

Children and Vulnerable Adults Safeguarding Policy & Procedures

February 2022

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Church details

Charity number: 1177457

Church address: Kirdford Chapel, Plaistow Rd, Kirdford, West Sussex, RH14 0JR.

Main contact (Designated Safeguarding Lead): James Clarke

Email (of DSL): KirdfordChapel@gmail.com

Phone (of DSL): 07840537039

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This policy should be reviewed annually. The next review is due on: Sep 2025

Context

Kirdford Chapel is an independent charity registered with the Charity Commission of England and Wales. The church has a formal membership and is currently led by elders and deacons. Our beliefs are outlined in our Basis of Faith which is available at kirdfordchapel.org.uk/beliefs. Kirdford Chapel is affiliated to the Fellowship of Independent Evangelical Churches (FIEC). FIEC is a membership organisation and does not exercise any authority over the church. The church is a group of Christians who meet for Sunday services and midweek for Bible study and prayer. The church also runs the Good News club for children of primary school age and Good News Explorers for children of secondary school age. The church does not provide any activities specifically for children, young people, or for adults at risk of abuse. However, we recognise that during the course of our ministry we may come into contact with vulnerable people.

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This policy must be read by anyone leading or helping with any KC activity.
This is a public document.

Section 1

MISSION STATEMENT
The Leaders recognise the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

As part of its mission, Kirdford Chapel CIO (KC) is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's/youth workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare authorities and other organisations.
- Protecting our own members from false accusations.
- Preventing abuse occurring at Kirdford Chapel or at events organised by KC.

Preventing Abuse

Who are we protecting?
- **Children**: anyone under the age of eighteen.
- **Vulnerable adults**: Those who have a mental disorder, suffer from dementia, have a personality disorder, have a physical or sensory disability, are substance abusers, are homeless, are living with domestic abuse, are being forced into marriage, are being treated as a slave, are a refugee, are an asylum seeker.

CHURCH POLICY
The Leaders recognise the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. The Leaders have therefore adopted the procedures set out in this document (hereafter “the policy”). It also recognises the need to build constructive links with statutory and voluntary child and adult protection agencies. The Leaders agree not to allow its Child and Vulnerable Adults Safeguarding Policy document to be copied by other organisations.

The Leaders are committed to on-going child and vulnerable adults safeguarding training, for all children/youth workers and those working alongside vulnerable adults and will regularly review the operational guidelines attached.

Management of Workers – Codes of Conduct
As Leaders, we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with best practice guidelines for working with children, young people and vulnerable adults. The Leaders undertake to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Section 2

RESPONDING TO THE NEEDS OF CHILDREN AND VULNERABLE ADULTS
Anyone helping with a church activity is required to be open to the needs of the children and vulnerable adults, and to work for their spiritual, physical and emotional well-being whilst they are in our care.
KC recognises that helpers and leaders may learn of, or suspect that, a child or vulnerable adult may be the victim of physical, emotional or sexual abuse in their normal home, school, or play, work or other environment.

RESPONDING TO ALLEGATIONS OF ABUSE
Under no circumstances should a church worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will follow the procedures below:

- Concerns must be reported as soon as possible to the Designated Safeguarding Lead (DSL) **James Clarke**, telephone number 07840537039, who is nominated by the Leaders to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Designated Safeguarding Lead, or if the suspicions in any way involve the Designated Safeguarding Lead, then the report should be made to the Deputy Designated Safeguarding Leads (DDSL), **Jill Wigmore**, telephone number 07950443875. If the suspicions implicate the Designated Safeguarding Lead and both the Deputy Designated Safeguarding Leads, then the report should be made in the first instance to Christian Safeguarding Services 01162184420 or contact@thecss.co.uk or alternatively contact Social Services or the Police.
- Where concern is about a child, the Designated Safeguarding Lead should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from Christian Safeguarding Services as above.

    - The West Sussex Children's Social Services (Mesh Team) telephone number is 01403229900. The out of hours emergency number is 0330 222 6664.

    - The West Sussex Adult Social Services (Care Point) telephone number is 01243642121. Police Protection Team call 101.
    - The Sussex Children's Social Services telephone number is 03004709100. The out of hours emergency number is 01483 517898.
    - The Sussex Adult Social Services telephone number is 0300 200 1005.
    - The Surrey Police and Social Services Protection Team telephone number is 01483 571212.

