



ALL NATIONS CHURCH

BARKINGSIDE & CLAYHALL

Safeguarding Policy

Caring for children and adults at risk in our church

Policy history:

- a. This version was finalised on 26.11.2020

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2. Introduction

2.1. All Nations Church Barkingside & Clayhall

2.1.1. The Charity

ALL NATIONS CHURCH BARKINGSIDE & CLAYHALL (the Charity) is a CIO and registered with the Charity Commission of England and Wales under charity number XXXXXXXX and whose registered address is at 123 Stradbroke Grove, Ilford, IG5 0DP..

The Charity seeks to advance the Christian faith which includes providing ministries which involve large numbers of children, young people and adults at risk and therefore the Charity treats safeguarding as an urgent priority.

2.1.2. The Trustees

The trustees of the Charity are currently:

RICKEY RAJA

SIMON PERCY

DAVID GIBBS

2.1.3. Our Insurers

The Charity has a TYPE OF INSURANCE Insurance policy (no. XXXXXX) with INSURANCE UNDERWRITER. This policy has been arranged for us by INSURANCE BROKER.

See Appendix 1 for key contact details.

THIS IS NOT DONE YET BUT WE PLAN TO TAKE OUT AN INSURANCE POLICY SOON.

2.2. The policy

This Safeguarding Policy (the Policy) was revised in JULY 2020 and will be reviewed annually.

The Policy is the responsibility of the Trustees and is managed by our Safeguarding Coordinator. A copy of the Policy is held at the Charity's offices at 10 Mayfield Avenue, Woodford Green, IG8 9JR. Everyone working with children, young people or adults at risk shall have an electronic copy of the Safeguarding Policy made available to them.

We are committed to a rolling training programme for all such workers on the content of this Policy. Training is provided by either by the Coordinator or by external specialists.

3. Glossary

Throughout this Safeguarding Policy (the Policy), we commonly refer to the following:

“The Charity” or “We” or “Church”	means ALL NATIONS CHURCH BARKINGSIDE & CLAYHALL
“Coordinator”	means the Safeguarding Coordinator appointed by the Trustees
“DBS”	means the Disclosure and Barring Service which helps to prevent unsuitable people from working with vulnerable groups
“DBS check”	means the criminal records check carried out by the DBS that results in DBS certificates being issued to an individual
“Helper(s)”	means the Safeguarding Helper(s) appointed by the Safeguarding Coordinator to help them to comply with the Safer Recruitment process.
“Regulated Activity”	the term used to describe specified job functions carried out by an employee/volunteer as defined by the DBS. These activities are broken down into two groups, ‘Activity with children’ and ‘Activity with adults’
“Safer Recruitment process”	means the process that we have put in place to minimise the risk of unsuitable people being approved to work with vulnerable groups within our Church
“Trustees”	means the trustees from time to time of the Charity

4. Safeguarding statement

We recognise the importance of our Charity’s ministries with children, young people and adults at risk. We recognise the need to provide a safe and caring environment for them, and are committed to protecting and promoting the welfare of those entrusted to our care.

We acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. We agree with the principles of the UN 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.”

We acknowledge that adults at risk can also be the victims of neglect or abuse. Such abuse may be discriminatory, physical, emotional, financial, sexual or institutional in nature.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults at risk and good practice recommendations.
- Exercising proper care in the appointment and selection of all those who will work with children and adults at risk, and ensuring that workers adhere to the agreed procedures of our Policy and Safe Practice code of conduct.
- Supporting the Coordinator in her work and in any action that she may need to take in order to protect children and young people and adults at risk.
- Supporting all in our organisation affected by abuse.

We recognise that:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adult Safeguarding services have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult at risk.
- Where an allegation suggests that a criminal offence may have been committed the police should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

5. Biblical mandate for safeguarding

In His Word, God has made it very plain that the welfare of children, young people and adults at risk is of great importance to Him.

Each and every person is fearfully and wonderfully made, knitted together in their mother's womb, and loved by God who knows everything about them (**Psalm 139**). All are precious and have worth to God. Therefore, our Church should strive to welcome, include and care for all - no matter their age, race, gender, abilities, health or history.

Jesus tells us that we are each called to love others and to treat them with the respect, dignity and love that we would want to receive ourselves (**Matthew 22.39**). Therefore, our Church should always aim to be offer care, compassion and love - no matter how undignified someone may appear.

There are many examples of Jesus bringing healing and comfort to people in pain and discomfort, those isolated and alone. At the sight of people in distress he is filled with compassion (**Mark 1.41**). Therefore, our Church should strive to offer healing, comfort and hope - no matter what the cause of the suffering and sorrow.

Jesus was not afraid of challenging injustice and inequality, nor of confronting ignorance and arrogance. He sought out and spent time with marginalised people and he spoke passionately for those who had no voice (**Matthew 23**). Therefore, our Church should strive to provide righteousness, advocacy and justice, speaking up for people who are oppressed and abused - no matter how costly that may be.

Safeguarding is the protection of children and adults from harm, abuse or neglect. If we believe that all people are precious in the eyes of God, their creator; if we believe that as Christians we should follow the example of Jesus in his compassion and care for others; if we believe that our Church should be a sanctuary of safety and peace; and if we believe that we as Christians should speak out against injustice, then safeguarding should be an automatic part of our Church community - as we strive to protect all people from harm, abuse or neglect and to love, care and support all who have been affected by such damaging behaviour.

“By this everyone will know that you are my disciples, if you love one another” (John 13.35)

6. Safeguarding responsibilities

For contact details, see Appendix 1

6.1. Trustees

The Trustees have ultimate responsibility for Safeguarding on behalf of the Charity.

6.2. Safeguarding Coordinator

The Trustees have appointed ESTHER RAJA to be the Charity's Safeguarding Coordinator ("the Coordinator") to help them to fulfil their Safeguarding obligations. Within the Charity, the Coordinator's line manager is the SENIOR ELDER (SIMON PERCY).

Where there are any Safeguarding concerns and/or allegations, the Coordinator is responsible for collating and clarifying the precise details of the allegation or suspicion and, if appropriate, for passing this information on to the statutory agencies who have a legal duty to investigate.

Under the authority of the Trustees, the Coordinator will also work to:

- act as advocate for children, young people and adults at risk
- ensure the Policy is followed
- provide training and offer advice to our Church
- partner with statutory agencies as appropriate
- ensure the Policy is regularly reviewed and updated
- advise the Trustees and our Church on issues of good practice
- keep up to date details of current children's activities run by the Church and the name of the person who is responsible for each one
- register with the Church's safeguarding service provider as a Recruiter for the Church and to check and submit DBS forms for the Church.
- ensure that all those who need a DBS check obtain the required disclosure certificate and receive appropriate training on the Policy.

6.3. Lead Recruiter

The Coordinator will also act as the Charity's Lead Recruiter and is responsible for dealing with and processing applications for posts where DBS checks are required. The Lead Recruiter will maintain a database record for the Charity of all those who have DBS clearances, and of all Safeguarding training received by individuals in the Church.

6.4. Safeguarding Helpers

The Coordinator may choose to nominate one or more Safeguarding Helpers to assist with the administration of the Safer Recruitment process. This could involve sending reminders and information to those who need to complete a DBS check, keeping a register of those who have attended safeguarding training sessions etc.

The Coordinator has nominated HELEN PERCY (hmpercy60@gmail.com) to be their Safeguarding Helper.

6.5. Complaints

Any complaints regarding the handling of Safeguarding matters should be sent either:

a. By special delivery (registered mail) to:

The Safeguarding Coordinator

CHURCH OFFICE ADDRESS: 123 Stradbroke Grove, Ilford, IG5 0DP

b. By email to:

esthersraja@gmail.com

Alternatively, complaints may be sent by mail to the Trustees at the above address.

Complaints will be dealt with within a reasonable time period and the complainant will receive a written response to their complaint from either the Coordinator and/or the Trustees.

7. Recognising and responding appropriately to an allegation or suspicion of abuse

7.1. Recognising abuse and neglect

7.1.1. Adults at risk

Adult abuse may be defined as the mistreatment and violation of an individual's human and civil rights by another person. Abuse can take many forms and might be perpetrated by all kinds of people, including family members, a carer or an individual working with the adult in a health or social care capacity or in the context of Church activities.

Appendix 4 contains the following information:

- Definition of an Adult at Risk
- Definition of Abuse
- The Care Act 2014
- Examples of Adults at Risk
- The categories of abuse in adults and key indicators (set out in Care Act 2014)
- Other forms of adult abuse in the United Kingdom
- How to respond to an adult wanting to talk about abuse or concerns of abuse

7.1.2. Children and young people

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or by failing to prevent harm. Children may be abused within a family, an institution or within a community setting and often the abuser is known to, or in a trusted relationship with the child. Peers of a similar age to a child may also be abusers.

Appendix 5 contains the following information:

- Definition of a child
- The Four categories of Statutory Child Abuse
- Children who may be particularly vulnerable to abuse
- Further examples of recognising child abuse in the United Kingdom
- Recognising Signs of child abuse
- How to respond to a child wanting to talk about abuse
- Recording disclosures

REPORT OF AN ADULT AT RISK

The **worker** should:

- Write down the conversation as accurately as possible. (Include time/date/place/people present and factual observations).
- Contact the Safeguarding Coordinator within 24 hours (phone/email/in person).
- Save and forward any/all records to the Coordinator.
- Never approach the alleged abuser.
- Consider your own feelings, seek pastoral support if needed.

See 7.2 and Appendix 4

Emergency Situation

If you are concerned for an adult's immediate well-being/safety:

- Contact Police or Adult Social Care (Emergency Duty Team out of office hours)
- Contact Safeguarding Coordinator

The **Coordinator** will:

If the adult has care and support needs and it is unclear whether the concern warrants an official referral

- Contact Adult Social Care (LADO) and seek advice.
- Contact the church's safeguarding service provider and seek advice.

- Consider if the adult **has** capacity (p.47)
- Discuss concerns with the individual (Appendix 4)
- Support the adult to make a referral to Adult Social Care (LADO) or the police.

- Consider if the adult **does not have** mental capacity
- Contact the adult social care team (LADO)
- Consider if the church needs to develop a strategy/seek advice to address concerns

- Inform the Trustees of relevant issues
- Discuss the matter with the relevant church leaders
- Continue to observe and review concerns where possible, ensuring that accurate records have been maintained relating to the concern.

REPORT OF CHILD BEING ABUSED

The **worker** should:

- Write down conversation as accurately as possible. (Include time/date/place/people present and factual observations)
- If unsure whether to be concerned they can first discuss the matter with the Ministry Leader/Church Pastor.
- Contact the Safeguarding Coordinator (phone/email/in person).
- Save and forward any/all records to the Coordinator
- Consider your own feelings, seek pastoral support if needed.

