:
  - Restraint should never be used as a form of punishment.
  - Restraint should only be used until the danger of harm to others has passed, or until the parent/carer or the police have arrived.
  - Never cover a person's head or neck or block airways.
  - Whenever a person is restrained, ensure that it is witnessed by another adult and that both the restrainer and the witness independently record all that happened on record sheets.
  - All record sheets should be given directly to the Safeguarding Team without being shown to anyone else.

### 3.4 INITIAL RESPONSE TO ALLEGATIONS OR SUSPICIONS OF ABUSE

If a suspicion that a child, young person or adult at risk may have been abused or a direct allegation of abuse has been made, workers should follow these guidelines:

- Above everything else, listen and keep calm.
- Show acceptance of what the person says (however unlikely the story may sound).
- Look at them directly.
- Be honest.
- Tell them you will need to let someone else know – do not ever promise confidentiality, even if the person disclosing the information says they cannot share unless you promise to keep it secret.
- Remember, even when they have broken a rule, they are not to blame for the abuse.
- Be aware that the person may have been threatened or bribed not to tell.
- Never push for information.
- Reassure the person that they were right to tell you and that you believe them.
- Let the person know what you are going to do next and that you will let them know what happens.
- Immediately make notes about what was said, when and in what circumstances the conversation was had, and date/time that the notes are written. Give these notes to the Safeguarding Team (procedure in Section 2.4).

It is difficult to give specific procedures to follow in this scenario, but some helpful things to say during the conversation might be:

- “You have done the right thing in telling me”
- “I believe you” (or showing acceptance of what they say)
- “Thank you for telling me”
- “That must have been really hard”
- “I am glad you have told me”
- “It’s not your fault”
- “I will help you”
- Avoid using phrases like:
  - “Why didn’t you tell anyone before?”
  - “I can’t believe it!”
  - “Are you sure this is true?”
  - “Why? How? When? Who? Where?”
- “I promise to...” (do not make false promises)
- “I am shocked”
- “Don’t tell anyone else”

Consider your own feelings if a disclosure is made to you and seek pastoral support if needed.

### 3.5 SUPERVISION AND PASTORAL CARE FOR EX-OFFENDERS

In situations where a known or suspected offender attends the church, the leadership wants to ensure a welcome is given. However, there may be conditions attached to their activity and level of involvement in order to maintain the safety of the whole congregation and the safety of the offender. This would be the case even if the individual has accepted responsibility for what they have done.

Whilst extending appropriate pastoral care to an individual, the leadership and/or a member of the Safeguarding Team should meet with the individual. A written agreement should be drawn up to stipulate what the offender/suspected offender can do and cannot do within the church. When an agreement is needed, details should be added that reflect the particular areas of risk for that individual. It is also important to remember that an agreement is a two-way process. It should therefore address the support and guidance available to the offender, which can be provided by a group set up for this purpose. We recommend that this group will draw up the agreement with the offender and meet with them regularly to monitor and support.

When someone who is known to have abused children or adults at risk, or someone who may pose a risk of abuse, moves on to another church, the leadership will forward the relevant information to the new church leaders if known.

### 3.6 PASTORAL CARE FOR THOSE AFFECTED BY ABUSE

The church will endeavour to provide appropriate assistance to those who may be affected by abuse, whether the abuse was recent or occurred many years in the past. We recognize the need for people affected by abuse to belong to a caring community and that they need the reassurance and comfort that comes from having friends and companions. Different levels of pastoral care may be required depending on the level of need, as well as referral to outside support if appropriate.

### 4.1 EQUAL OPPORTUNITIES POLICY

The church operates an equal opportunities policy which is available on request.

### 4.2 SAFE RECRUITMENT OF ADULT WORKERS

There are three stages to the way the church recruit adult workers (those over 18 years of age). All potential workers are required to go through the same process.