- Where required the Designated Safeguarding Lead should then immediately inform KC's insurance company: Ansvar Insurance 0345 602 0999.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with church procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Designated Safeguarding Lead, the absence of the Designated Safeguarding Lead or Deputy should not delay referral to the Social Services, the Police or taking advice from Christian Safeguarding Services.
- The Leaders will support the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead in their roles and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Christian Safeguarding Services, although the Leaders hope that members of KC will use the procedures outlined above. If, however, the individual with the concern feels that the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead have not responded appropriately, or where they have a disagreement with the Designated Safeguarding Lead(s) as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that the Leaders demonstrate the commitment of the church to effective child protection.

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

Section 3

How To Respond To A Child Or Vulnerable Adult Wishing To Disclose Abuse:
As part of proper care, and in response to Government guidelines, KC Activity Leaders must be alert to the possibility that a child or vulnerable adult might show signs of abuse. Abuse can be emotional, physical, or sexual, and can be organised or online abuse. It may occur from the child or adult's home, school, work, or other environment. Should there be a concern, KC Designated Safeguarding Leads will work with and seek advice from Christian Safeguarding Services in following Government regulations and advice.

Any cause for concern, any suspicion that inappropriate behaviour is occurring, any direct report from a child or vulnerable adult that they have a problem that needs further intervention from Social Services, must be written up immediately whilst evidence is fresh in your mind (what was said, what you noticed, time, date, supporting evidence, witnesses etc) and reported to one of the KC Designated Safeguarding Leads as soon as possible but not later than within 24 hours.

It is vital that if abuse is suspected the child or adult is not questioned more than is absolutely necessary, and that accurate notes are taken. These notes must include any questions asked and the responses and should also make clear what was said prior to and following any questions. Persistent or leading questioning is likely to undermine any subsequent police or social services investigation.

If a child or another adult discloses knowledge of abuse:

- Do not discuss the matter secretly but ensure you can be seen by someone else if that is possible.
- Listen without interrupting.
- Keep calm and manage your feelings and reactions.
- Do not ask leading questions (questions which suggest a particular answer).
- Reassure the person that they are right to tell you.
- Do not promise confidentiality. Make clear as soon as you can that you will not be able to keep this a secret and say who you will need to tell.
- Ensure all notes are written in the person's own words as much as possible and ensure they are dated, timed and signed indicating where the disclosure took place and who was present.
- Simple diagrams of any cuts, bruises can be marked on a simple 'ginger-bread man' figure.

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware that the conversation is taking place.

- It is especially important to allow time and space for the person to talk.
- Above everything else, listen without interrupting.
- Be attentive and look at them whilst they are speaking.
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used.
- Try to remain calm, even if on the inside you are feeling something different.
- Be honest and don't make promises you can't keep regarding confidentiality.
- If they decide not to tell after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure that there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- “You have done the right thing in telling”
- “I am glad you have told me”
- “I will try to 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.”

If there is powerful and unequivocal evidence that a child or vulnerable adult is at serious and imminent risk of harm outside KC, the matter must be reported immediately to one of our Designated Safeguarding Leads, who may need to make a decision on whether to stop that person leaving the premises until the police or other professionals have been contacted.

If any KC member, whether an activity leader or not, has any cause for concern about the behaviour of an adult on KC premises (whether a church member or not) the matter should be discussed, in confidence, with one of the Designated Safeguarding Leads, who will decide whether or not to involve the police.

Detailed Procedures Where There Is A Concern About A Child:

Allegations Of Physical Injury, Neglect Or Emotional Abuse
If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will:

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

Allegations Of Sexual Abuse
In the event of allegations or suspicions of sexual abuse, the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They may not speak to the parent or carer at this initial stage, but they would normally inform the Leaders of the church
- Seek and follow the advice given by Christian Safeguarding Services if, for any reason they are unsure whether or not to contact Children's Social Services or the Police. Christian Safeguarding Services will confirm its advice in writing for future reference.

DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT AN ADULT

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE
If a vulnerable adult has a physical injury or symptom of sexual abuse the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.
- For advice, contact the Surrey Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and Government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively, Christian Safeguarding Services can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN
If an accusation is made against a church worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to liaise with Children's Social Services and the Leaders in regards to the suspension of the worker, also making a referral to West Sussex's Safeguarding advisor (SA)/ Local authority Designated Officer (LADO). They must also report the accusation to Christian Safeguarding Services.

