



Safeguarding Policy

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The Safeguarding Policy

SECTION 1

Details of the place of worship / organisation

Name of Place of Worship / Organisation: SALWAY EVANGELICAL CHURCH

Address: FOREST APPROACH, WOODFORD GREEN, ESSEX IG8 9BW

Tel No: 020 8505 9619 Email address: LT@SALWAY.ORG

Membership of Denomination/Organisation: None

Charity Number: 1073878 Company Number: N/A

Regulators details (if any): N/A

Insurance Company: Public Liability Insurance with Congregational & General

The following is a brief description of Salway Evangelical Church and the type of activities we undertake with children / vulnerable adults:

The mission of Salway Evangelical Church is to live for Jesus Christ in accordance with the Word of God, and to proclaim Him in the power of the Holy Spirit. Its vision and objective is that local people should become part of the Christian family, worshipping God and working to extend His Kingdom in the local community and worldwide.

The core activities of the church focus on Sunday worship and preaching, youth work and a variety of outreach events. Teaching is conducted in small groups with courses to assist those seeking understanding of our faith. Work with young people is through many weekly activities and a Holiday Bible Club.

This document is based upon a model policy provided by the Churches Child Protection Advisory Service (CCPAS). Where reference is made in this document to the Leadership this should be taken to mean the Trustees of Salway Evangelical Church. Where reference is made to workers, this should be taken to mean anyone performing a paid or voluntary role within the church's work with children and young people or vulnerable adults.

Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop 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 attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the 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 vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and the local authority (London Borough of Redbridge Children's Services and Adult Social Services) and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

2.1 Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, recognised youth and children's work volunteers, and recognised pastoral volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers and volunteers will receive induction training and undertake recognised safeguarding training on a regular basis as co-ordinated through the Leadership.

The Leadership will also endeavour to ensure that an atmosphere of open communication is engendered whereby children and vulnerable adults will feel comfortable in approaching any of the leaders for assistance or guidance, and that children and vulnerable adults 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.

2.2 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, may be found in Appendices 2, 3, 4 and 5, but may be regarded as the following:

In children

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Exposure to domestic violence

In vulnerable adults

- Physical abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Neglect or Act of Omission
- Discriminatory abuse
- Institutional abuse

2.3 How to respond to a child wishing to disclose abuse

Remember the three principles:

- Listen
- Record
- Refer

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware 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 you 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 there is someone available who understands sign language, Braille etc.
- Record as soon as possible and, as far as is practical, in the child's own words, what they have said and the date and time when the disclosure was made.

HELPFUL RESPONSES

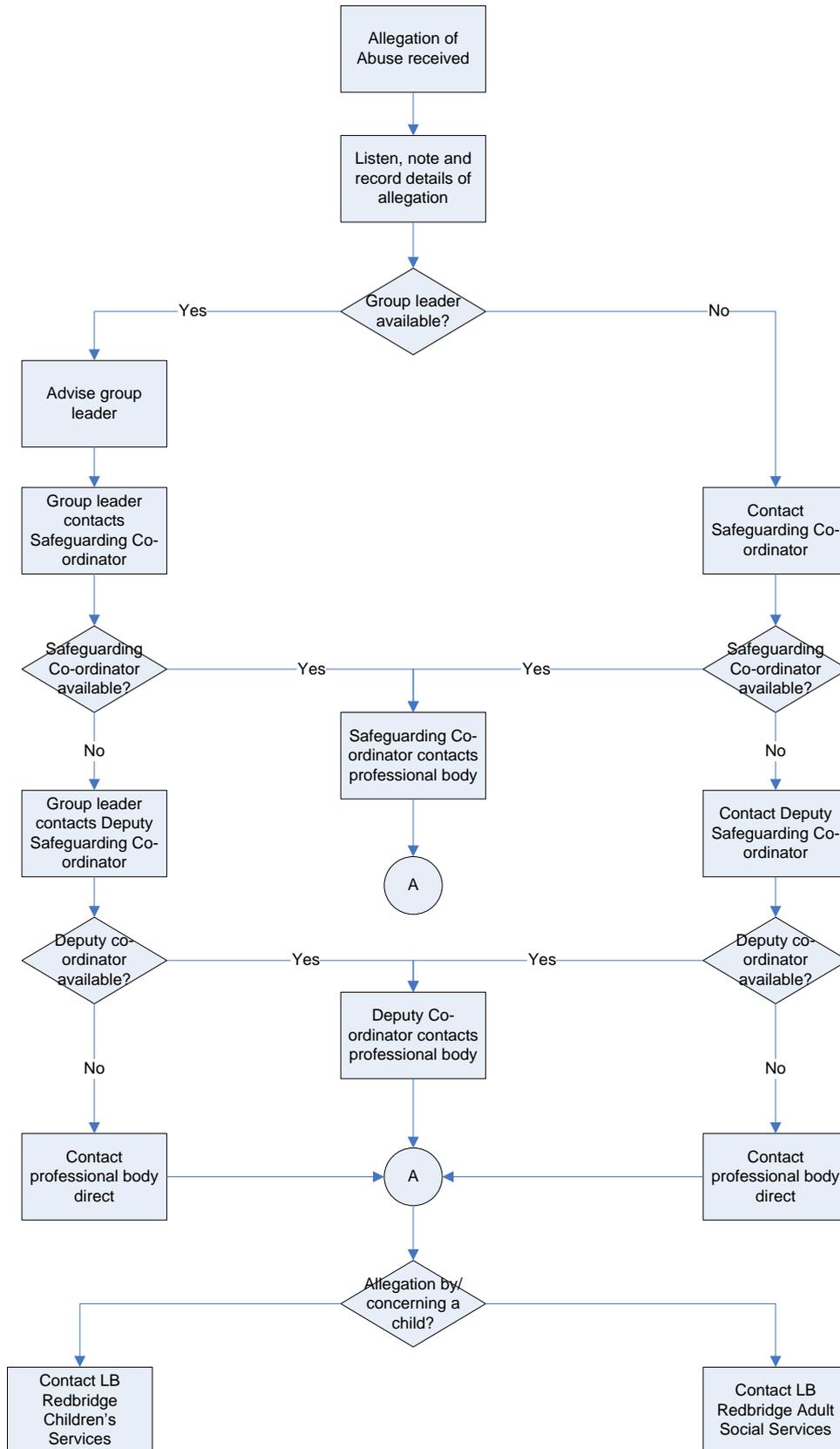
- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

