



SAFEGUARING POLICY

Revised January 2019

Contents

Along with details of the organisation and a statement of intent and commitment to safeguarding, this policy covers the following sections:

Section 1. PLACE OF WORSHIP / ORGANISATION DETAILS

Safe and Secure – Standard 1

Leadership Statement

Section 2. RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

Safe and Secure – Standards 2 and 7

Responding to allegations

Procedures – children, adults, working with vulnerable people

Section 3. PREVENTION

Safe and Secure – Standards 3 and 4

Safer Recruitment

Management of Workers

Section 4. PASTORAL CARE

Safe and Secure – Standards 8 and 9

Pastoral Care

Counselling

Working with Offenders

Section 5. PRACTICE GUIDELINES

Safe and Secure – Standards 5, 6 and 10

Partnership

Communication

Mission

Events

Appendix 1. Leadership Safeguarding Statement

Appendix 2. Safeguarding Procedure Flowcharts

Appendix 3. Definitions of Abuse

Appendix 4. Harmful Cultural Practices

Appendix 5. Safeguarding Poster examples

SECTION 1

Details of the place of worship / organisation

Name of Place of Worship / Organisation:	Excel Church and Bilston People's Centre
Address:	Wolverhampton Street, Bilston, Wolverhampton, West Midlands WV14 0LT
Tel No:	01902 402273
Mobile No:	07401033106
Email address:	info@excelchurch.org.uk
Charity Number:	Excel Church 1052759 Bilston People's Centre 1165204
Company Number:	Not applicable
Regulators details (if any)	Not applicable
Denomination/Membership	Assemblies of God (GB)
Insurance Company	Public Liability Insurance Berkeley Applegate and Webb Church Rd, Wombourne, Wolverhampton WV5 9EZ

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

Excel Church is part of Assemblies of God. The Sunday congregation is made up of different ages, nationalities and backgrounds. The church has a growing number of volunteers who provide a variety of activities for the community. These activities include children's/youth clubs, toddler group, soup kitchen, meals for the elderly and coffee mornings. These activities are based at Bilston People's Centre.

Leadership Commitment to Safeguarding

As the Leadership[†], we recognise the need to provide a safe and caring environment for children, young people and adults with additional care and support needs. We acknowledge that children, young people and adults can be vulnerable to physical, sexual and emotional abuse, and neglect.

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

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

The policy and appendices are based on the ten ‘**Safe and Secure**’ safeguarding standards published by the Churches’ Child Protection Advisory Service (THIRTYONE:EIGHT) and have been prepared in line with the AOG National Leadership Team’s commitment to Safeguarding. Each section title contains reference to the relevant standard within ‘Safe & Secure’ for further information.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and no less than every three years will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.

- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with additional care and support needs.
- undertakes an annual review of the policy and its implementation
- ensure that a copy of the policy is available upon request for quality assurance purposes
- file a copy of any amendments subsequently published in the same manner.
- not to allow the document to be copied by other organisations.

† Throughout this policy document, 'Leadership' refers to any body of individuals with overall responsibility for the organisation.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

DEFINITIONS (UNDERSTANDING WHAT IS ABUSE & NEGLECT)

NB. Detailed definitions of abuse are included at appendix 4 of this policy.

Defining child abuse or abuse against an adult with care and support needs is a difficult and complex issue. A person may abuse by inflicting harm, or by 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.

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.

Article 19, UN Convention on the Rights of the Child

In order to safeguard those in our place of worship and organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a

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

Article 5, UN Universal Declaration of Human Rights

definition of abuse, Article 19 which states:

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

POLICY STATEMENT (SAFEGUARDING AWARENESS)

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake appropriate safeguarding training at least every three years according to 'good practice' guidelines, and training should cover signs and symptoms of abuse and how to respond as a minimum. This may be provided either by the Safeguarding Coordinator (if confident and competent to do so) or by THIRTYONE:EIGHT via the 'Facing the Unthinkable' training, or another recognised body, organisation or qualified individual.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Training for volunteers working with children, young people and adults who have care and support needs will be provided in-house by a qualified social worker. This will take place every 3 years.

PROCEDURES (RESPONDING TO ALLEGATIONS OF ABUSE)

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below and see the flow chart in Appendix 2:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name of Safeguarding Co-Ordinator:	Heather Dudfield
Contact Details:	Heather@excelchurch.org.uk 07401033106

This person is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

Name of Deputy Safeguarding Co-Ordinator:	Daniel Lee
Contact Details:	Dan@excelchurch.org.uk 07967816757

- If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: 03030031111 A 24 hour helpline is available for advice, but where the situation is an

emergency, the police should be contacted.

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services.

The local Children's Social Services office telephone number (office hours) is	01902 555392
The out of hours emergency number is	01902 552999

- Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from THIRTYONE:EIGHT as above.