The Local Authority Designated Officer (LADO) (West Sussex Safeguarding Children Board) telephone number is 0330 222 7799.

Section 4

SAFER RECRUITMENT - APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS

The Leaders will ensure all senior workers (e.g. activity co-ordinators, youth workers, etc.) whether paid or voluntary, will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. The same principles will be applied to those appointed to work with vulnerable adults. This includes ensuring that:

- Those carrying out such work have completed a self-declaration form.
- Safeguarding has been discussed before commencing work.
- Where appropriate, written references have been obtained, and followed up.
- A Disclosure and Barring check (DBS) has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES

The Deputy Designated Safeguarding Lead will provide details of the job descriptions for each specific activity.

Section 5

PASTORAL CARE

SUPPORTING THOSE AFFECTED BY ABUSE

The Leaders are committed to offering pastoral care, working with statutory agencies as appropriate, and offering support to those who have been affected by abuse who have contact with or are part of the church.

WORKING WITH OFFENDERS

When someone attending KC is known to have abused children or is known to be a risk to vulnerable adults the Leaders, together with the Designated Safeguarding Team will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. Should this situation arise, a confidential contract between the individual and the church will be agreed: this will be tailored

specifically to individual circumstances and, where possible, informed by risk assessments from the statutory agencies.

Section 6

WORKING IN PARTNERSHIP WITH OTHER ORGANISATIONS

As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This enables workers to run activities safely, develop good relationships and minimise the risk of false accusation. These principles will apply to any joint venture with another church or organisation and will include hire of our premises.

We expect those with whom we work in partnership in the UK to follow the spirit of our guidelines. We will discuss with all partners where access to children or vulnerable adults is possible our safeguarding expectations and have a partnership agreement for safeguarding. It is our expectation that any organisation using our premises, as part of the letting agreement, will have their own policy that meets Christian Safeguarding Services safeguarding standards and KC will check to ensure such a policy is in place.

Where we work with organisations outside the UK the church leaders will ensure that no child or adult is at risk and that procedures match our policy as closely as is possible. Parents of children and young people engaged in activities abroad or in the UK with partner organisations should be made aware of the arrangements for ensuring their safety and any potential areas of risk.

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

Appendix 1 - CHILD AND VULNERABLE ADULT SAFEGUARDING STATEMENT

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

The following policy was agreed by the Leaders on

February 2022

Kirdford Chapel CIO (KC) is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

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

We are committed to:

- Supporting parents and families and adults with additional needs
- Nurturing, protecting and safeguarding children, young people and vulnerable adults.
- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention 1989 on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.

- Supporting the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads in their work and in any action, they may need to take in order to protect children/vulnerable adults.
- Ensuring everyone agrees to abide by these recommendations and guidelines.
- Supporting, resourcing, training, monitoring and providing supervision to all who undertake this work.
- Supporting all at KC affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by Thirtyone:eight.(formerly known as the Churches' Child Protection Advisory Service CCPAS)(Appendix 7)

We recognise that:

- Child and vulnerable adult protection is everybody's responsibility.
- Surrey Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Surrey Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police will be contacted as a matter of urgency.
- Where working outside the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to Christian Safeguarding Services.

We will review this statement and our policy and procedures annually.

If you have any concerns either for a child or in relation to any child protection matter, then speak to one of the following who have been approved as Designated Safeguarding Leads for this church:

James Clarke	Designated Safeguarding Lead
Jill Wigmore	Deputy Designated Safeguarding Lead

A copy of the full policy is obtainable from KC.

Signed (on behalf of the Leaders)

_____

Date: _____

Appendix 2 - Recognising and responding appropriately to an allegation or suspicion of abuse Understanding abuse and neglect

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

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

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

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

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

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

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included below.

<u>Statutory Definitions of Abuse (Children)</u>

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a

family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

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

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

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

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

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

Further Definitions of Abuse

Significant Harm
This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as
Munchausen's Syndrome by Proxy)
This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Spiritual Abuse
Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence
The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family. Home Office guidance 2013 extends the definition of domestic abuse to include anyone over 16 years of age).