#### **Stage 1: Interest, Application and Reference**

- A person who attends the church may express an interest in helping with children or adults at risk. There is a description of team member roles for different groups available for anyone who wants to know more.
- Interest can be expressed in a number of ways, including directly to group leaders or through the church office.
- When interest is shown, the person (now referred to as the applicant) will be given an 'Application to Volunteer with Children, Young People or Adults with Additional Care and Support Needs'. This will be given either in person or via email.
- The applicant must complete and sign the aforementioned form and return it to the church office. This includes providing details for an appropriate reference to be taken up by the church office. When completed, this reference will be checked by the Safeguarding Team for approval. The recruitment process will continue while waiting for the reference to be completed and approved (up to the decision to appoint in Stage 3).
- The church office will then send the application form to the relevant group leader. The group leader is responsible for conducting an informal chat with the applicant (if not already done) and telling the church office whether they would like the applicant to continue with the recruitment process.

#### **Stage 2: DBS Check for the Applicant**

- Once the church office has received confirmation from the group leader, a Self-Disclosure form will be sent to the applicant to be completed and returned to the Safeguarding Administrator.
- On receipt of the completed Self-Disclosure, the Safeguarding Administrator will undertake to complete a DBS check for the applicant, including an online application and ID verification.
- The Safeguarding Administrator will notify the church office when the DBS check is complete, and the certificate number and date will be recorded and held by the church office for information.
- If the applicant indicates on their Self-Disclosure form that they are personally signed up to the DBS Update Service, they will be asked to provide the Safeguarding Administrator with the necessary details to enable to check of their current certificate status. If their current certificate matches our requirements, this stage will be considered complete for the applicant.

#### **Stage 3: Decision to Appoint**

- Once the application, reference and DBS check have been completed, the relevant group leader should make the decision whether to appoint the applicant as a worker for their team.
- The new worker will be in regular contact with the group leader and will be invited to training/planning meetings relating to the work. The group leader will be responsible for communication with the new worker about their attitude and working practice to ensure the safety of the children or adults in the group.
- The group leader will discuss and review the new worker's progress with the worker during the first few months. This will be considered a 'trial period' by all concerned.

**Please note:**

- If an adult at risk expresses an interest in helping with children's groups, the Safeguarding Team will be involved immediately to discuss the needs of the applicant and to decide if it is appropriate for their application to continue. These scenarios will be taken on a case by case basis that takes into account the needs of the individual, but also the church's commitment to the safety of children who attend groups and activities.
- Appointments will be made on the basis of a person's experience, ability and suitability to perform the tasks and roles of the team. The church's recruitment process assists in determining the person's attitude towards, and motives for wanting to work with children, young people and/or adults at risk, and therefore helps in the recruitment decision. All appointments will be based on these criteria and not on the urgency of need or the availability of the applicant at the time, or any other factor.
- If there are any doubts about the suitability of the applicant, whether for a paid or voluntary position, then it is the right of the group leader or leadership of the church not to appoint. This minimises the risk of placing children and adults at risk in situations where significant harm is possible. No one has an automatic right to work with children or adults at risk.
- If there are specific concerns about the applicant raised by the reference or the DBS check, these will be passed to the Safeguarding Team to decide whether the concerns will affect the appointment of the applicant.
- If an applicant is from abroad, or has spent substantial time living abroad, advice will be sought about what information will need to be obtained in order to make an informed decision about the suitability of the applicant. This is so that we can maintain our safeguarding standards and ensure the safety of children and adults at risk who attend the church.
- If an applicant has been a church member for more than 2 years, it is possible for them to name a church elder as their reference.

### 4.3 SAFE RECRUITMENT OF YOUTH ASSISTANT WORKERS

Youth Assistant Workers are defined as children (under the age of 18) who want to help with children's groups and activities. They will not be required to complete a DBS check as part of the recruitment process, so there are two stages to the way the church recruits Youth Assistant Workers.

**Stage 1: Interest and Application**

- A young person may express an interest in helping with children or adults at risk. There is a description of team member roles for different groups available for anyone who wants to know more.
- The young person must regularly attend Grace Church themselves and be known to the group leader for their age group.
- Interest can be expressed in a number of ways, including directly to group leaders or through the church office.
- When interest is shown, the young person (now referred to as the applicant) will be given an 'Application for a Young Person to Work with Children or Young People'. This will be given either in person or via email.
- The applicant AND the applicant's parent/carer must complete and sign the aforementioned form and return it to the church office.
- The church office will then send the application form to the relevant group leader. The group leader is responsible for conducting an informal chat with the applicant (if not already done).