The local Adult Social Services office telephone number (office hours) is	01902 551199
The out of hours emergency number is	01902 552999

The Police Public Protection Unit telephone number is	101 Ask for Wolverhampton Public Protection Unit
---	---

- Where required, the Safeguarding Co-ordinator should then immediately inform senior personnel within the organisation as follows:

Name:	Derek Dudfield
Position:	Senior Pastor
Contact Details:	Dek@excelchurch.org.uk Mobile no. 07854587765

- Suspicions must not be discussed with anyone other than those nominated above.
- A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- **The Leadership must consider any duty regarding informing the church's insurers and the charity commission (if a registered charity) of offences committed by staff and volunteers.**
- If the person against whom an allegation is being made is in a position of trust, the Local Authority Designated Officer (LADO) needs to be contacted within 24 hours. It may also be necessary to inform the DBS if the person is engaged in 'regulated activity'.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from THIRTYONE:EIGHT, although the Leadership expect that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. This would also apply if the Safeguarding Co-ordinator/Deputy were not available. We believe by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. **It is not necessarily the role of the Safeguarding Coordinator to investigate allegations and concerns.**

PROCEDURES FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF A CHILD

See the flow chart in Appendix 2

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Seek medical help if needed urgently via phoning 999.
- Contact Children's Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home. If the issue is urgent, the Police Protection Unit and/or the Out of Hours Children's Services must be contacted without delay.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Services/Police. thirtyone:eight will confirm its advice in writing for future reference.

PROCEDURES FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF AN ADULT WITH CARE AND SUPPORT NEEDS

See the flow chart in Appendix 2

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

The Care Act 2014 places the duty upon **Adult Services** to investigate situations of harm to adults with additional care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not the church.

If an adult with additional care and support needs has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life. Advice needs to be sought from the statutory agencies if it is felt that their choice might contradict their welfare needs.
- If the adult with additional care and support needs is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the appropriate Adult Social Care 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.
- The Police Public Protection Unit will also provide advice and will need to be contacted where the concerns are of a serious nature. Alternatively THIRTYONE:EIGHT can be contacted for advice.

PROCEDURE FOR WHEN THERE IS CONCERN ABOUT ABUSE BY THOSE WHO WORK WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator or Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to:

- liaise with Children's Services in regards to the suspension of the worker, also making a referral to a Local Authority Designated Officer (LADO). (Working Together to Safeguard Children 2015 no longer refers to them as LADOs only 'designated officers'. However the function remains the same which is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.)
- contact the Operations Manager at AOG National Office (if the allegations concern a status or probationary minister or other Senior Minister responsible for the church in question regardless of status);
- the LADO will be contacted within 24 hours as follows:

Name::	Paul Cooper Local Authority Designated Officer
Phone::	01902 550477
Email::	paul.cooper@wolverhampton.gcsx.gov.uk
Online form link (child)::	https://www.wolverhamptonsafeguarding.org.uk/index.php/concern-ed-about-a-child-or-adult
Online form link (adult)::	https://www.wolverhamptonsafeguarding.org.uk/index.php/concern-ed-about-a-child-or-adult
Fax::	
Post::	Priory Green Building, Whitburn Close, Wolverhampton WV9 5NJ
Opening Hours::	9 a.m. – 5 p.m. (4.30 p.m. on Friday's)
In an emergency outside of these	01902 552999

hours, contact::	
-----------------------------	--

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with additional care and support needs. Where we are liaising with a Designated Officer we will discuss with them about the need to refer to the DBS. If a Designated Officer is not involved, we will contact the DBS if the situation is that the nature of concern leads us to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

Note:

- *There may also be a requirement under law to make a referral to the DBS (Disclosure and Barring Service) who hold the lists of people barred from working with children and adults with additional care and support needs – this will require discussion with the Designated Officer (please note that LADO's exist only in England – other nations should use the usual channels of communication with children's services or their equivalent).*

LADO Role: The role of the Local Authority Designated Officer (LADO) is set out in the HM Government guidance Working Together to Safeguard Children (2013 and 2015). Chapter 2 Organisational responsibilities lays out the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

SECTION 3

Prevention

3.1 SAFER RECRUITMENT

POLICY STATEMENT (SAFER RECRUITMENT)

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

PROCEDURE

This includes ensuring that:

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

All paid workers and volunteers working with children and/or adults requiring care and support will be required to complete a DBS check. For workers from outside of the UK reference checks and a self-disclosure form will be completed. If it is not possible to obtain 'fit person' checks from their home country as well as references from there the worker will not be allowed to have unsupervised contact with children/young people or adults requiring care and support.

3.2 MANAGEMENT OF WORKERS (CODES OF CONDUCT)

POLICY STATEMENT (MANAGEMENT OF WORKERS)

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with additional care and support needs.

SECTION 4

Prevention

4.1 PASTORAL CARE (SUPPORTING THOSE AFFECTED BY ABUSE)

POLICY STATEMENT (PASTORAL CARE)

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

Pastoral support will be provided by members of the leadership team or designated church members as approved by the church leaders. Assistance will also be provided to enable church members to access relevant counselling agencies.