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

2.4 RESPONDING TO ALLEGATIONS OF ABUSE

This flow chart summarised the process described below:



Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- Whilst allegations or suspicion of abuse will normally be reported to the Safeguarding Co-ordinator or in their absence the Deputy Safeguarding Co-ordinator, in the event that both are absent the person in receipt of the allegations or suspicions of abuse (or their main group leader) should not delay referral to Social Services, the Police or taking advice from CCPAS, particularly where there may be an immediate risk of significant harm to the individual.
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Sylvia Maharaj (hereafter the "Safeguarding Co-ordinator") tel no: 020-8989 6038 or 07899 896846 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Sue Bell (hereafter the "Deputy") tel no: 020-8505 2345. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact London Borough of Redbridge Children's Services. Where the concern is regarding an adult in need of protection contact London Borough of Redbridge Adult Social Services or take advice from CCPAS as above.

The local Children's Services office telephone number (9am to 5pm) is 020 8708 3885. The out of hours emergency number is 020 8553 5825.

The local Adult Social Services office telephone number (Monday to Friday, 9am to 5pm) is 020 8708 7333. The out of hours (Monday to Friday 8.30 am to 6pm, Saturday 9am to 1pm) emergency number is 020 8554 5000.

The Police Child Abuse Investigation Team (CAIT) may be contacted by dialing 999 in an emergency or 101 if not an emergency.

Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and the Leadership.

- 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.
- 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 CCPAS, although the Leadership hope that members of Salway Evangelical Church will follow the procedure set out in this policy. 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 direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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.

2.5 Detailed procedures where there is a concern about a child or vulnerable adult:

2.5.1 ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

In dealing with any allegation concerning a child, the child's needs are paramount and the needs and wishes of the child should be put first so that every child receives the support they need before a problem escalates. 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:

- Contact Children's Services (or CCPAS) 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 Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Services.
- Maintain a complete and comprehensive record in writing of all conversations verbatim (as far as practical) including names, dates and times.

If a vulnerable adult 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.
- 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 Adult Services 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 CCPAS can be contacted for advice.
- Maintain a complete and comprehensive record in writing of all conversations verbatim (as far as is practical) including names, dates and times.

2.5.2 ALLEGATIONS OF SEXUAL ABUSE

In dealing with any allegation concerning a child, the child's needs are paramount and the needs and wishes of the child should be put first so that every child receives the support they need before a problem escalates. In the event of allegations or suspicions of sexual abuse involving a child, the Safeguarding Co-ordinator/Deputy (or in their absence the person in receipt of the allegation) will:

- Contact the Children's Services Duty Social Worker for children and families or Police Child Abuse Investigation Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.
- Maintain a complete and comprehensive record in writing of all conversations verbatim (as far as practical) including names, dates and times.