**Stage 2: Decision to Appoint**

- Once the application form and informal chat are complete, the group leader should make the decision whether to appoint the applicant as a Youth Assistant Worker for their team.
- All new Youth Assistant Workers will work alongside, and under the supervision of, a more experienced worker or group leader. The group leader will discuss and review the new worker's progress with the worker during the first few months. This will be considered a 'trial period' by all concerned.
- Youth Assistant Workers are able to assist with children's groups, but they will not be given any adult responsibility for children. They are included as children when calculating the adult to child ratio (see Section 3.2).

When a Youth Assistant Worker who is regularly serving with children or adults at risk turns 18 and is therefore able to be included in the adult to child ratio, they will be required to complete a DBS check as an adult worker.

## 4.4 SAFE RECRUITMENT OF EX-OFFENDERS

We will treat any applicant for any position (paid or voluntary) within the church fairly and not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily stop an individual from helping with children or adults with additional care and support needs within the church. Only convictions or conviction information that is deemed relevant will be applied in the decision making process. We implement a fair policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant.

All workers and volunteers with children/young people will be required to have an Enhanced criminal record disclosure. Where the position requires a disclosure, we will make this clear on the application form, advert and any other information provided about the post.

Failure to reveal relevant information could lead to withdrawal of an offer of employment (paid or voluntary) and/or your involvement with children, young people and adults with additional care and support needs.

When receiving a disclosure which shows any allegation of abuse against a child or adult at risk, we will take into consideration:

- Whether the allegation is relevant to the position being offered.
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- Whether the applicant's circumstances have changed since offending took place.

We will seek the advice of thirtyone:eight on these cases as a matter of course.

## A.1 DEFINITION AND SIGNS OF POSSIBLE ABUSE (CHILDREN)

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'. 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. The following signs could be indicators that abuse has taken place but should be considered in the context of the child's whole life.

*\*These indicate the possibility that a child is self-harming.*

## PHYSICAL ABUSE

**Definition**

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.

**Signs of Possible Abuse**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

## EMOTIONAL ABUSE

**Definition**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Signs of Possible Abuse**

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

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## SEXUAL ABUSE

### Definition

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 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.

### Signs of Possible Abuse

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

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## NEGLECT

### Definition

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - protect a child from physical and emotional harm or danger;
  - ensure adequate supervision (including the use of inadequate care-givers); or
  - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### Signs of Possible Neglect

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

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## EXTREMISM

### Definition

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

## A.2 DEFINITION AND SIGNS OF POSSIBLE ABUSE (ADULTS AT RISK)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14, Safeguarding. This replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000).

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

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### PHYSICAL ABUSE

#### Definition

Physical abuse could include assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

#### Signs of Possible Abuse

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

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### DOMESTIC VIOLENCE

#### Definition

The current cross-government definition of domestic violence is any incident of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of their gender or sexuality. Domestic violence is rarely a one-off incident and it is often the cumulative and interlinked types of abuse that have a particularly damaging effect on the victim. The 'domestic' nature of the offending behaviour is an aggravating factor because of the abuse of trust involved.

#### Signs of Possible Abuse

- Unexplained injuries or 'excuses' for marks or scars
- Coercive, controlling and/or threatening behavior in a relationship
- Could also include psychological, physical, sexual, financial, emotional abuse, so-called 'honour' based violence and Female Genital Mutilation.

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### SEXUAL ABUSE

#### Definition

Sexual abuse could include 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.

## Signs of Possible Abuse

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosures or hints of sexual abuse
- Self-harming
- Emotional distress
- Mood changes
- Disturbed sleep patterns

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## PSYCHOLOGICAL ABUSE

### Definition

Psychological abuse could include 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.

### Signs of Possible Abuse

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

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## FINANCIAL OR MATERIAL ABUSE

### Definition

Financial or material abuse could include 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.