4.2 COUNSELLING

POLICY STATEMENT (COUNSELLING)

The Leadership is committed to ensuring that it manages all pastoral matters appropriately, including the signposting of those in need to specific support as well as seeking advice and support as a management body.

PROCEDURE

The Leadership Team understands that, whether in the present, recent or distant past, the effects of abuse can be devastating and long term, not only for the person who has been abused but also for family members, friends, social groups and the organisation or faith community. Those affected may struggle with a range of issues, including aspects of faith and spirituality - particularly where the abuse occurred within a faith context. So, this needs sensitive handling. Showing care and compassion, being available to listen and offering support are important in responding to the needs of adult survivors. Some people will need professional help and it is important to recognise this and signpost those in need, being aware of your own limitations to offer specific support. Be prepared to seek advice and support.

4.3 WORKING WITH OFFENDERS

POLICY STATEMENT (WORKING WITH OFFENDERS)

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to adults with additional care & support needs the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, it will set boundaries for that person which they will be expected to keep.

The safeguarding lead will require the individual concerned to sign a contract specifying the boundaries that are to be maintained whilst accessing activities at Excel Church and Bilston People's Centre. The contract will enable the individual concerned to be clear of the code of behaviour they must follow. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future. The safeguarding lead will identify an appropriate person to supervise the individual's attendance at Excel Church and/or Bilston People's Centre.

The contract will include conditions such as;

- I will never allow myself to be in a situation where I am alone with children/young people.
- I will attend meetings/house groups as directed by the church leadership.
- I will sit where directed in the church and will not place myself in the vicinity of children and young people.
- I will not enter certain parts of the building designated by the leadership, nor any area where children's activities are in progress.
- I will decline invitations of hospitality where there are children in the home.
- I accept that "x" and "y" will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a Schedule 1 Offender registered with the police under the terms of the Sex Offenders Act.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care.
- I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary (where appropriate).
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation and social services) and any other relevant organisation, and the church congregation.

- I understand that any other concerns will be taken seriously and reported.
- I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period.

SECTION 5

Practice Guidelines

5.1 POLICY STATEMENT

POLICY STATEMENT (PRACTICE GUIDELINES)

As an organisation / place of worship working with children, young people and adults requiring care and support the Leadership wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers (APPENDIX 5) we also have practice guidelines for every activity we are involved in and consent forms for each of our children/youth activities which parents/carers are required to complete.

5.2 PRACTICE GUIDELINES

WORKING IN PARTNERSHIP

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

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

GOOD COMMUNICATION

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

Details and the contact number for the THIRTYONE:EIGHT helpline will be displayed on the notice board at Excel Church and Bilston People's Centre.

LOCAL CHURCH MISSION

Policy Statement

This safeguarding policy applies to all our Mission workers and volunteers overseas and any members of our local churches that participate in locally-driven missions activity; whether planting/establishing churches within indigenous communities, visiting on short-term mission or placed as a long-term missionary.

Prevention of abuse

It is recognised that the cultures within which international missions are often working may adopt different standards to the care and treatment of children and young people. Nevertheless, the standards and principles adopted within the UK are expected to apply in international mission situations. The maltreatment of children and young people is contrary to Biblical values and practices and therefore cannot be tolerated.

Due regard will need to be given to the cultures within which activities are taking place, however under the expectation of applying UK standards to the practice of missions workers, some guidance may be useful.

Procedures

Our Workers/Missionaries should:

- be able to recognise situations which may present risks
- plan and organise the work and workplace so as to minimise risks as far as possible and be visible to other adults when working and talking with children
- take particular care for the needs of disabled children and other vulnerable children as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability
- ensure that others know where interviews of children are taking place and that someone else is around in the building

Our Workers/Missionaries should not:

- spend excessive time alone with children

- take children to their personal home, or to stay overnight, especially where they will be alone with you
- leave any person under 16 in charge of any children of any age. However, some local/national legislation may require this to be 18 years of age. Nor should children or young people attending any group be left alone at any time.
- hit or otherwise physically assault children
- develop physical/sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative or abusive
- use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- do things for children of a personal nature that they can do for themselves
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.

Responding & Reporting Mechanisms

All overseas mission activities should have a designated Safeguarding Coordinator responsible for safer recruitment of both staff and volunteers/visitors (including DBS disclosures where these are necessary) and for ensuring that applicants are fully apprised of the safeguarding policy. All incidents, allegations or concerns identified during overseas missions activities must be reported to the Safeguarding Co-ordinator for the sending church if a part of locally-driven mission activity, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse within the relevant country.