See 7.2 and Appendix 5

Emergency Situation:

If you are concerned about a child's immediate safety or they are afraid to return home:

- Contact Police or Children's Social Care
- Don't discuss with parents/carers

The **Coordinator** will:

Child at risk of significant harm

- Contact MASH team to make a referral
- If by phone, follow up with written confirmation within 48 hours

Child NOT at risk of significant harm

- Consider alternative forms of support and help child/family access these.
- (may include CAMHS, Counselling, Health Visitor and Children's Services)

- Inform the **Trustees** and **relevant church leaders** of serious safeguarding alert as soon as it is practicable.
- Continue to observe and review concerns where possible. Re-activate process if concerns remain.
- Ensure accurate records have been maintained relating to the safeguarding concerns.
- Follow through with informing necessary agencies concerning alleged abuser involved.
- If alleged abuser is a worker for the Charity, follow procedures set out in **Section 10**.

7.1.3. Safeguarding awareness

We are committed to providing ongoing Safeguarding training and development opportunities for all workers (paid staff and volunteers) and to developing a culture of awareness of Safeguarding issues to help protect everyone.

All those working with children and young people in our Church will receive training on the contents and implications of the Policy from the Coordinator or other appropriate specialists.

All those working with adults at risk will receive training on the contents and implications of the Policy from the Coordinator or other appropriate specialists.

7.2. Responding to allegations of abuse

7.2.1. Where an allegation of abuse is received or abuse is suspected

The worker should make notes as soon as possible (preferably within one hour) of their suspicions or disclosures made to them by a child or adult at risk and should write down:

- exactly what the person said (using the child's/adult's own words/terminology, if possible)
- what the worker said in reply
- what was happening immediately beforehand (e.g. a description of the activity)
- dates and times of these events and of when the written record was made

The worker should then sign their written record and report all concerns as soon as possible to the Coordinator. If the worker is unsure whether to be concerned, they can first discuss the matter with the person responsible for the children's/youth work at the Church (where a child may have been affected) or with the senior pastor (where an adult may have been affected). However, the worker should not discuss suspicions with anyone else.

Having provided a verbal report to the Coordinator, the worker should then forward their written record to the Coordinator, and if their report has been typed, they should also forward any hand-written notes prepared prior to the typed version. All such written records will be kept for an indefinite period in a secure place in the Charity's offices by the Coordinator.

Once in receipt of the verbal and/or written report, the Coordinator will then deal with the allegation or suspicion, and where appropriate, will refer the matter on to the statutory authorities who have a legal duty to investigate.

If the Coordinator cannot be contacted (i.e. they are ill, on leave, not available), or if the suspicions in any way involve them, then the concern should be reported to the Trustees.

If urgent assistance is required and none of the above are available, then the report should be made to the Charity's safeguarding service provider, who operate a 24 hour telephone helpline.

It is important that the unavailability of the Coordinator should not delay a referral, where appropriate to: Social Services, the Police, the DBS Barring authority, the NHS, the Charity's insurers and/or the Charity Commission.

It is the right of any individual to make a direct referral to the Police or to other statutory agencies or to seek advice from the Church's safeguarding service provider, although we hope that members of the Church will use the procedure outlined in this Policy. If an individual believes that the Coordinator has not responded appropriately, they are entitled to contact an outside agency directly.

Where the matter may amount to a "serious incident", the Trustees may also need to inform the Charity's insurers and/or the Charity Commission. In such circumstances, the Coordinator will notify the Trustees and it will be the decision of the Trustees as to whether or not the report is made to the insurers or to the Charity Commission.

8. Safer Recruitment process

Our Safer Recruitment process has been put in place to minimise the risk of unsuitable people being approved to work with vulnerable groups within our Church. Subject to any exceptions specified below, until this process has been completed in respect of a person, and a satisfactory DBS certificate has been issued to that person, he or she will not be allowed to serve in any Regulated Activity role with either children or adults at risk.

Unless there are clear and justifiable reasons, we require that any person working with any group involving school children must be an active member of one of the Church's small groups. This is to ensure spiritual and personal accountability within the Church body.

All our online recruitment documents are confidential and encrypted and are safely stored on an indefinite basis by the Coordinator. Only the Coordinator can view the confidential online recruitment forms. The Coordinator may nominate a Safeguarding Helper to assist with the smooth running of the Safer Recruitment Process, however the Helpers tasks should be admin based tasks that do not require access to confidential information about individuals.

8.1. Summary of our Safer Recruitment process

The Coordinator will oversee and monitor the Safer Recruitment Process in respect of each worker until the process has been completed.

Where a person ("the Applicant") wishes to serve in a Regulated Activity role at Church as either a paid employee or as a volunteer, we will carry out the following process in respect of the Applicant:

1. The Coordinator or the rota leader will speak to the Applicant (who must be 18 years or older) about what the role entails, confirm their small-group involvement, explain the importance of safeguarding. The Coordinator will provide the Applicant with a job description, briefly explain our Safer Recruitment Process and the Applicant will be provided with the web links they need in order to begin that process.
If for a legitimate reason (work, distance from Church to home, etc.) it is not possible for the Applicant to be an active member of a small group within the Church, they must have written approval from the pastor. This must be submitted to the Coordinator before the Applicant is allowed to serve.
2. The Applicant will submit an online Application form and give us their consent to proceed with a DBS check in their name.
3. The Applicant will submit an online Self-Declaration form and be encouraged to provide details of any criminal record and/or other reasons which may make them unsuitable to work with either children or adults at risk.
4. The Coordinator will contact the Applicant's two referees (who must not be family members) and submit the Online Reference form. If either referee has any concerns, the Coordinator will note them electronically or in writing.
5. The Coordinator will electronically submit the Applicant's DBS Application. Where the Applicant already has an "acceptable" DBS certificate which was received in a different context, the Coordinator will have the option upon seeing the original paper certificate, to rely upon that rather

than making a new application to the DBS. The Coordinator will determine if such a certificate is “acceptable” based on the latest guidance from the DBS.

6. The Applicant will sign and submit the online Code of Conduct for working with Children (**Appendix 7**) and/or the online Code of Conduct for working with Adults at Risk (as appropriate).
7. If the DBS check is completed and the DBS notify the Coordinator that their checks have come back “clean”, then:
 - 7.1. the Coordinator will record the details of the DBS certificate which has been granted;
 - 7.2. the Coordinator will inform the Applicant that they may now serve in the agreed Regulated Activity role.
 - 7.3. The Coordinator will invite the Applicant to attend a Safeguarding training session as soon as possible. Whilst the Applicant will be able to start serving on the agreed rota from this time forward, they will be required to attend a training session within six months unless they can show documentary proof of similar recent training obtained elsewhere. If the Applicant does not attend the training within 6 months, they will be required to temporarily stop serving in their regulated activity role until they have been able to attend the training.
 - 7.4. The Coordinator will request that the Applicant sign-up to the DBS Update Service within 30 days of the DBS being issued.
8. However, if the DBS check is completed and the DBS notify the Coordinator that their checks have come back “blemished”, then the Coordinator will invite the Applicant to a meeting and will ask them to bring their original DBS certificate and to explain what is noted there. The Coordinator may subsequently need to carry out further enquiries and/or seek additional advice and will conduct a written risk assessment which will be retained indefinitely in a secure place by the Coordinator.

Only if the Coordinator is then satisfied that the information recorded on the DBS certificate and the incident/s to which it relates does not make the Applicant an unsuitable person to work in the regulated activity role, will steps 7.1 to 7.4 (above) be carried out and the Applicant will be allowed to serve in the agreed Regulated Activity role. An individual who has committed an offence against a child or who, for any other reason is considered by the Coordinator to be unsuitable to work with children or adults at risk, will not be appointed to a role with children and young people or with adults at risk (as appropriate).

The Coordinator is not permitted to keep records of the results of a DBS check (whether it is blemished or not, nor the facts pertaining to the blemish) for more than 6 months. However, the Coordinator will maintain a database that records the key data from the Safer Recruitment Process as evidence that the Safer Recruitment Process has been adhered to. No physical copies of any DBS certificate will be retained by us.

8.2. Which workers will be required to complete the Safer Recruitment process?

All persons who are aged 18 years or over and who apply for Regulated Activity roles with children (including those who help in the crèche), young people or with adults at risk will be required to go through our Safer Recruitment process and to apply for an Enhanced DBS certificate through the DBS where it is legal to do so.

Individuals under the age of 18 may be allowed, if invited by the group or ministry team leader, to help out with children (under adult supervision). They cannot be counted into the adult/child ratios or bear any responsibilities. Young leaders under 18 years (but at least in Yr 11 at school) will:

- sign the Safe Practice Code of Conduct
- be given the Church's safeguarding service provider's guide on how to deal with disclosures of abuse.

If a person is not working in a Regulated Activity with children or young adults but they supervise, teach, train, instruct and/or care for children, or provide advice and/or guidance on wellbeing or drive a vehicle only for children on more than one occasion then they are eligible for an Enhanced DBS check but without a search of the barred lists. Such workers will have to complete the Safer Recruitment process.

Those workers who have 'infrequent contact' with children (like those helping out with children at events such as holiday clubs or those who give children lifts to Church events from time to time) are now required to complete our Safer Recruitment process and to obtain an Enhanced DBS check (without the barred lists being searched). If such workers already have an Enhanced DBS certificate with checking of the Barred Lists (which is less than 3 years' old), then further checks may not be required.

If any worker has been sent to serve with us by a third party organisation it may be that the third party has already required its workers to undergo a thorough vetting process that includes police checks and references.

If such a person will be working with children or adults at risk the Coordinator will need to check with the third party that they have done all the proper checks and, in addition, the Coordinator will require the worker to complete our Safer Recruitment Process and to attend relevant Safeguarding training.

The Trustees are required to complete the full Safer Recruitment Process, obtain enhanced DBS certificates (without the barred lists) in their capacity as Trustees and to attend regular Safeguarding training.

The Church Pastors and their wives together with the Church elders and their wives will also be required to complete the Safer Recruitments Process, including the acquisition of a DBS certificate as a Pastor, Assistant Pastor, Sunday School Teacher, Youth Worker, Driver of Adults at Risk (in certain circumstances only) or something similar and will be required to attend regular Safeguarding training.

The only individuals that are exempted from our Safer Recruitment Process are those whose contact with children will always be under the supervision of the child's parents/carers (e.g. during a parent and toddler group). However, we will require the overall leaders of such groups to complete the Safer Recruitment Process and to attend Safeguarding training.

Advice can be sought from the Coordinator or from the Church's safeguarding service provider regarding whether DBS checks can/must be sought for a specific role.