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence.
The definition of domestic violence in Working Together 2010 states:

Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence. (Section 6.21)

Home Office (2009) *What is Domestic Violence?* London: Home Office defines domestic violence as 'Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality'. Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence and are more likely to be seriously injured or killed by their partner, ex-partner or lover. (Section 9.17)

Complex (organised or multiple) abuse
This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is timeconsuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role. (Working Together 2010 Sections: 6.10 – 6.11)

Child Prostitution
Working Together to Safeguard Children' (2006) Section 6.2 stated:
Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

New offences targeted at those who sexually exploit children and young people The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties. They include:

- paying for the sexual services of a child;
- causing or inciting child prostitution;
- arranging or facilitating child prostitution; and
- controlling a child prostitute.

(Section 12.10)

Female Genital Mutilation (FGM)
The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

Working Together (2010) states:
Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on newborn infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.
FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. Further information about the Act can be found in *Home Office Circular 10/2004* [Found at www.homeoffice.gov.uk].

FGM is much more common than most people realise, both worldwide and in the UK.
It is reportedly practised in 28 African countries and in parts of the Middle and Far East but is increasingly found in Western Europe and other developed countries, primarily amongst immigrant and refugee communities. There are substantial populations from countries where FGM is endemic in London, Liverpool, Birmingham, Sheffield and Cardiff but it is likely that communities in which FGM is practised reside throughout the UK. It has been estimated that up to 24,000 girls under the age of 15 are at risk of FGM in the UK. [Available from Dorkenoo et al, 2007 FORWARD UK]. (Sections 6.14 – 6.16)

Statutory Definitions of Abuse (Vulnerable Adults)

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

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

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

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

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

Financial or Material Abuse
This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

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

Discriminatory Abuse
This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

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

Appendix 3 - Signs of Possible Abuse (Children and Young People).

The following signs could be indicators that abuse has taken place but should be considered in the context of the child's whole life:

Physical

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

Sexual

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

Emotional

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

Neglect

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

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Appendix 4 - Signs of Possible Abuse (Vulnerable Adults)

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or overuse of medication and/or medical problems unattended.

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse.
- Unexplained change in behaviour or sexually implicit/explicit behaviour.
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting.
- Infections or sexually transmitted diseases.
- Full or partial disclosure or hints of sexual abuse.
- Self- harming.

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of a carer.
- Fearful, flinching or frightened of making choices or expressing wishes.
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents.
- Sudden inability to pay bills.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes to deeds or title to property.

Neglect or Omission

- Malnutrition, weight loss and/or persistent hunger.
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores.
- Being left in wet clothing or bedding and/or clothing in a poor condition.
- Failure to access appropriate health, educational services or social care.
- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect.
- Poor quality or avoidance of care.

Institutional

- Lack of flexibility or choice over meals, bedtimes, visitors, phone calls etc.
- Inadequate medical care and misuse of medication.
- Inappropriate use of restraint.
- Sensory deprivation e.g. denial of use of spectacles or hearing aids.
- Missing documents and/or absence of individual care plans.
- Public discussion of private matter.
- Lack of opportunity for social, educational or recreational activity.

Appendix 5 - Guidance to Parents and Carers

To be given to each parent or carer.

Parents are responsible for their children, and carers for vulnerable adults, at all times whilst they are in the church environment, until an Activity Leader accepts them into a group event. E.g. The Good News Club. Once accepted by an Activity Leader they are in Kirdford Chapel CIO's (KC) care until the service or activity has finished and they are received back into the care of their responsible parent or carer.

Parents are responsible for their child in what is perceived as the higher risk times before and after any service or activity when parents may be socialising either inside or outside of the building being used. These times are not supervised by KC leaders.

Parents should note that the following actions are deemed acceptable behaviour for KC team members, and may be applied to a child in our care:

- Assuming children are toilet trained and capable, they will be allowed to go to the toilet alone, and their absence monitored.
- Assuming children of Nursery school age or below may require assistance in the toilet, this will be offered and provided by a member of the team, specifically at the child's request. Where possible the person assisting will be of the same gender as the child.
- Children or vulnerable adults suffering a minor injury will be comforted appropriately and provided with basic first aid.
- Children or adults suffering a serious injury will be treated appropriately, whilst the parent, carer or relative is summoned. Treatment may include all necessary first aid methods to preserve life and will be given on the basis of a good Samaritan, not necessarily from a trained first aider.

Parents of children, or carers of vulnerable adults, with extreme allergies, medical conditions and behavioural issues must make team leaders aware of all conditions at the start of each term. In such situations, Activity Leaders must be provided with appropriate medical devices (inhalers, EpiPen's) and instructed by the parent in their correct use, provided they are happy to accept that responsibility. All medications must be clearly labelled with the child's name and the leaders provided with written instruction and permission to dispense them. Children and adults may be offered sweets, biscuits, and home-made foods whilst in KC care. These may contain nuts.