If an allegation is made against a worker/missionary, that person must be removed from their duties or prevented from having any further contact with children and young people or adults with additional care and support needs immediately whilst necessary action is taken. Due account must always be taken of the laws and frameworks in place within any country in which AOG missions operate. In many cases, practice, values and beliefs in relation to safeguarding the vulnerable will be different to the UK. However, care must always be taken to ensure that the rights of the individuals concerned are upheld (see the UN Convention on Human Rights and UN Convention on the Rights of the Child).

LOCAL CHURCH EVENTS

Policy Statement

Safeguarding the vulnerable is no less important at one-off events as it is in regular local, regional or national activity. In many ways there is greater need to ensure that the planning of such events includes awareness of safeguarding and adherence to

our safeguarding policy. The maltreatment of children and young people is contrary to Biblical values and practices and therefore cannot be tolerated.

This safeguarding policy therefore applies to all our events and any employees or volunteers who participate in local, regional or national activity.

Single Approach

It is recognised that events occur in many formats, and that there are responsibilities for both the host/venue, and also the lead/planning organisation. There are no differences in standards and principles within the UK, regardless of the nature of the event.

There are responsibilities for the host/venue, and equally there are responsibilities for the lead organisation, however it is the event organiser that has primary responsibility for ensuring safeguarding at their event. We shall ensure that, whether we are a host venue, or event organiser at another venue, the following will be checked:

Venues should:

- Have a safeguarding policy
- Undertake DBS Checks on all employees and volunteers that require checks
- Use safer recruitment procedures
- Make any organisation that wishes to hold an event on their premises aware of their safeguarding policies and procedures.
- Establish what insurance the event organisers have in place (e.g. public liability insurance)
- Consider asking to see copies or details of the event organisers' policies and procedures.

Event organisers should:

- Ask to see proof of host/venue safeguarding policy & procedures
- Ensure that safeguarding policy and procedures are followed at their event, by
 - Appointing a Safeguarding Co-ordinator
 - Employing staff or volunteers that have been DBS checked (where required)
 - Planning activities and events that are appropriately supervised (ratios, trained staff etc)
 - Checking that locations are safe and secure

Responding & Reporting Mechanisms

All events and activities should have a designated Safeguarding Coordinator responsible for overseeing the activity and ensuring that all staff and volunteers/visitors are fully apprised of the safeguarding activity and requirements. All incidents, allegations or concerns identified during events must be reported to the Safeguarding Coordinator for the organising church if a part of locally-driven

outreach activity, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse.

If an allegation is made against an employee or volunteer, that person must be removed from their duties or prevented from having any further contact with children and young people or adults with additional care and support needs immediately whilst necessary action is taken.

APPROVALS

Signed by:

Print Name:

Position (On behalf of the Leadership):

Date:

Signed by:

Print Name:

Position (On behalf of the Leadership):

Date:

Signed by:

Print Name:

Safeguarding Coordinator

Date:

Signed by:

Print Name:

Deputy Safeguarding Coordinator

Date:

This policy will be regularly reviewed annually and amendments made as necessary.

APPENDIX 1

Leadership Safeguarding Statement

The Leadership and Church Council (hereafter referred to as 'Leadership') recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: 23rd November 2018

This place of worship/organisation 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 and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation 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 adults with additional care and support needs.

We are committed to:

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

We recognise:

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

- Where working outside of 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 our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Child Safeguarding Coordinator

Heather Dudfield

Deputy Child Safeguarding Coordinator

Daniel Lee

Adult Safeguarding Coordinator

Heather Dudfield

Adult Safeguarding Coordinator

Daniel Lee

A copy of the full policy and procedures is available from the Safeguarding Lead
Heather@excelchurch.org.uk