8.3. Additional checks for workers who have lived overseas

8.3.1. Employees recruited from overseas

When recruiting workers from overseas, we will follow the Safer Recruitment Process.

All candidates for posts that are eligible for a DBS check, must make an application (in their own time and at their own expense) and receive a satisfactory DBS check before confirmation of their appointment. If the Church is considering an applicant with substantial or sole overseas residency, a DBS Check in this country may have little value because it is unlikely to pick up charges or convictions relating to offences committed overseas.

Therefore, in addition to requiring such workers to complete the Safer Recruitment process, we will also need to make additional efforts to minimise the risk that the worker may be an unsuitable person to work with children, young people and/or adults at risk. In such circumstances, even if the worker has obtained a satisfactory Enhanced DBS, the Coordinator will:

- Require the worker to obtain either a criminal record check or a 'Certificate of Good Conduct' from all countries where the worker has resided in the past five years; or
- Where the criminal record check or Certificate of Good Conduct cannot be obtained, or has not been supplied by the country or countries concerned within 90 days of the request having been made, seek two additional references from the Pastor of their overseas church and from another senior leader of that church. Once those references have been received, the Coordinator will carry out a written risk assessment before making a formal recommendation to the Trustees. The Trustees will then decide whether to allow the worker to serve in the Regulated Activity role.

8.3.2. Other workers who have lived or worked overseas

Likewise, applicants for an Enhanced DBS certificate to work with children and/or adults at risk who have previously lived or worked outside the UK for over three months within the previous five years must undergo the same rigorous checks. If any of the applicant's addresses disclosed in their DBS application are overseas, even if the worker has obtained a satisfactory Enhanced DBS, the Coordinator will:

- Require the applicant to obtain either a criminal record check or a 'Certificate of Good Conduct' from all countries where the applicant has resided in the past five years; or
- Where the criminal record check or Certificate of Good Conduct cannot be obtained, or has not been supplied by the country or countries concerned within 90 days of the request having been made, seek two additional references from the Pastor of their overseas church and from another senior leader of that church. Once those references have been received, the Coordinator will carry out a written risk assessment before making a formal recommendation to the Trustees. The Trustees will then decide whether to allow the worker to serve in the Regulated Activity role.

8.4. Repeat checks

Workers with children and adults at risk will be given opportunities to meet together to discuss work programmes and areas of concern. This will take place at the leaders' meetings of the respective groups. Children's workers will be reviewed on a regular basis, through regular meetings and discussion with Children's/Youth Worker leads.

Subsequent DBS checks will be obtained for all relevant workers every three years.

However, where the worker has already signed up to the DBS Update Service and has granted us consent to use that information, we will check the worker's online DBS certificate every 18 months.

If the worker has a DBS certificate on the Update Service that has been obtained through another organisation, the Coordinator will have the discretion to accept the 'external' DBS check as long as it is 'like for like' (i.e. if the external DBS check is an enhanced check for a voluntary role with children, it would be equivalent to a voluntary role as a Sunday School Teacher or Youth Worker).

Every three years, all workers will be notified by the Coordinator (or the Safeguarding Helper) that the 3-year period is expiring and that they will need to complete a further Safer Recruitment Process as a way of determining their desire and continued eligibility to serve. Workers will be required to:

- Fill out an Application Form (revised for renewals);
- Sign the Code of Conduct; and
- Attend Safeguarding Training within 6 months of expiry.

Workers will also be urged to utilise the DBS Update service and to consent to having their DBS certificate checked on the Update Service every 18 months.

9. Pastoral care and working with offenders

9.1. Supporting those affected by abuse

We are committed to offering pastoral care and support to all those in the Church who have been affected by abuse.

Pastoral care will be offered without prejudice to all those who require it, including known sex offenders. Where pastoral care is offered to both the person affected by abuse and to the known offender, this will be offered by different people who are able to support those concerned impartially and effectively.

9.2. Our duties in respect of those who pose a risk

It is the nature of Christian outreach and ministry that some people who come to Church and seek to participate in Church activities will be sex offenders. Whatever our pastoral concerns for such people, our priority will always be the safety of the children and adults at risk within our Church. Where it is known or suspected that a person of concern is attending our Church and/or Church activities, we have a duty to discuss this with the local police, probation and/or social services (as appropriate).

This will help us to ensure that we are doing everything possible to keep children and adults at risk safe within our Church.

Due to the addictive and persistent nature of abusive behaviour, we recognise that those attending our Church who are known to pose a risk (having committed, or being the subject of an allegation of sexual or other crimes against children, young people or adults at risk), will need robust measures put in place to ensure that children and adults at risk are safeguarded.

9.3. Working with those who pose a risk

We undertake to treat all applicants for positions within our Church fairly and not to discriminate unfairly against the subject of a DBS disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily bar an individual from working or volunteering in positions within our Church.

9.3.1. Staff recruitment

We operate a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows us to carry out a clear risk assessment in order to determine whether or not the conviction information is relevant to the position applied for. This will take account of:

- The nature of the conviction and 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 the offence took place.

As part of our recruitment policy, we will request the appropriate level of DBS check (if this is a requirement of the position) at the final part of the recruitment stage, when a position has been offered. Should we then decide that the information disclosed is relevant to the post applied for, we will withdraw the offer of employment and notify the applicant accordingly.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred. It is also an offence to make an application to be considered for such work.

It is an offence for an organisation to offer regulated work (paid or voluntary) with children and/or adults at risk to someone who is barred or to fail to remove a person from regulated work if the organisation has been notified that they are barred.

9.3.2. Church participation and contracts of care

When someone attending our Church is known to have abused children, or may pose a danger to adults at risk, we will ensure that the individual has appropriate supervision and is offered pastoral care. In addition, we will set boundaries for that person which they will be required to keep and we

will make use of risk assessment and/or Contract of Care agreements. Where required, the Coordinator will seek advice from legal counsel and/or the Church's safeguarding service provider and/or the Police and Probation Service.

When it is known or suspected that a sex offender is attending our Church ministries or activities, we will take the following steps:

- If the offender self-discloses their offending past or the Church is notified of the offences by other agencies the Coordinator will notify the Trustees and, where required seek additional advice.
- If the suspected offender has not self-disclosed, the Coordinator should meet with them together with one or two members of the Church's leadership.
- Where it is confirmed that the person is a sex offender or other serious offender, the Coordinator will make it clear to the offender that, in everyone's interests, they will contact the police and social work department of criminal justice to ensure appropriate arrangements are put in place.
- The Coordinator will, where appropriate, communicate with the other agencies and will prepare a suitable risk assessment, addressing how the offender can be properly supported to enable them to participate safely in the activities of the Church. Where appropriate, the responsible agencies will share with the Coordinator relevant details of the Multi Agency Public Protection Arrangements (MAPPA) risk assessment for the offender. (MAPPA is the process through which the police, probation and prison services work together with other agencies to assess and manage violent and sexual offenders in order to protect the public from harm.)
- A bespoke Contract of Care will be drafted by the Coordinator or our legal advisers outlining the proposed arrangements for the management and support of the offender.
- The Coordinator will arrange for the Church's Senior Pastor to establish a "Contract of Care team" which will comprise the Senior Pastor, another senior leader from the Church and, if possible, one leader from another church (see 9.4 below). The Coordinator and the Contract of Care team will then meet with the offender to seek their agreement to the proposed contract. This contract will then be signed and dated by all parties (i.e. the offender, the Coordinator and the Contract of Care team).
- If the offender refuses to sign the Contract of Care, the Church's Senior Pastor and the Coordinator will inform the offender that they can no longer attend our Church or activities.
- Following the signature of the Contract of Care, the Contract of Care team will monitor the offender's compliance and any breaches will be notified to the Coordinator and be reported under the terms of MAPPA.
- If the individual under one of our Contracts of Care wishes to attend a Church event where children and/or adults at risk are present, then the Contract of Care team should notify the event organisers without identifying the individual concerned. A bespoke Contract of Care will be created for that event by the safeguarding coordinator responsible for the event or by appropriate legal counsel and it will be signed in advance by the individual concerned and other relevant parties. In addition, a "chaperone rota" for the individual concerned will also be created in advance by the Church. The chaperone rota will last for the duration of the event (or for whatever portion of the event the offender attends) and will ensure that the individual is properly chaperoned at all times.
- If the individual fails to abide by the boundaries set out within the Contract of Care, the Coordinator will contact the police for advice and the Senior Pastor and the Coordinator will together inform them that they can no longer attend our Church or activities.

- If the individual stops attending the Church, the Contract of Care team will notify the Coordinator and the Coordinator will inform the Police Child Protection team and, where relevant Probation services. The Coordinator may also notify the senior pastors of local churches that this individual may be looking for another local church and that the Coordinator should be informed if he or she starts to attend (without sharing any details of the individual other than their name).
- Information regarding the individual and their offence/s, details of the members of the Contract of Care team and the contents and existence of a Contract of Care are to be kept confidential by the Coordinator and Trustees. The information must not be shared with other staff or Church leaders unless the Coordinator and/or the Trustees have agreed (in advance) that there are sound safeguarding reasons for the confidential information to be securely disclosed to one or more staff or Church leaders for the protection of children and/or adults at risk.

9.4. Contract of Care team

- It is best practice that one of the Contract of Care team attends a different church from the one that the offender attends. If it proves difficult to include a leader from another church, the Senior Pastor may seek permission from the Trustees to only include leaders from the Church which the offender attends. However, the Trustees will only provide their consent where the request can be properly justified and they are satisfied that the proposed participants are appropriate.
- The Contract of Care team will function in liaison with the Police and, where relevant, Probation services.
- The Contract of Care team will undertake a regular review of the contract at intervals.
- The Contract of Care team will send an annual report on the offender to the Coordinator.

10. Dealing with allegations of abuse against workers

10.1. Summary of procedures

Allegations of abuse against workers (paid staff or volunteers) are comparatively rare and we will treat them seriously and respond to them immediately.

- If the worker against whom the allegation is made has any contact with children, the Coordinator should be notified immediately and they will seek the advice of the local Children's Social Services (M.A.S.H Team) and/or the police before reporting to the Trustees and arranging for any action (such as suspension of employment) to be taken.
- Similarly, the Coordinator will contact local Adult Social Services (L.A.D.O.) or the police where there are concerns about a worker's behaviour with adults.
- Where an allegation is made against a volunteer, the Trustees may choose to temporarily require the volunteer to discontinue their involvement in the Regulated Activity whilst an investigation is conducted. This would certainly be the case where there is evidence that further harm may come to children or adults if they are not removed from duties.