Parents and carers have the right to ask an Activity Leader to apply different guidelines for their child or vulnerable adult, which the Activity Leader has the choice to accept if workable.

Appendix 6 - Voluntary Worker Agreement.

This agreement sets out the basis on which voluntary leaders and helpers support Kirdford Chapel CIO (KC).

Representing the church.
Workers should always seek to behave in a manner that is honouring to God; they should never do or say anything that could bring the church into disrepute and they should never undermine the church's teaching, leaders or other church members.

Children and vulnerable adults: All workers should be sensitive to the needs of children and vulnerable adults and MUST comply fully with KC's safeguarding policy. This includes having an up-to-date DBS check.

Workers should always comply with the need to ensure the safety of children and vulnerable adults whilst in our care. They should ensure that there are always at least two leaders present at any activity, that a dated record (register) is kept of all leaders and attendees (including visitors) at each event and that any accident or mishap is logged on this register.

Workers should be alert to the possibility that a child or vulnerable adult could be suffering from emotional, physical or sexual abuse outside the church. They must avoid leading or persistent questioning and MUST record their concerns with as much detail as possible and MUST discuss the matter with the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead.

False accusations: workers should avoid putting themselves in a position where false accusations could be made about their behaviour, even years or decades later.

Agreement
On behalf of Kirdford Chapel CIO, I am pleased that _____

is a helper with _____

Date _____ Signed _____

I have an enhanced DBS check. I will act with sensitivity when dealing with children and adults in the church and will avoid anything that could be construed as neglectful or abusive. I will abide by KC's Safeguarding Policy and I will also avoid situations in which I could be falsely accused of inappropriate behaviour.

Date _____ Signed _____

Appendix 7: Safe & Secure Safeguarding Standards

1. **Safeguarding Policy** – Organisations should adopt a formal, working safeguarding policy.

2. **Developing Safeguarding Awareness and Training** – Organisations must develop safeguarding awareness and training.

3. **Safer Recruitment** – Organisations should adopt a formal safer recruitment policy for both paid and voluntary workers.

4. **Management of Workers** – Workers, both paid and voluntary should be appropriately managed, supervised and supported.

5. **Working Safely** – Organisations must ensure they adopt safer working practice.

6. **Communicating Effectively** – Organisations should ensure that workers know how to listen and relate to children and adults with whom they come in to contact.

7. **Responding to Concerns** – Workers must develop awareness of the issues surrounding abuse, be able to recognise possible signs and indicators and respond appropriately.

8. **Pastoral Care** – Organisations should ensure pastoral care and support is available to all affected by abuse.

9. **Managing Those Who May Pose a Risk** – Organisations must supervise and manage those who may pose a risk to others.

10. **Working in Partnership** – Organisations working in special areas, culturally diverse settings, or through partner organisations or agencies must ensure appropriate safeguarding policies and procedures are in place.

Appendix 8: Incident/allegation record form

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your email address
Department/Group/Ministry Area			Date Completed
About the person, or people we are concerned about or involved in the incident. (If an allegation, the details of the person making the allegation)			
Their name/s	Their Address	Their Date of Birth	Incident/Disclosure/Concern
If an allegation, details of the person accused			
Please provide as much information as possible or necessary to identify them			
Details of the incident/disclosure/concern			
What happened/was said/have you noticed etc?			
Context of the incident/disclosure/concern			
Where/when/who else was present etc			
Date of incident/disclosure		Time of incident/disclosure	
Immediate action taken to ensure immediate safety			
Other action taken to ensure immediate safety			
Other action taken or advice sought			
Signature		Print Name:	

Appendix 9 - Useful phone numbers

Kirdford Chapel CIO - 01403 820783

James Clarke (Designated Safeguarding Lead) - 07840537039

Jill Wigmore (Deputy Designated Safeguarding Lead - 07950443875

Christian Safeguarding Services - 0116 218 4420
or email: contact@thecss.co.uk

West Sussex Children's Social Services (Mesh Team)	01403 229900
Mesh Team out of hours	0330 22 6664
West Sussex Adult Social Services (Care Point)	01243642121
West Sussex Police Protection Team	101
Ansvar Insurance	0345 602 0999
Local Authority Designated Officer (LADO)	0330 222 7799