Signed on behalf of the Leadership of Excel Church/Bilston People's Centre

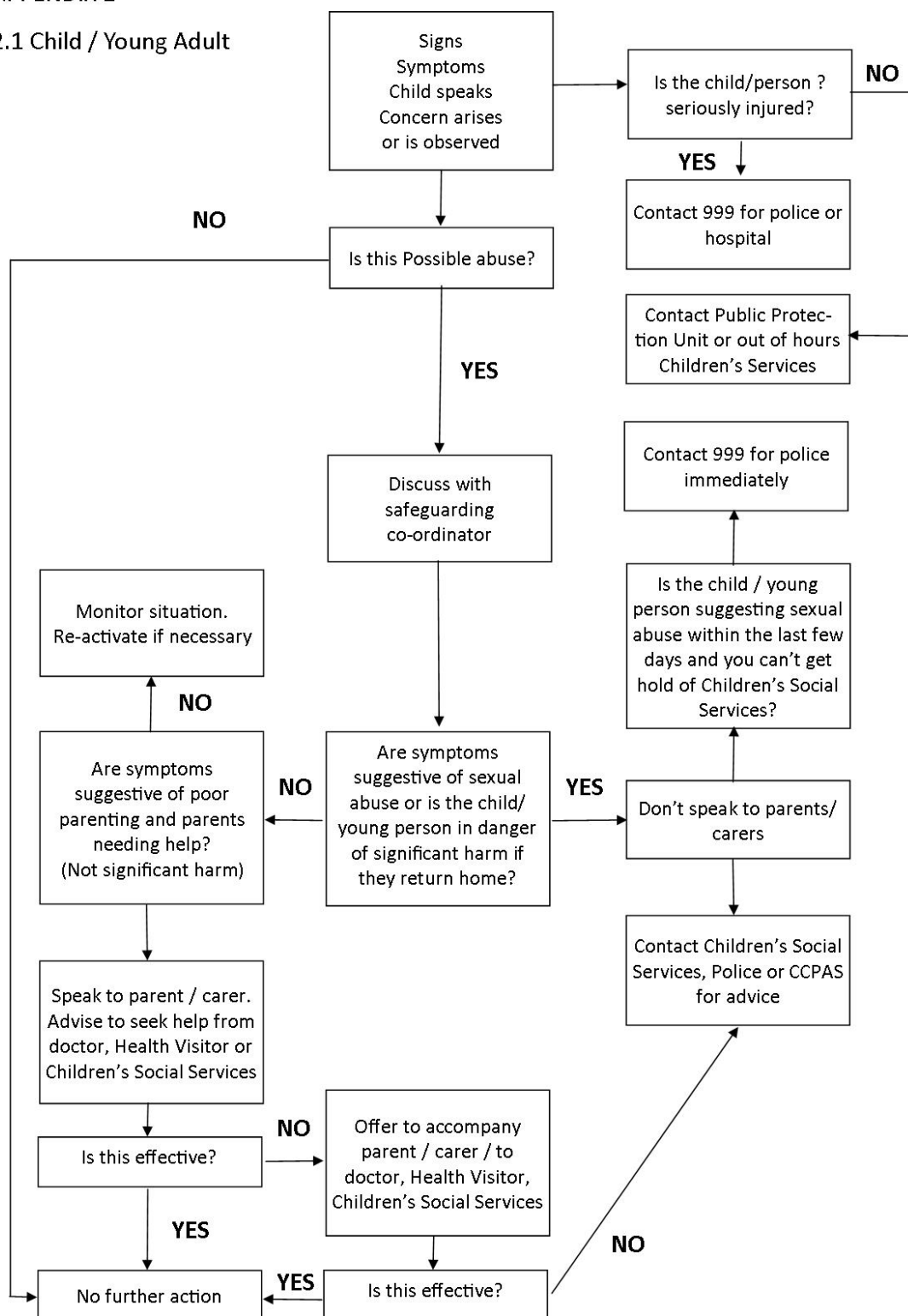
Signed _____

Date _____

APPENDIX 2

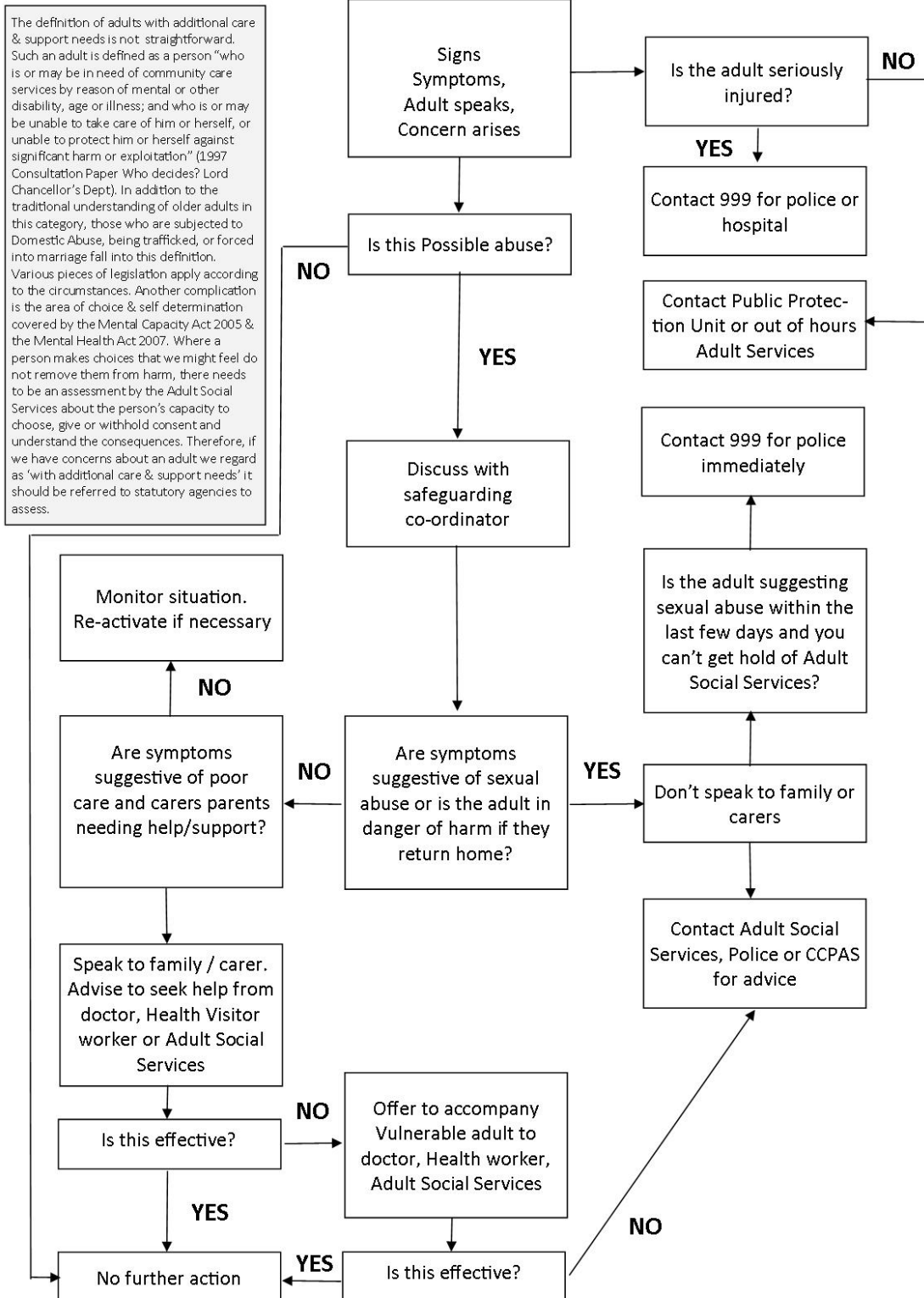
APPENDIX 2

2.1 Child / Young Adult



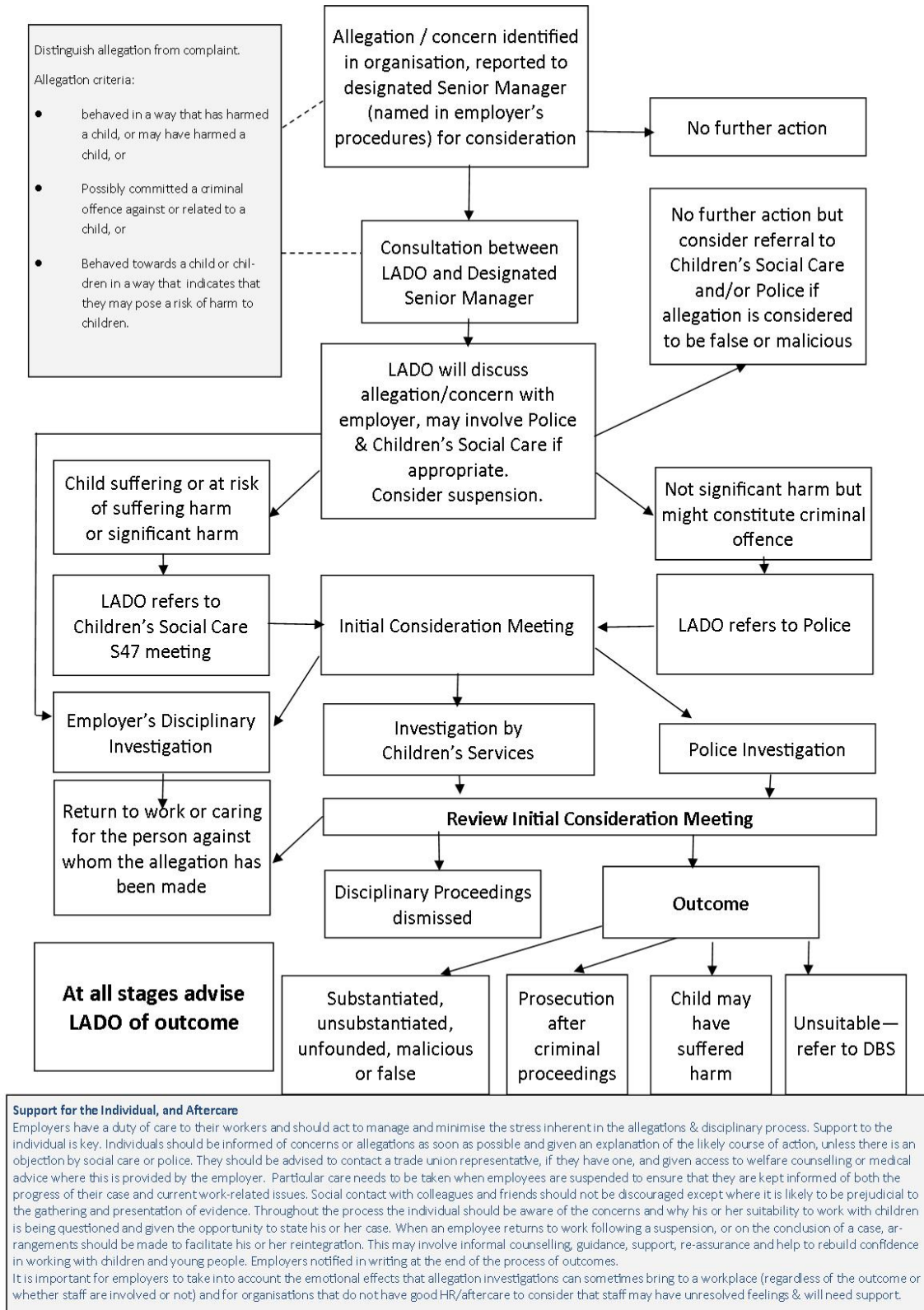
APPENDIX 2

2.2 Adult with additional care & support needs



APPENDIX 2

2.3 Worker



APPENDIX 3

Statutory Definitions of Abuse (Children)

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. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

ENGLAND

The six definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

Abuse

A form 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which 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

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 cyber bullying), 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

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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

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

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

STATUTORY DEFINITIONS OF ABUSE (ADULTS WITH ADDITIONAL CARE AND SUPPORT NEEDS)

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults with additional care and support needs 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 well being 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.

Domestic Abuse/Violence

The cross-government (not legal) definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, 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. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; emotional;

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 a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Modern Slavery

Modern slavery is a serious crime. It encompasses slavery, servitude, and forced or compulsory labour and human trafficking. Modern slavery victims can often face more than one type of abuse and slavery, for example if they are sold to another trafficker and then forced into another form of exploitation.

A person is trafficked if they are brought to (or moved around) a country by others who threaten, frighten, hurt and force them to do work or other things they don't want to do.

(Taken from government guidance on how to report modern slavery 8 Dec 2016)