- Where an allegation is made against an employee, the best course of action (for example, suspension or change of duties) will be decided by the Trustees in liaison with the Coordinator and after consultation with relevant outside agencies. Serious consideration will be given to suspending the worker where there is evidence that further harm may come to children or adults if they are not removed from duties (albeit temporarily).
- The Trustees may choose not to suspend the employee, but to revise the worker's job responsibilities so that they are removed from the activities involving children and young people or adults at risk whilst the allegation is investigated. During such situations, the Trustees will arrange for the worker to be closely supervised without raising suspicion during the period between the matter coming to the Charity's attention and the authorities being informed. Where employees are concerned, the Charity's Staff handbook contains more details regarding disciplinary and dismissal procedures
- We understand that some allegations may be made maliciously.

REPORTING ALLEGATIONS OF ABUSE AGAINST WORKERS (PAID/

Make notes of conversation/situation ASAP.
Notify the **Safeguarding Coordinator** (10.1)

The Coordinator will as appropriate:

- Inform Pastors/Ministry Team leaders on 'need to know' basis.
- Seek the advice of the local MASH (if abuse involves a child) / LADO (if abuse involves an adults) and/or the police within 24 hours. (10.2.1)
- Not speak to the worker of whom the allegation has been made.

*Before notifying the **Trustees** and arranging for any action (suspension/change of*

The Trustees, the Director of Charity Services, and the Coordinator will:

- In consultation with MASH / LADO decide the best course of action concerning the worker and their role/job. (10.2)
- Decide whether legal advice is required.
- Decide whether a report should be sent to:

The Trustees will:

- Make the final decision as to report to Insurers and/or Charity Commission.
- Allow the worker to have someone support them throughout the investigation process (10.2.6)
- Decide (after advice received from the local authority and /or the police) whether the worker ought to be suspended 'without prejudice' (10.2.5) and follow the disciplinary procedures (10.2.8)

10.2. Detailed procedures

The nature of the allegation may well dictate the response, particularly if it is of a serious nature that requires the involvement of the local Children's Social Services (M.A.S.H Team), the local Adult Services (L.A.D.O) and the Police.

10.2.1. Informing the local statutory agencies

Where the allegations are serious and involve children, the Coordinator will notify the local Children's Social Services (M.A.S.H Team). The M.A.S.H team will have a Designated Officer or team of officers who will have responsibility to ensure that all allegations of abuse against people working with children are dealt with fairly and efficiently.

Where the allegations are serious and involve adults, the Coordinator will contact the local Adult Services (L.A.D.O). Their Safeguarding Adult Boards (SAB) may provide specific local advice.

The Coordinator will appropriately involve the Designated Officer, the SAB and/or the Police where necessary in dealing with allegations against workers. In addition, where allegations have been substantiated or there is sufficient cause for ongoing concern regarding a workers' conduct with children, young people or adults at risk, the Coordinator will also need to liaise with the Trustees to determine whether a report should be sent to the Disclosure and Barring Service, the Charity Commission and/or the Charity's insurers.

10.2.2. Referring to the Disclosure and Barring Service

We have a legal duty under the Safeguarding Vulnerable Groups Act 2006 to make a referral to the DBS when:

- A. allegations have been substantiated or there is sufficient cause for ongoing concern regarding a workers' conduct with children, young people or adults at risk; and/or
- B. we take the decision to 'dismiss or remove' a worker from working with vulnerable people. This would generally apply at the point at which the worker is cautioned or convicted for a 'relevant offence' or where they are believed to have engaged in 'relevant conduct' with a child or adult at risk.

Where the DBS determines that there is sufficient evidence, they have the power to place the worker on the list of those barred from working with children. Similarly, where there is concern about the conduct of someone who has worked with adults at risk, it will be appropriate that the worker is referred to the Disclosure and Barring Service for consideration to be added to the Barred List.

10.2.3. Reporting to the Charity Commission

As we are a charity, our Trustees are required to inform the Charity Commission when a '**Serious Incident**' has occurred and to make that report as soon as possible.

Under Charity Commission guidance, a Serious Incident occurs where a result has, or could, entail ‘... a significant loss of funds or a significant risk to the charity’s property, work, beneficiaries or reputation.’ A Safeguarding incident or allegation may amount to a Serious Incident because of the significant impact it may have upon the Charity.

As far as allegations of abuse are concerned, Charity Commission guidance states:

‘You (the place of worship or organisation) should report this if any one or more of the following occur:

- There has been an incident where the beneficiaries of your charity have been or are being abused or mistreated while under the care of your charity or by someone connected with your charity such as a trustee, member of staff or volunteer.
- There has been an incident where someone has been abused or mistreated and this is connected with the activities of the charity.
- Allegations have been made that such an incident may have happened regardless of when the alleged abuse or mistreatment took place.
- You have grounds to suspect that such an incident may have occurred.’

The Charity Commission states that these are ‘zero tolerance’ issues which would always be investigated by them. Serious incidents also include not having adequate safeguarding policies in place and the failure to carry out Disclosure checks on workers and trustees (where legally possible); in summary, anything that could affect the good reputation of the charity.

If the Coordinator believes that a report may be required, the Coordinator will consult with the Trustees and, where appropriate, seek legal advice. The decision as to whether or not to make the report to the Charity Commission will be made by the Trustees.

10.2.4. Informing the Insurers

Our Insurers may also need to be advised of a serious safeguarding incident in accordance with the terms and requirements of our policy. The Coordinator will discuss the matter with the Trustees and, where appropriate, seek legal advice. The decision as to whether or not to make the report to our Insurers will be made by the Trustees.

10.2.5. Suspension or dismissal of a worker

Where an allegation of abuse is made against a worker, depending on the nature of the allegation and any advice received from the local authority and/or the police, the Trustees will consider whether the worker ought to be suspended ‘without prejudice’, in other words without passing judgement on the validity of the allegation. The act of removing a worker temporarily from their role or part of their role is not necessarily an assumption of guilt but may simply be a wise precaution.

This action protects the worker from further allegations of abuse, the Charity from allegations of not dealing with the situation appropriately and, perhaps most importantly, the child, young person or vulnerable adult from further abuse or intimidation. However, such a step would only be taken in consultation with the statutory agencies and not before their advice had been sought.

10.2.6. Support for the worker

During any investigation, we will allow the worker to have someone to support them and represent their interests throughout the process.

If it turns out the allegation is a conduct or relational issue rather than abuse, we will ensure good personnel practices are observed to support the worker as well as the person(s) making the allegation.

10.2.7. Whistleblowing

We follow the principles contained in the Public Interest Disclosure Act 1998 and expect that all workers (paid or voluntary) will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the Coordinator.

10.2.8. Disciplinary procedures

The Charity's disciplinary and grievance procedures are set out in the Charity's Staff Handbook.

Where allegations and concerns are being dealt with that may lead to suspension or which warrant further investigation, a thorough and robust disciplinary investigation will be undertaken to establish 'on the balance of probabilities' what occurred and how this may impact the suitability of the worker to remain in or return to post. This will be undertaken by the Trustees in liaison with the Coordinator and in consultation with the local authority and/or Police. We will not reinstate the suspended worker until satisfactory conclusions have been reached.

Even if the person against whom an allegation is made resigns to avoid action being taken, we will still report the matter appropriately, complete an investigation into allegations of abuse and take further action as necessary.

Appendix 1: Key contacts

<p>Safeguarding Coordinator (Day to day lead for all Safeguarding matters)</p>	<p>ESTHER RAJA (DSL) esthersraja@gmail.com HELEN PERCY (DEPUTY DSL) hmpercy60@gmail.com</p>
<p>Trustees (Ultimately responsible for Safeguarding)</p>	<p>RICKEY RAJA rick@ancbc.org SIMON PERCY simon@ancbc.org DAVID GIBBS davidgibbs@x5g.com</p>
<p>Advisers (24 hour helpline open to all)</p>	<p>Paul Harrison, Christian Safeguarding Services paul@thecss.co.uk Phone: 07960751778</p>
<p>Charity Commission</p>	<p>The Charity Commission PO Box 211 Bootle L20 7YX</p> <p>Telephone: Helpline (available 9am to midday, Monday to Friday) 0300 066 9197 24-hour voicemail service 0300 065 2199</p> <p>Email: RSI@charitycommission.gsi.gov.uk</p>
<p>Insurers</p>	<p>INSURANCE BROKER EMAIL PHONE</p>
<p>Legal advisers</p>	<p>LEGAL ADVISERS EMAIL PHONE</p>

INSURANCE POLICY WILL BE TAKEN OUT IN THE FUTURE AND LEGAL ADVISORS NAMES WILL BE PUT IT SOON

Contact details for statutory services for children

LOCAL COUNCIL	RELEVANT AGENCY	TELEPHONE
REDBRIDGE COUNCIL	Multi Agency Safeguarding Hub (Children's Social Care) CPAT.referrals@redbridge.gov.uk	0208 708 3885
	out of hours (Emergency Duty Team)	0208 708 5897
	Police Child Protection Team - call 999 direct	999

Local Authority Safeguarding Adults Teams (L.A.D.O)

LADO (Local Authority Designated Officer)

Helen Curtis

Phone: 020 8708 5350

E-mail: helen.curtis@redbridge.gov.uk

<https://find.redbridge.gov.uk/kb5/redbridge/fsd/service.page?id=BF4fEKj2SCw>

Redbridge Safeguarding Adults Board

<https://www.redbridgesab.org.uk/for-professionals/>

Adult Social Care

Monday to Friday: 09:00-17:00

020 8708 7333

Out of hours

020 8554 5000

E-mail

Adults.Alert@Redbridge.gov.uk

Appendix 2: Safeguarding statement

(this is to be publicly displayed and made available in our Church)

ALL NATIONS CHURCH BARKINGSIDE & CLAYHALL (“the Charity”) and the Church leaders recognise the importance of our ministries with children and young people and adults at risk. We recognise the need to provide a safe and caring environment and are committed to protecting and promoting the welfare of those entrusted to our care.

We are committed to:

- Following the requirements of UK legislation in relation to safeguarding children and adults at risk and good practice recommendations.
- Exercising proper care in the appointment and selection of all those who will work with children and adults at risk, and ensuring that workers adhere to the agreed procedures of our Safeguarding policy.
- Supporting our Safeguarding Coordinator in her work and in any action she may need to take in order to protect children or adults at risk.
- Supporting all in the organisation affected by abuse.

We recognise:

- Safeguarding is everyone’s responsibility.
- Children’s Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child; and Adult Safeguarding services have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult at risk.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

We will review this statement and our Safeguarding policy and procedures annually. If you have any concerns for a child or adult at risk, please contact the Charity’s Safeguarding Coordinator:

ESTHER RAJA, esthersraja@gmail.com, 07814607951

Our Safeguarding policy has been approved by our safeguarding service provider and a copy is available from the Church administrator.