2.6 ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS 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, 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 Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO) (see contact details under RESPONDING TO ALLEGATIONS OF ABUSE section above).

In addition, the Safeguarding Co-ordinator will take steps to protect other members of the church by reporting to the Leadership Team, who will be responsible for removing the accused person (without any prejudice to them with regard to the accusations made) out of any situation where they could abuse and providing pastoral support to accused.

Prevention

Safe recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
-
- Safeguarding has been discussed as part of induction procedures
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring scheme check has been completed (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 suitable probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers and volunteers have been issued with a handbook which contains guidelines for working with children and young people or with vulnerable adults. The Leadership undertakes 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.

Pastoral Care

Supporting those affected by abuse

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 that have contact with or are part of Salway Evangelical Church. This will be arranged to meet the needs of the individual in agreement with the Leadership.

Supporting those accused of abuse

The Leadership is committed to offering pastoral care and support, working with statutory agencies as appropriate, to all those who have been accused of abuse that have contact with or are part of Salway Evangelical Church. This will be arranged to meet the needs of the individual in agreement with the Leadership.

Working with offenders

When someone attending Salway Evangelical Church is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person that they will be expected to keep. This will be determined by a written contract which identifies appropriate behaviour and which the individual will be asked to sign.

As a guide, the contract will address the following:

The offender:

Must never work with children

Must never be alone with children

Must sit apart from children

Must stay away from areas of the building where children meet

Must decline hospitality where there are children

If attending a home group, must attend one where there are no children

Must attend designated meetings only

SECTION 5

Practice Guidelines

As a place of worship working with children, young people and vulnerable adults we 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 accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are included in the Handbook.

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 vulnerable 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 establish that all partner organisations have a safeguarding policy. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

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. This safeguarding policy is just one means of promoting safeguarding.

Signed by: *P Albon*

Date: 24 August 2014

Leadership Safeguarding Statement

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

The following statement was agreed by the leadership on:

Salway Evangelical Church 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 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 all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of Salway Evangelical Church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- 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 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 Salway Evangelical Church.
- 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 Salway Evangelical Church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Services 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 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 bi-annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for Salway Evangelical Church.

Sylvia Maharaj (telephone number 020-8989 6038 or 07899 896846) _ Safeguarding Coordinator

Sue Bell (telephone number 020-8505 2345) _ Deputy Safeguarding Coordinator

A copy of the full policy and procedures is available on the web site (www.salway.org) or from Kevin Wood (telephone 020-8989 3903/email wood120@btinternet.com).

A copy of our safeguarding policy has been lodged with CCPAS and the London Borough of Redbridge Social Services.

Signed by leadership/organisation

Signed P Albon K D Wood

(on behalf of the Trustees)

Date 24 August 2014

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 four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

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 opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including 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

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.

Exposure to Domestic Violence Children may be exposed to or witness to domestic violence within the home. The government definition of domestic violence 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

APPENDIX 3

A vulnerable adult is anyone over the age of 18 years who is in receipt of or in need of certain services such as:

- **Health care treatment**
- **Personal care because of age, illness or disability**
- **A formal arrangement allowing a person to make welfare and/or financial decisions on behalf of another person**
- **Transportation provided because of age, health or disability.**

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 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.

Signs of Possible Abuse (children & young people)

The following signs could be indicators that abuse has taken place but should be considered in 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.

Domestic Violence

Anxiety and depression
Difficulty sleeping, nightmares and flashbacks
Temper tantrums
Aggression and/or internalising distress and withdrawing from others

Lowered self-worth

Self-harming and eating disorders

*These indicate the possibility that a child or young person is self-harming.

Signs of Possible Abuse (vulnerable adults)

Physical

A history of unexplained falls, fractures, bruises, burns, minor injuries
Signs of under or over use 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 the 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 of 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, bed times, 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 6

Useful Internet Links

UN Declaration of Human Rights:

<http://www.un.org/en/documents/udhr/index.shtml>

UN Declaration of the Rights of a Child:

<http://www.un.org/cyberschoolbus/humanrights/resources/child.asp>

Churches Child Protection Advisory Service (CCPAS):

<http://www.ccpas.co.uk/>

Child Exploitation and Online Protection Centre (CEOPS):

<http://ceop.police.uk/>

Internet Watch Foundation:

<http://www.iwf.org.uk/>

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

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 a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership in this place of worship/organisation to respond to any safeguarding concerns.

Signed _____ Date _____
Leadership of place of worship/organisation



The Churches' Child Protection Advisory Service is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

MindinfoLine
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141