Organisational

Organisational or institutional abuse is the mistreatment of people brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

Self-Neglect

There is no single operational definition of self-neglect. The Department of Health (2016), defines it as, '... a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding'.

Skills for Care provided a framework for research into self-neglect identifying three distinct areas that are characteristic of self-neglect:

- Lack of self-care - this includes neglect of one's personal hygiene, nutrition and hydration, or health, to an extent that may endanger safety or wellbeing;
- Lack of care of one's environment - this includes situations that may lead to domestic squalor or elevated levels of risk in the domestic environment (e.g., health or fire risks caused by hoarding);

- Refusal of assistance that might alleviate these issues. This might include, for example, refusal of care services in either their home or a care environment or of health assessments or interventions, even if previously agreed, which could potentially improve self-care or care of one's environment.

DEFINITIONS OF SPIRITUAL ABUSE

In recent years the concept of Spiritual Abuse has become one that has gained greater understanding amongst those in the faith community. Spiritual abuse has many similarities to the other categories of abuse and indeed may include the identification of those categories as abuse is often multi-faceted.

Although not recognised as a category of abuse in its own right by the statutory authorities, Spiritual abuse will often co-exist with those accepted forms of abuse (described above). A number of definitions have been given to this type of abuse in an attempt to adequately describe what often amounts to an abuse of trust and power to the detriment of others. Johnson and VanVonderen ('The Subtle Power of Spiritual Abuse', Bethany House Publishers, 1991) have described it as follows:

"Spiritual abuse is the mistreatment of a person who is in need of help, support or greater spiritual empowerment, with the result of weakening, undermining or decreasing that person's spiritual empowerment"

This view is shared with a similar definition offered by Ken Blue ('Healing Spiritual Abuse', IVP, 1993) as follows:

"Spiritual abuse happens when a leader with spiritual authority uses that authority to coerce, control or exploit a follower, thus causing spiritual wounds"

THIRTYONE:EIGHT have defined Spiritual Abuse as follows:

Spiritual abuse is linked with other forms of abuse, and 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.

Additional information

In addition to the above, in relation to adults and children, there needs to be an understanding of other forms of harm such as Female Genital Mutilation, Domestic Abuse, Forced marriage and trafficking of adults and children. All these are included in various pieces of legislation and all those concerned with safeguarding need to be aware of the issues.

APPENDIX 4

HARMFUL CULTURAL PRACTICES

Physical chastisement (resulting in physical harm)

Under UK legislation physical punishment is considered "unreasonable" if it leaves a mark on the child or if the child is hit with an implement such as a cane or a belt.

Forced Marriage (FM)

A Forced Marriage is when one or both prospective spouses is coerced or faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if they are made to feel they are bringing shame on their family).

Female Genital Mutilation (FGM)

Female Genital Mutilation or FGM is a cultural practice that involves cutting, removing or altering the female external genitalia for non-medical reasons. It is child abuse, an illegal practice in the UK and a violation of human rights. FGM is classified as physical abuse therefore professionals must follow their Local Safeguarding Children's Board Procedures

Breast Ironing

Breast Ironing also known as "Breast Flattening" is the process whereby young pubescent girls breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage and therefore be kept in education. Much like Female Genital Mutilation (FGM), Breast Ironing is a harmful cultural practice and is child abuse. Those working with children and young people must be able to identify the signs and symptoms of girls who are at risk of or have undergone breast ironing. Similarly to Female Genital Mutilation (FGM), breast ironing is classified as physical abuse therefore professionals must follow their Local Safeguarding Children's Board Procedures

Abuse linked to Faith or Belief.