Signed by the Church’s Senior Minister/Pastor and Safeguarding Coordinator:

_____ Rickey Raja _____ Senior Minister/Pastor

_____ Esther Raja _____ Safeguarding Coordinator

_____ 09.07.2020 _____ [Date]

Appendix 3: Children's groups in our Church

WE DO NOT CURRENTLY HAVE A SUNDAY SCHOOL OR YOUTH GROUP GIVEN THE PANDEMIC, BUT WE PLAN TO AND BEFORE THERE IS ONE IN PLACE, THIS WILL BE FILLED IN

GROUP	PERSON RESPONSIBLE
GROUP 1	NAME
GROUP 2	NAME
GROUP 3	NAME
GROUP 4	NAME
GROUP 5	NAME
GROUP 6	NAME
GROUP 7	NAME

Other Ministries covered by the Policy

WE DO NOT CURRENTLY HAVE A SENIOR CITIZENS GROUP OR MERCY MINISTRIES DUE TO THE PANDEMIC, BUT WE PLAN TO AND BEFORE THESE MINISTRIES ARE LAUNCHED, THESE DETAILS WILL BE FILLED IN

GROUP	PERSON RESPONSIBLE
GROUP 1 (e.g. events for the elderly, care groups etc.)	NAME
GROUP 2	NAME

Appendix 4: Safeguarding adults at risk

The Care Act 2014

The Care Act 2014 (Care Act) came into effect in April 2015. The Care Act puts much greater responsibility upon local authorities to assess needs and investigate concerns. Whilst the term “vulnerable” adults was previously used, Government guidance now directs us to use the safeguarding term more broadly by way of thinking about ‘adults who are at risk of harm’.

Definition of “adult at risk”

“An adult at risk of abuse or neglect is defined as any person who is aged 18 years or over who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves.” **(Care Act)**

It should be noted that reaching a certain age or having a particular disability does not in itself mean that a person is at risk or vulnerable, any more than we are all at risk in certain situations.

Definition of abuse

Abuse is a “violation of an individual’s human rights and civil rights by another person or persons”

Essentially an “adult at risk” is someone who has care and support needs, whether or not those care or support needs are being met and; is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Examples of adults at risk

Some adults might be more at risk than others, and there are some times in life when risks may increase. All people may be vulnerable/at risk at some time or times of their lives. Vulnerability can be permanent or temporary (an example of temporary vulnerabilities might be a woman with postnatal depression who seeks medical help and other support and recovers after a period of time) and can be of a greater or lesser degree. It can be increased by various factors including any of the following:

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma

- English is not their first language
- Being detained in lawful custody

The categories of abuse in adults (and key indicators)

The Care Act provides guidance on the following categories of abuse as regards adults in the United Kingdom. They are as follows:

Physical

Definition: To inflict pain or physical injury, which is either caused deliberately or through lack of care.

Includes:

- Hitting, slapping and beating
- Shaking, pinching and pushing
- Kicking, burning and hair pulling
- Squeezing, suffocating, poisoning and using inappropriate restraint
- Giving inappropriate medication

Key indicators

- Cuts, lacerations, puncture wounds, open wounds, welts
- Bruising and discolouration- particularly if there is a lot of bruising of different ages
- Black eyes, burns, broken bones and skull fractures
- If the person is seen to have injuries that recur or are in the same place on more than one occasion or are without plausible explanation
- Any injury that has not been properly cared for
- Poor skin condition or poor skin hygiene
- Loss of hair, loss of weight and change of appetite
- Insomnia or unexplained paranoia, anxiety
- Person flinches at physical contact and/or keeps fully covered, even in hot weather
- Person appears frightened or subdued in the presence of a particular person or people

Sexual

Definition: the involvement in sexual activities to which the person has not consented, or does not truly comprehend and so cannot give informed consent. It may occur where the other party is in a position of trust, power or authority and uses it for sexual purposes.

Includes

- Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressured into consenting
- Indecent assault, incest, being forced to touch another person in a sexual manner without consent
- Making sexual remarks, suggestions and teasing
- Indecent exposure, being forced to watch pornographic material or sexual acts
- Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways

- Being spied upon while a person is undertaking personal care activities

Key indicators

- Emotional distress
- Mood changes
- Expressions of feelings of guilt or shame
- Itching, soreness or lacerations
- Bruises around the breast or genital areas
- Difficulty in walking or sitting
- Unexplained vaginal or anal bleeding
- Unexplained venereal disease or genital infections
- Disturbed sleep patterns
- Torn, stained or bloody underclothing
- Significant changes in sexual behaviour or outlook
- Preoccupation with anything sexual
- A woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant

Domestic

Definition: Domestic Abuse includes physical, sexual, psychological and financial abuse for those in family or close relationships as well as so called “honour” based violence. It can affect anybody regardless of their age, gender, sexuality or social status. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family and partner.

Psychological or emotional

Definition: Acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult’s emotional health and development or any other form of mental cruelty.

Includes

- Verbal abuse, mocking, coercing, threatening or controlling behaviour
- Bullying, intimidation, harassment or humiliation
- The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation
- Making someone feel worthless, a lack of love or affection, or ignoring the person.
- Preventing someone from receiving services or support

Key indicators

- Changes in mood, attitude and behaviour
- Becoming quiet or withdrawn or conversely becoming aggressive or angry for no apparent reason
- Denial and hesitation to talk openly
- Excessive fear or anxiety
- Changes in sleep pattern
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories
- Low self-esteem

- Unclear or confused feelings towards an individual

Financial or material

Definition: The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Includes

- Theft, fraud or embezzlement of monies, benefits or goods
- Exploitation or profiteering
- Applying pressure in connection with wills, property, inheritance, or financial transactions
- The abuse of influence, power or friendship to persuade a person to make gifts or change their will
- Being charged excessive amounts for services (such as minor building works on a property)

Key indicators

- Unexplained loss of money
- Missing personal belongings such as art, jewellery and silverware
- Deterioration in standard of living, not having as much money as usual to pay for shopping or regular outings
- Inability to pay bills, getting into debt
- Sudden changes in a person's finances
- Person unable to access their own money or check their own accounts
- Cheques being signed or cashed by other people without someone's consent
- Recent acquaintances expressing sudden or disproportionate interest in the person or their money
- Reluctance on the part of the family, friends or the person controlling the person's funds to pay for necessary food, clothes or other items
- Recent changes of deeds/title of home
- Inappropriate granting and/or use of Power of Attorney
- Sudden change or creation of a will to benefit an individual significantly

Modern slavery

Definition: Modern slavery is the practice of treating people as property; it includes 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

Definition: The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.

Includes

- Misuse of power that denies opportunity to some groups or individuals
- Ageist, racist, sexist, or abusive behaviour based on a person's disability
- Abuse linked to a person's sexuality
- Harassment, slurs or similar treatment

- Withholding services without the proper justification, or lack of disabled access to services and activities.

Key indicators

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

Organisational / institutional

Definition: The mistreatment or abuse of an adult by an organisation or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment.

Includes

- Neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's home.
- The inability of an institution to safeguard people from emotional or even physical harm and neglect
- Having fixed rules and routines by which people are controlled
- People prevented from doing things that are their rights
- No access to personal possessions or personal allowance.

Key indicators

- Being routinely referred to in a condescending fashion
- Disrespectful language and attitudes
- Being spoken to or treated like a child
- A person's privacy and dignity is routinely compromised
- Failure to recognise the individuality of people and applying a 'one size fits all' approach to support
- No evidence of support services' care plans that focus on the individual's needs
- Premises that are regularly understaffed

Neglect or acts of omission

Definition: the repeated deprivation of help that an adult needs which, if withdrawn, will cause them to suffer. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

Includes

- Failing to provide access to appropriate health, social care or education services
- Ignoring medical or physical care needs, including not giving someone proper food or assistance with eating or drinking
- Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves and others)
- Failing to provide safe, warm and comfortable environment
- Deliberately withholding aids, such as walking sticks or hearing aids
- Denying social, religious or cultural contacts

- Denying contact with the family
- Leaving alone or unsupervised

Key Indicators

- Person looking unkempt or dirty and had poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated
- 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 (e.g. no heating or lighting)
- Health and safety hazards in the living environment
- Untreated medical conditions, pressure sores, rashes, lice on the person
- Depression
- Person and/or carer have inconsistent or reluctant contact with Health and Social Services
- Callers/visitors are refused access to the person
- Prolonged isolation or lack of stimulation
- Person who is not able to look after themselves is left unattended and so put at risk
- Not being helped to the toilet when assistance is requested

Self-neglect

Definition: Self-neglect includes a wide range of behaviour neglecting to one's personal hygiene, health or surrounding and includes behaviour such as hoarding.

Other forms of adult abuse

Cyber abuse (cyber-bullying or cyber-stalking)

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

Self harm

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

Mate crime

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

Radicalisation and extremism

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

- Exposure to upsetting images
- Isolation from friends and family
- Psychological manipulation
- Sexual exploitation
- The risk of personal physical harm or death

Honour marriage/forced marriage

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

Historic abuse

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

Spiritual abuse

The Trustees share the view of the Evangelical Alliance, Christian Safeguarding Services, and many other specialist agencies that the term "Spiritual Abuse", sometimes suggested as an additional category of abuse, is both opaque and misleading and that it is more helpful to speak of "emotional and psychological abuse in religious contexts".

Abuse does not have to fit solely into any one of the categories, and often more than one type of abuse may be taking place. **If you are concerned about an adult at risk experiencing any of these forms of abuse, please contact the Coordinator, who will follow the necessary safeguarding procedures.**

How to respond to an adult wanting to talk about abuse or concerns of abuse

If you:

- Have a general concern about someone's well-being (changes in behaviour or living patterns);
- See or hear something which could be abusive;
- Are told that something has happened or is happening to them, or to an adult at risk, which could be abusive;

...do not delay!

Please pass on all concerns to the Coordinator within 24 hours. If they are not available or are implicated in the concern, speak to any of the Trustees. If an adult is in imminent danger of harm, contact the police or emergency services without delay and then inform the Coordinator.