### Signs of Possible Abuse

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

**Definition**

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.

**Signs to Look For**

- 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.

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DISCRIMINATORY ABUSE

**Definition**

Discriminatory abuse could include forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Signs of Possible Abuse**

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

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INSTITUTIONAL ABUSE

**Definition**

Institutional abuse could include 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.

**Signs of Possible Abuse**

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

**Definition**

Neglect and acts of omission could include 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.

**Signs of Possible Neglect**

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

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SELF-NEGLECT

**Definition**

Self-neglect covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. There may be one-off or multiple incidents of abuse and it may affect one person or more.

**Signs of Possible Self-Neglect**

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food
- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

## Safeguarding Record Form - Children

Please make sure that you fill in this record within one hour of the incident.

Do NOT discuss with anyone else (including group leaders or parents) except for members of the Safeguarding Team. Please give completed forms directly to the Safeguarding Team ASAP after completion.

|  |                                     |
|--|-------------------------------------|
| <b>Date of incident:</b> ____/____/____  | <b>Time of incident:</b> _____am/pm |
| <b>Full name(s) of child(ren):</b> _____   |                                     |
| <b>Age(s):</b> _____   |                                     |
| <b>Group (please tick):</b> <input type="checkbox"/> Sparklers <input type="checkbox"/> Supernovas <input type="checkbox"/> Energise <input type="checkbox"/> Other (specify): _____                                     |                                     |
| <b>Site (please tick):</b> <input type="checkbox"/> Chichester <input type="checkbox"/> Bognor Regis <input type="checkbox"/> Midhurst <input type="checkbox"/> Havant   |                                     |
| <b>Briefly describe the incident, conversation or concern:</b><br><br><br><br><br><br><br><br><br><br><i>If it was necessary to physically restrain a child, please ensure that a witness completes a separate form.</i> |                                     |
| <b>If any questions were asked by you, please write them here along with the child's answers:</b><br><br><br><br><br><br><br><br><br><br>  |                                     |
| <b>Please briefly describe what was happening directly prior to the incident:</b><br><br><br><br><br><br><br><br><br><br>  |                                     |
| I confirm that I have complete this report to the best of my ability the details on this report are correct and accurate.  |                                     |
| <b>Signature:</b> _____  | <b>Date:</b> ____/____/____         |
| <b>Name (Printed):</b> _____   | <b>Time:</b> _____am/pm             |

## Safeguarding Record Form – Adults at Risk

Please make sure that you fill in this record within one hour of the incident.

Do NOT discuss with anyone else (including group leaders or carers) except for members of the Safeguarding Team. Please give completed forms directly to the Safeguarding Team ASAP after completion.

|   |                                     |
|---|-------------------------------------|
| <b>Date of incident:</b> ____/____/____   | <b>Time of incident:</b> _____am/pm |
| <b>Full name of Adult at Risk:</b> _____ <b>Age:</b> _____  |                                     |
| <b>Next of kin or main person involved in their life:</b> _____   |                                     |
| <b>Your Relationship to Adult at Risk:</b> _____  |                                     |
| <b>Group (please tick):</b> <input type="checkbox"/> Tuesday Group <input type="checkbox"/> Life Group <input type="checkbox"/> Other (Specify):  |                                     |
| <b>Briefly describe the incident, conversation or concern, including details of any witnesses:</b><br><br><br><i>If it was necessary to physically restrain a vulnerable adult, please ensure that a witness completes a separate form.</i> |                                     |
| <b>If any questions were asked by you, please write them here along with the adult at risk's answers (in their own words):</b><br><br><br>  |                                     |
| <b>Please include any other relevant details, e.g. disability/communication difficulties/hearing loss/mental capacity:</b><br><br><br>  |                                     |
| I confirm that I have completed this report to the best of my ability the details on this report are correct and accurate.  |                                     |
| <b>Signature:</b> _____   | <b>Date:</b> ____/____/____         |
| <b>Name (Printed):</b> _____  | <b>Time:</b> _____am/pm             |