(Including belief in witchcraft branding, spirit possession and other forms of the supernatural).

The types of child abuse linked to faith or belief. This includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to

make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

Fear of the supernatural is also known to be used to make children comply with being trafficked for domestic slavery or sexual exploitation. Child abuse is never acceptable wherever it occurs and whatever form it takes.

Abuse linked to faith and belief is a horrific crime which is condemned by people of all cultures, communities and faiths. This type of abuse is never acceptable and should be responded to in line with local safeguarding procedures as with any other form of abuse.

APPENDIX 5

Code of Conduct when working with children, young people and adults with additional care and support needs.

This code of conduct aims to ensure that workers and volunteers are clear about how they should conduct themselves when working with children, young people and adults with additional care and support needs.

Following this code of conduct will reduce the likelihood of any misinterpretations of your actions. It is key for you to remember that you have been allocated a position of trust and responsibility and you must act in accordance with this.

- DO treat all of those involved equally with respect and dignity – offensive, discriminatory or aggressive behaviour will not be tolerated.
- DO understand your role in any policies and procedures e.g. child protection, health and safety – be clear about what you should do if a concern about the safety or welfare of a young person or vulnerable adult arises.
- DO co-operate fully with other volunteers and professionals.
- DO consistently display high standards of behaviour and appearance.
- DO show respect for your peers and participants, and treat them how you would want to be treated yourself.
- DO understand that inappropriate behaviour will be followed up by the Designated Safeguarding Co-ordinator in consultation with the Local Authority Designated Officer.
- DO act as a role model for other young people, your behaviour may influence others.
- DO ensure that permission is sought from parents for any photographs or video of children or young people.
- DO remember that your behaviour towards participants to whom you are in a position of trust should reflect your role. Sexual relationships with anyone under the age of 18 in your care will be treated as an abuse of trust and will be addressed.
- DO be vigilant of changes in behaviour and inappropriate conduct in other workers and volunteers and report to your Designated Safeguarding Co-ordinator.

- DO remember that you are a professional and maintain professional boundaries with all children, young people, vulnerable adults and the parents that you work with.

There are a number of things that you must ensure do not happen whilst you are working or volunteering at Excel Church/Bilston People's Centre.

- Never spend time alone with children out of sight of others.
- Never take or drop off a child alone or vulnerable adult unless you are following agreed procedures and have agreed safeguards in place.
- Never take children to your home without prior permission from their parent.
- Never engage in rough, physical or sexual provocative games.
- Never allow or engage in any form of inappropriate touching or physical abuse.
- Do not take part in or tolerate behaviour that frightens, embarrasses or demoralises a child, young person or vulnerable adult or affects their self-esteem.
- Never make sexual suggestive comments to a child or vulnerable adult even in fun.
- Do not allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or ignored.
- Never make a child or vulnerable adult cry as a form of control.
- Do not do things of a personal nature for children or vulnerable adults that they can do for themselves.
- Do not contact children or families individually via Facebook or any other social media including mobile phones without parental permission.
- Don't make promises that you cannot keep. All allegations or disclosures on child/vulnerable adult protection issues must be reported on.
- Avoid favouritism and special friendships.
- Whenever possible do not take pictures or videos of the young people using personal equipment. Any pictures/videos taken on a personal device should be transferred to church/centre equipment as soon as reasonably practical and deleted from the personal device.

This code of conduct protects the children, young people and vulnerable adults we work with, you as a worker or volunteer and the organisation, by reducing the risk of anyone working with us, using their role to access children to cause harm. It also helps to identify practice that could be misinterpreted and may lead to a false allegation being made.

Any breach of the code of conduct will be addressed. Serious breaches may result in a referral to Police, Social Care or the Local Authority Designated Officer (LADO) All workers or volunteers are expected to report any breach to the Designated Safeguarding Lead.

Please complete the section below to confirm that you agree to adhere to the Code of Conduct and understand that any breach of this conduct will be addressed.

Name:

Role:

Date:

SAFEGUARDING IS A PRIORITY HERE



We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

----- or -----

If you have any concerns regarding the safety or welfare of an adult at risk you can speak to:

----- or -----

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed _____ Date _____
On behalf of the Leadership

Call us with your Safeguarding questions:

0303 003 11 11

We are committed to following government and CCPAS guidelines on safeguarding children and adults at risk (with care and support needs) and good working practice, including safer recruitment of workers.

www.ccpas.co.uk
0303 003 11 11
info@ccpas.co.uk

CCPAS 
setting standards in safeguarding