How to deal with a disclosure from an adult

If someone discloses abuse directly, remember to:

- **Listen** - Take what is said seriously;
- **Reassure** - Tell them that they have done the right thing by telling you, and that you believe them;
- **Remain Calm** - No matter how difficult it is to listen to what is being disclosed. You have been chosen because the person feels able to talk with you. Do not show shock, alarm, disbelief or disapproval;
- **Be honest** - Do not promise full confidentiality or offer false reassurance;
- **Be open** - Do not ask leading questions, such as 'Did she hit you?'. It is not your role to investigate. *Do ask when the last episode of abuse happened.* As soon as you have enough information to concern you, stop probing.
- **Ask** - Request their consent to share information and seek help;
- **Explain** - Tell them that you are going to tell the Safeguarding Coordinator and give them a timescale;
- **Write** - Document everything that the adult at risk has told you, in their own words. You will need to record questions you asked as well as the answers or information given. This should be done as soon as possible after the disclosure and should include the time, date, place and your name and signature. The original document (handwritten and/or typed) must be passed on to and safely and securely retained by the Coordinator;
- **Report** - Contact the Coordinator within 24 hours and report the disclosure.
- A Safeguarding alert or concern is **not a pastoral issue in the first instance**. All concerns need to be directly reported to the Coordinator who in turn will discuss the matter with the relevant Church leaders and/or the Trustees at an appropriate time.
- **Keep quiet** - The concerns you have should be kept confidential between you, the adult concerned and the Coordinator. Based on the nature of the information disclosed, the Coordinator may need to inform the Trustees, the statutory authorities (like Adult Social Care Services), the Police, the NHS etc.
- **Never approach the alleged abuser**. Under no circumstances should you carry out your own investigation into the allegation or suspicion of abuse.

Communication difficulties

Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language, communication skills and disability. You may need to ask the person to repeat themselves or to check that you have understood what they said.

Mental capacity

Within Safeguarding, mental capacity is whether or not someone has the capacity or ability to make decisions about themselves and their safety and well-being. There is a fine balance between the individual's rights to autonomy and their need for protection.

Capacity is not a universal concept. It must be applied in a specific context: is the person able to make this specific decision at this particular time? Adults are presumed to have capacity to make all

decisions about themselves. Those who work with them should use every endeavour to obtain the decision from the adult. Where an adult lacks capacity or may lack capacity, advice can be obtained from local Adult Social Services if there is uncertainty about an important decision or a situation where harm may occur. If urgent, the Coordinator can make an immediate referral to the relevant local council's Adult Social Care Services for advice.

In terms of the Mental Capacity Act 2005 and the Mental Health Act 2007, adults should be asked for their consent and their wishes and feelings should be ascertained before we take any action. To give consent, they should be able to understand and retain relevant information that is being given to them, believe it to be true and, weighing it in the balance, be able to make a choice. All actions should be based on a presumption of mental capacity and on the consequent right of an adult to make their own choices in relation to their own lives.

What if the adult does not want help?

The mental capacity of the adult at risk is vital in deciding what should be done. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

If the adult at risk does not want help it may still be necessary for the Coordinator to inform the police or Adult Social Care Services, who can put a Safeguarding plan in place so that, as far as possible, the adult continues to be protected. This is particularly important:

- When the person lacks the mental capacity to make such a choice;
- When there is the risk of harm to others;
- In order to prevent a crime.

It is important that the individual knows where to get the appropriate help and support if they should change their mind.

Procedures where there is concern for an adult at risk

The Coordinator 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 at risk is in immediate danger or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.
- Contact the local Adult Social Care Team (L.A.D.O), who has a statutory responsibility to investigate allegations of abuse, for advice. Alternatively, seek advice from the Church's safeguarding service provider.
- Notify the responsible Church leaders and the Trustees.

Appendix 5: Safeguarding children and young people

Definition of a child

Legally, a child is a person from birth to their eighteenth birthday.

The four categories of statutory child abuse

There are four categories of statutory child abuse in the United Kingdom. They are as follows:

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations 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;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse;
- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at (including online and with mobile phones), or in the production of, pornographic materials, watching sexual activities or 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.

Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age consenting partners is not usual. However, where a child is under the age of 13, it is classified as rape under s5 Sexual Offences Act 2003.

Neglect

Neglect is the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

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

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

Children who may be particularly vulnerable to abuse

The following categories of children are especially vulnerable. Those who are:

- Disabled or have special educational needs
- Young carers
- Living in a domestic abuse situation
- Affected by parental substance abuse situation
- Affected by mental health issues
- Asylum seekers
- Living away from home
- Vulnerable to being bullied, or engaging in bullying including online, homophobic, racist bullying
- Living in temporary accommodation
- Live transient lifestyles
- Missing education

- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- Vulnerable to extremism or radicalisation
- Involved directly or indirectly in sexual exploitation or trafficking
- At risk of female genital mutilation or forced marriage
- Not English speakers

Further examples of recognised child abuse in the United Kingdom:

Online crimes

Children are particularly vulnerable to abuse online. E-safety risks to children include cyber-bullying, the invasion of privacy, accessing inappropriate materials such as pornography, and communicating with strangers (online grooming).

Child sexual exploitation

This a form of child abuse. It occurs where anyone under the age of 18 is persuaded, coerced or forced into sexual activity in exchange for, amongst other things, money, drugs, alcohol, gifts, affection or status. Consent is irrelevant, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and may occur online.

Possible indicators of child sexual exploitation:

- Bruising consistent with physical or sexual assault
- Reports from reliable sources that a child has been seen in localities (hot spots) where those involved in harbouring, grooming and abusing children frequent
- Being contacted by unknown adults (male or female) in person, by mobile phone, text, chat rooms or email.
- Development of relationships, usually with someone older, who encourages dependence, loyalty and isolation from safe relationships and controls the relationship by manipulation, violence and threats.
- Persistent absconding or late return with no plausible explanation
- Being picked up by unauthorised adults in cars
- Returning from absconding looking well cared for, despite having no known base
- Estranged from family
- Acquisition of money or possessions without plausible explanation
- An adult loitering outside the home to meet the child
- Self-harming/offending behaviour
- Alcohol and other drug misuse
- Persistent truanting from schools
- A young person spending long periods of time in 'chat rooms'/ given access to inappropriate websites
- Sexually transmitted diseases and /or unplanned pregnancy

- Low self-esteem/self-worth
- Young gay/bisexual male exploring sexuality in an unsupported way

Domestic abuse

This is defined as any incident or pattern of incidents 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 gender or sexuality. This can encompass but is not limited to psychological, physical, sexual, financial or emotional abuse.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Spiritual abuse

The Trustees share the view of the Evangelical Alliance, Christian Safeguarding Services, and many other specialist agencies that the term "Spiritual Abuse", sometimes suggested as an additional category of abuse, is both opaque and misleading and that it is more helpful to speak of "emotional and psychological abuse in religious contexts".

Radicalisation and extremism

Protecting children from the risk of radicalisation should be seen as part of an organisation's wider Safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

In July 2015, the Prevent Duty of the Counter Terrorism and Security Act 2015, came into force. The Prevent Duty places a duty on a wide variety of public bodies (including organisations and childcare settings) to have due regard to the need to prevent people from being drawn into terrorism.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways or settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with other Safeguarding risks, staff and volunteers should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Workers should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme. Radicalisation is an increasing concern in relation to security issues and the welfare of children and young people who become involved.

The process of radicalising children and young people frequently involves:

- Exposure to upsetting images
- Isolation from friends and family
- Psychological manipulation
- Sexual exploitation
- The risk of personal physical harm or death.

Child abuse linked to faith or belief (witchcraft and spirit possession)

The death of Victoria Climbié in London brought to the forefront this deeply ritualistic practice and theology, whereby in some churches it is common place to believe that children and sometimes adults are demon possessed. Children and adults who behave differently to the expected norm can quickly become victims of this type of abuse. In many cases there is a lack of understanding or a cultural unacceptance of disabilities. In these cases, it is often wrongly assumed that if someone has a disability that they are demon possessed and the belief is that you can do anything to try to get the demon out even if it causes significant harm. This practice is dangerous and abusive.

Female genital mutilation (FGM)

Female genital mutilation is also known as female circumcision or female genital cutting, and in practising communities by local terms as 'tahor' or 'sunna'. It is a form of child abuse which can have devastating physical and psychological consequences for girls and women. Since 1985 it has been a serious criminal offence under the Prohibition of Female Circumcision Act to perform FGM or to assist a girl to perform FGM on herself. In 2003, the Female Genital Mutilation Act tightened this law to criminalise FGM being carried out on UK citizens overseas.

Girls from the Somali, Kenyan, Sudanese, Sierra Leonean, Egyptian, Nigerian, Eritrean, Yemeni, Kurdish and Indonesian communities as at most risk of FGM.

Risk factors and signs to be aware of;

- Coming from a community that is known to practice FGM;
- Having a mother, sister or member of the extended family who has been subjected to FGM;
- A child being taken back to her family's country of origin at the beginning of the summer holiday. This allows time for her to heal from the procedure before returning to the UK;
- An older female relative visiting from the country of origin who may perform FGM;
- Girls who spend unusually long periods of time in the bathroom.

Forced marriage

A person has the right to choose who they marry, when they marry or if they marry at all. Forced marriage is when a person faces physical pressure to marry (for example, threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if they are made to feel like they are bringing shame on their family). Forced marriage is illegal in England and Wales. This includes:

- Taking someone overseas to force them to marry (whether or not the forced marriage takes place).
- Marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not).

Recognising signs of child abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered:

Possible signs of physical abuse

- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures, scalds etc. which do not have an accidental explanation
- Aggression towards others
- Fear of parents being contacted
- Improbable and conflicting explanations for injuries
- Fear of returning home
- Withdrawal from physical contact

Possible signs of sexual abuse

- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity is documented through words, play, drawing, testimonials or writing
- Use of sexual language
- Knowledge of sex and sex acts beyond their years
- 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
- Poor self-image
- Suicide attempts
- Presenting with STDS
- Presenting with underage pregnancy

- Self-harming
- Victim of child sexual exploitation gangs (grooming)

Possible signs of emotional abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying
- Low self-esteem
- Depression
- Poor peer relationships
- Self-harming
- Does not join in/has few friends
- Fear of parents being contacted

Possible signs of neglect

- Dirty, unkempt appearance
- Frequent hunger
- Frequent accidents or injuries
- Underweight
- Untreated medical problems
- Sparse hair
- Inadequate clothing
- Child is Self-harming/Using Drugs/Alcohol
- Child is angry and aggressive
- Home is dirty and unsafe

How to respond to a child wanting to talk about abuse

General points

- Listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Give reassuring nods or words of comfort ('This is not your fault', 'You are doing the right thing talking to me', 'You are very brave')
- Keep calm - do not overreact
- Do not be afraid of silences
- Clarify or repeat back to check what you have heard, if needed.
- Look at the child directly
- Be honest

- Tell the child you will need to let someone else know – **never promise confidentiality**
- Explain what you intend to do and don't delay in taking action
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information (no leading/investigative questions). If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen
- Do ask when was the last time that the abuse happened
- **Do not speak to the (alleged) abuser** about what has been disclosed

Helpful things you may say or show

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

Don't say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else!

Concluding

- Reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens.
- Contact the Coordinator for advice immediately.
- If the child is in immediate danger/at risk (deliberate injury is suspected, there is concern for a child's safety, the child is afraid to return home or they say that they intend to take their own life), then the police/ambulance service/local Children's Social Service (M.A.S.H Team) **need to be contacted straight away** by the staff member, volunteer or Coordinator and the child should be kept with the staff member or volunteer until help arrives.
- Child protection issues warrant a high level of confidentiality, not only out of respect for the child and the Church workers involved but also to ensure that information is not released into the public domain, in order to prevent compromised evidence (as the disclosure may become a legal matter in due course). Staff and volunteers should only discuss their concerns with the Coordinator, although where they are unsure as to whether something is worthy of concern, they may first speak with the leader of the particular ministry or their Senior Pastor. If the Coordinator cannot be contacted the staff member or volunteer may contact the Trustees directly. The person contacted will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

- Consider your own feelings and seek pastoral support if needed. Dealing with a disclosure from a child can be distressing. Staff and volunteers should recognise their own emotions and seek pastoral support from pastors and/or Church counsellors.

Recording disclosures by a child and reporting concerns

All those who work with children in our Church should know how to keep accurate, appropriate written records. All workers (staff or volunteers) should always keep an open mind when recording an observation or a disclosure and distinguish between fact and opinion, considering carefully which details to include or omit.

Written accounts of the observation or disclosure should be made as soon as possible (within the hour) after the event/concern is raised. They should contain the date, time, place, people present, anything said (verbatim if possible), what borough the child lives in (their home address if possible), what school they go to (if possible) and any action taken. The physical appearance or behaviour of a child at the time of the disclosure or observation should be recorded as factually and accurately as possible. The written record can include observations regarding parents and carers and details of family circumstances, where possible. Professional opinion should be set apart from factual observations and labelled as such. Judgemental language should be avoided. The written account of the disclosure or observation should be signed by the author. Handwritten and/or typed accounts of the disclosure or observation should be quickly passed to the Coordinator for safekeeping as soon as possible.

An immediate (if possible) discussion should then take place between the person with the concern and the Coordinator (in person, by telephone, via email or mobile phone text) to reduce the chances of something being missed and/or misinterpreted. Staff and volunteers need to share their observations, concerns, any action taken already and what action they think should be taken next with the Coordinator.

It is important that child protection concerns raised are handled sensitively and only shared with others on a need to know basis. Once the concern is shared with the Coordinator, they may seek advice from the local Child Social Services (M.A.S.H Team)/NSPCC Helpline/ the Church's safeguarding service provider as to whether a referral is necessary to protect the child.

The Coordinator is the first point of contact should a staff member or volunteer become concerned about a child at risk. It is their role to decide whether a referral is necessary to protect the child. They may ask for further information or for the staff member or volunteer to continue monitoring the child to help them make this decision. The Coordinator will then inform the Trustees and relevant Church leaders of a serious safeguarding alert as soon as is practicable.

Appendix 6: Gender identity

The following is Safeguarding practice guidance on issues that relate to gender and sexuality in children, young people and adults with care and support needs. This is not a statement on our theological position on this subject but an acknowledgement of our legal and pastoral obligations.

Summary of the main issues for children and young people

Regardless of our stance on gender identity, our workers may well encounter children or young people who are experiencing what is known as Gender Dysphoria (the condition of feeling one's emotional and psychological identity as male or female to be opposite to one's biological sex). In doing so, they may be at different stages of a journey that may or may not end up with them transitioning from their birth gender to the gender they most identify with.

Children cannot undergo a physical transition until they are at least 18, however, they may be undergoing treatment that is both psychological and hormonal, normally from the age of 16, depending on the diagnosis or pending a diagnosis. Younger children can be prescribed 'hormone blockers' which prevent the onset of puberty. This can only be done with a parent's consent. Most treatments offered at this stage are psychological, rather than medical or surgical. This is because the majority of children with suspected gender dysphoria don't have the condition once they reach puberty. Psychological support offers young people and their families a chance to discuss their thoughts and receive support to help them cope with the emotional distress of the condition, without rushing into more drastic treatments.

Therefore, any child or young person who is experiencing Gender Dysphoria will not have gone through a physical change except for some cases where before the age of 16 they are given hormone drugs to prevent the onset of their birth gender development in puberty. During this time there are both practical issues that can present in Church groups and organisations and also pastoral care issues which need to be thought through in order to fulfil our mandate to good safeguarding.

Practical issues

Toilet and changing facilities

It would be inappropriate for someone who has not undergone gender reassignment surgery to use changing rooms of the opposite sex to their birth gender where there is an open area for dressing/undressing. Where possible individual rooms/ cubicles should be provided. For example, many swimming facilities now have mixed gender changing areas with individual lockable cubicles. If you are planning sports activities that require changing, it may be helpful to plan this advance to avoid the need for changing in Church facilities which are not designed for individual privacy. Where a Church provides toilets that have a specific male/female designation, it would be useful to make sure that an

individual unisex accessible toilet is available too. If a smaller Church has individual toilets, then making them unisex is also a positive idea to remove any issues that may arise. Even though a Church or organisation may want to promote equality and provide facilities which match the gender a young person identifies with, their peers may be less accepting and this can cause more anxiety for the person involved.

Residential trips

As with changing facilities, there are often concerns as to how to arrange accommodation when organising residential trips which include a child or young person with Gender Dysphoria. The sleeping arrangements will need to be thought about before a trip is undertaken. It is possible that the child would prefer to have a separate room for example. Each individual case and trip needs to be thought of separately and in depth discussions should happen well in advance with any and all appropriate bodies.

A risk assessment will need to be done in advance which takes into account the fact that you are dealing with someone experiencing Gender Dysphoria. Again, it would not be suitable to place someone in a position where they are physically exposing themselves to peers of the opposite physical gender.

Pastoral issues

It is evident that the struggle for children and young people experiencing Gender Dysphoria can highly impact their emotional health. In some cases, there are also issues such as social withdrawal, anxiety, low mood, self-harm and suicidal thoughts.

During this time, it is essential that the child or young person receive pastoral support without it having an agenda to change or promote their choices either way.

- Confidentiality is paramount. We must not encourage discrimination by making it known that a child or young person is experiencing gender dysphoria.
- Keep a record of your conversation with a child and any advice given.
- Encourage them to speak to their parents, if they haven't already done so.
- If their parents are aware, make contact to share with them that their child has confided in you.

Think about the practical advice detailed above to help minimise any social anxiety around activities.

Pastoral care is mainly about giving time and a safe space to listen. Expressing personal views, for or against, should only ever be done at the invitation of the young person whilst always encouraging them to seek parental support.

Should they express thoughts of **self-harm or suicide**, make urgent contact with the Coordinator.

Safeguarding matters to keep in mind regarding gender identity

Bullying

Bullying is never acceptable regardless of beliefs or values. Should a child or young person with Gender Dysphoria experience bullying it should be dealt with in accordance with our behaviour policy.

Parental Pressure

Where a child discloses that their parent/s are becoming abusive in their attitude toward their gender identity we must follow our Safeguarding procedures to report their concern.

Legislation

The legislation that underpins this topic is the **Equality Act 2010**.

Appendix 7: Safe practice code of conduct for work with children and young people

This code of conduct supports our Safeguarding Policy. References to the **Coordinator** in this code refer to the Safeguarding Coordinator for the Charity.

This document covers areas of safe practice in relation to work with children and young people. All workers, whether paid staff members or volunteers, are expected to sign and adhere to the standards of safe practice outlined within this document. These guidelines have been established with advice from the Church's safeguarding service provider and reflect current best practice.

Groups not governed by this code are crèches within daytime Bible study groups, where childcare is arranged privately by parents attending the group, who remain responsible for their own children.

GROUPS COVERED BY THIS CODE INCLUDE:	SECTIONS OF THE CODE APPLICABLE TO WORK WITH EACH OTHER:
Sunday school classes (Reception to year 6)	1, 3 and 4
Youth groups (including evening socials)	1, 3, 4,5, 6 and 7
Dangerous club	1, 3 and 4
Crèche and pre-school age groups	1, 2 and 4

Within this Code of Conduct:

- 1. The supervision of children's activities**
- 2. Managing toileting in preschool classes**
- 3. Behaviour management**
- 4. Guidelines on touch**
- 5. Youth: Communications policy for Youth Leaders**
- 6. Youth: Solvents and Illegal Substances**
- 7. Youth: Tobacco and Alcohol**

1. Supervision of children's activities

Attempts will be made wherever possible to keep to the following ratio of adults to children, using as a guide the ratios required in regulations governing day-care for under 8's:

CHILD'S AGE	ADULT: CHILD RATIO
0 to 2 years	1:3
2 to 3 years	1:4
4 to 8 years	1:6
9 to 12 years	1:8 (not mandatory)
13 to 18 years <i>*18 year old in full time education</i>	1:10 (not mandatory)

- **No adult will be a lone worker with a child or group of children, except as part of a Church's youth mentoring or discipleship programme** (See section 5.1 of this Code).
- Where possible the gender of the adults should reflect that of the group: i.e. at least one man if boys are present and one woman if girls are present.
- If for any reason a worker is alone with a child, they should ensure that there is a second adult nearby or there are other workers or groups nearby. Workers will leave doors open when seeing a child individually.
- No person under 18 years of age will be left in charge of any children of any age.
- Children or young people attending a group will not be left alone at any time.
- A register of children or young people attending each group or activity should be kept, and a register of leaders.
- A record should be kept of any unusual activity or comments by members, recording what leaders witnessed (e.g. throwaway sexual comments, or particularly difficult behaviour). The purpose of this is to protect both children and workers. Such records must be passed to the Coordinator to be kept in a secure place. These records must be kept indefinitely.
- Any incidents, such as fights, including what action was taken by the leaders should be recorded on the accident/incident sheets to be kept with the registers. Spare copies of these sheets can be obtained from the Coordinator. Completed forms must be filed in a secure place.
- Any accidents or injuries should also be recorded on the accident/incident sheets. Parents and older children should be asked to sign the sheet.
- When transporting children ensure that it is with the knowledge of the team/leadership and that parental approval has been attained. All drivers must have a valid driving licence, valid insurance and must ensure that seat belt laws are complied with. If it is necessary to transport a child on their own (which should only be in exceptional circumstances) they should travel in the back of the car.

Young leaders

We are keen to support young people (in Year 11 onwards) in learning about ministry through involvement with children's work in the Church. At the same time, we recognise that young leaders must not be exposed to unreasonable levels of responsibility or risk.

With this in mind, young leaders who are in Year 11 or above will not be placed in a role that will require them to complete a DBS check. They cannot be counted into the worker-child ratios. They will however be asked to sign the online Safe Practice Code of Conduct for Work with Young People and be given the Church's safeguarding service provider's guide to dealing with disclosures of abuse.

Young leaders will be supported at all times in their roles by adult leaders.

Toddler groups

During toddler group sessions run by our Church, parents or carers are entirely responsible at all times for the children in their care.

Any concerns about children attending these groups should be referred to the Coordinator.

Babysitting arrangements

If babysitting services are offered to parents by our Church, e.g. for a Christianity Explored course, then the babysitters will need to have successfully completed an Enhanced DBS certificate to work with children, from the Disclosure and Barring Service.

2. Managing toileting within pre-school Sunday school classes

Within our Church, we are clear that for crèche-age children, leaders do not provide intimate care, such as nappy changes.

In crèche, if a child requires a nappy change, leaders contact the parent/carer (via text message) who then come to the child and provide the necessary care.

Once children move into Sunday school the procedures around providing intimate care need to be just as consistent across the entire team of leaders. Leaders need to be operating to clear guidelines in this area both to safeguard the children and protect themselves.

The following guidelines have been established with advice from the Church's safeguarding service provider and reflect current best practice.

Children aged under 3 years:

- The approach to managing toileting in children under 3 years will be consistent with that of crèche.
- Leaders will not provide intimate care to these children.
- Children who are not fully toilet trained should therefore attend Sunday school wearing a nappy/pull up.
- If a child in this age group requires a nappy change or to go to the toilet, a parent/carer will be contacted (via text message) and should then come and assist with taking their child to the toilet as necessary.

Children aged 3 and 4 years:

- Any help with toileting in children aged 3 and 4 years should be provided with the knowledge and agreement of the child's parents/carers.
- When taking children to the toilet, leaders should always consider the dignity of the child and ensure that as much privacy as possible is given.
- Children should be encouraged to use their own toilet cubicle.
- Leaders should avoid doing things for the child that the child is able to do for themselves.

If a parent/carer prefers to assist their own child with toileting, they should advise the group leaders of their preference. Leaders should then contact the child's parent/carer (via text message) as necessary.

3. Behaviour management: general principles for Sunday school teachers

Discipline is a team issue

- Each member of the team has a part to play.
- Agree roles and responsibilities.
- Identify each other's strengths.
- Be consistent, loving and predictable (the same behaviour produces the same consequences).
- When disciplining a child over poor behaviour, do not do so in a way that humiliates and do not do so one to one behind closed doors.
- Never use physical discipline.

Discipline is a planning issue

- Be aware that a poor lesson can result in poor behaviour, because the children are bored and frustrated. It does not follow that poor behaviour is always caused by a poor lesson.

Discipline is a gospel issue

- We work in a context of continual conversation with parents. We want to be speaking to parents about their children, irrespective of their child's behaviour. This acknowledges that we only teach because they have commissioned us to teach their children the Bible for an hour a week.
- Poor discipline prevents others from hearing God speak. That should be motivation enough to act.
- Seek to encourage with positive affirmation both the whole class and individuals, publicly and privately, whenever possible.
- Offer the child a way out by them changing their behaviour.
- Model forgiveness.

Managing poor behaviour

1. Explain to the child how their behaviour is falling below the standards you expect.
2. Warn the child that if behaviour continues to be poor, they will be asked to sit out from the class for a period of time.
3. The child should be sat in timeout for the duration of an activity or game. They may not participate in any way while they are there. They are expected to listen. Parents must be informed if this happens, as soon after the lesson as possible.
4. Warn the child that if after re-joining the class, the behaviour continues to be poor, they will be returned to timeout for a longer period of time.
5. If the behaviour makes it difficult to continue the lesson, then one teacher needs to collect a parent from Church to remove the child. Explain the reasons for this as a final warning, before you take this action. Alternatively, one teacher should take the child to the children's work coordinator to talk privately to the child in an open place.
6. Exclusion from children's work for a week would be appropriate for continued disruption of the class.

4. Guidelines on touch for those who work with children

- Keep everything public.
- A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. The team should be free to help each other by pointing out anything which could be misunderstood.

5. Youth 1:1 mentoring and communications policy

One to one mentoring / pastoral care

If a worker is working with young people as part of a Church mentoring and/or discipleship programme (for example, reading the Bible one to one with a young person of the same gender as part of the Church's youth work) or as part of a pastoral care team:

- The parents of the young people involved are required to provide their agreement (by letter or by email) that the one to one meetings may take place.
- One to one meetings should only be held in agreed places (for example in Church or in cafes), and should be in view of other people.
- A one to one meeting should have an agreed start and end time and the young person's parents should be notified that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of one to one meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demand, i.e. not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings.
- In the event of any pastoral concerns a leader may have about an individual member, a leader should take the issue to the parents or Church leaders.

Communications policy

This policy seeks to clarify and set the boundaries for communication between the youth leaders and members at our Church. All communication between youth leaders and members occurs on a strictly same sex basis – i.e. male leaders to male members and female leaders to female members (except where mass communication e.g. group emails/ Facebook messages sent out).

The context for all communication with members is that parents are responsible for their children rather than the youth leaders. At the beginning of each term a letter is sent to all parents explaining dates of events and parental consent is requested. All communication in this policy is assumed to be between leaders and members only.

To prevent relationships being misunderstood by a member or an outsider, leaders will not send more than five texts, emails or Facebook messages to one individual in any given week. All communication between leaders and members is to occur between the hours of 8:00am and 8:00pm. In circumstances where leaders are texted or contacted by members outside of these times, the leader will not reply until the following morning, except in cases of emergency. The only exception would be in the evening of a youth event (for example a social, which may not finish until 10pm) where communication asking for practical details can be replied to.

In all communication, leaders are encouraged to be above reproach and exercise wisdom to protect both themselves and the members from accusation or incrimination of any kind. Rather than hinder communication, this policy is intended to encourage youth leaders to communicate appropriately.

The table below outlines the current methods of communication:

	GROUPS FOR AGES 11–14	GROUPS FOR AGES 15–18
Text Messaging / WhatsApp	None	<ul style="list-style-type: none"> • Used to confirm details of attendance at social events and meeting one to one with members • Occasionally used to send birthday messages, encourage with Bible verses. Same gender only. • Not used for conversations or discussions of any nature. • If using WhatsApp, use group messaging where possible
Mobile Phone Calls	None	<ul style="list-style-type: none"> • Used only to confirm expected attendance at an event or a one to one meeting. • e.g. If leaders and members are at a venue waiting for another member's arrival, the leader may call to ask where they are. • Not used for any other communication or personal/pastoral work.
Landlines	None	<ul style="list-style-type: none"> • Used to confirm attendance at events or arrange meeting for one to ones where member does not have a mobile phone.
Facebook	<p>None</p> <p>Leaders are asked not to be Facebook friends with members of this youth group.</p>	<ul style="list-style-type: none"> • Facebook group created to communicate details of events, confirm details of and attendance at events • Only group members are allowed to be members of the Facebook group. The youth leader is the sole administrator of the group. The Facebook group is closed meaning that no-one outside the group has access to information or communication contained within the group. • Leaders will occasionally communicate via personal message on Facebook or via the members Facebook wall to confirm details of meeting for one to ones or to encourage with Bible verses etc. Same gender only. • Leaders and members are often friends on Facebook which gives members access to the whole of the leader's Facebook profile. The leader has to be above reproach in their Facebook behaviour. The member will have access to some content of the leader's other Facebook friends. • Facebook communication has proven to be the best form of communication with members and allows insight into one another's lives.

<p>Twitter</p>	<p>None</p>	<ul style="list-style-type: none"> ● Twitter accounts are generally not used by teenagers. However, where deemed beneficial, Twitter may be used as further aid for communicating information to members mid-week. ● All leaders have access to username and password for Twitter account but the lead use of this Twitter account will be the overall group leader. Other leaders wishing to tweet may do so from time to time. ● The Twitter account will be set to Private so that only approved people can follow the account. ● Users should be aware that tweets are stored indefinitely on multiple online search engines and that they are publicly available to members of the Press or anyone referred to.
<p>Other Social Networking e.g. Snapchat, Instagram, etc</p>	<p>None</p>	<p>None. NB. If leader profiles are public, then the content must be above reproach at all times.</p>
<p>Email</p>	<ul style="list-style-type: none"> ● May be used to confirm 1:1s only if parents are cc'd. Copies of emails are kept. ● Parents are informed in emails about details of advertised events. ● Where details change or new events are arranged, parents will be informed via email. 	<ul style="list-style-type: none"> ● Used to confirm details of and attendance at events. Copies of emails are kept. ● Email is used for administrative purposes only. No pastoral issues are discussed via email. ● Parents will be sent an email copy of group youth emails sent by leaders. They will not be copied in on young people's emails because this would frustrate young people!
<p>Chat Rooms and Online Gaming</p>	<p>None</p>	<p>None</p>

6: Youth solvents and illegal substances

- Workers should be alert to possession and use of illegal substances.
- If a worker becomes aware that a child or young person may be abusing solvents they should be encouraged to seek professional help from their doctor or a counsellor specialising in this area.
- It is a criminal offence to allow anyone attending an activity run by our Church to supply illegal drugs or use them on the premises.
- We have a zero tolerance policy on all illegal substances.
- All youth attending any of our services and events must be made aware of our zero tolerance approach to illegal substances.

For the child involved:

- Ask them to stop, warning them of the consequences if they do not (e.g. ban from the group).
- Inform parents/carers if the young person is under 16 years.
- Inform the parents/carers if the young person is over 16 years (with the young person's permission).
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. possibly informing the police).
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place and inform the Safeguarding Coordinator, if they have not already been informed.

7. Youth: tobacco and alcohol

- There is a smoking ban in all enclosed public spaces throughout the UK and a no-smoking policy should therefore be enforced within any buildings used by our Church.
- From October 2014, the ban on smoking has now been extended to smoking in a vehicle with children present (in England and Wales).
- It is also illegal for anyone under the age of 18 in England and Wales to be sold cigarettes (or other products like roll-up tobacco and cigars) over the counter or at a vending machine.
- There are also strict regulations on the sale and consumption of alcohol where children and young people are concerned. No alcohol will be sold at our events to any person under 18 years. Proof of age will be requested if a worker is unsure whether it is legal to sell an individual an alcoholic beverage.
- Workers do not have the right to confiscate alcohol found in a young person's possession but they can enforce a no-alcohol policy.
- There may be occasions where it is felt necessary to inform parents /carers that a child/young person has been drinking, particularly if they are under the influence or that there are concerns for their health or safety. This should be discussed with the Safeguarding Lead at the event and/or the Coordinator.

[An electronic copy of this Code of Conduct must be signed, dated and submitted to (and retained by) the Coordinator by all staff and volunteers who work (via 'Regulated Activity' or via 'infrequent contact') with children in our Church and who possess a valid DBS certificate to do so].