

Vulnerable Persons Safeguarding Procedure

Other Related Policies and Documents:

- Vulnerable Persons Safeguarding Policy
- Photography & Videography Policy

The procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers. The word “staff” is used for ease of description.

Please note, Safeguarding applies to children (<18 years of age) and vulnerable adults as defined in our Vulnerable Persons Safeguarding Policy.

Definitions of Abuse

The Overseers and Trustees of The King’s Church recognise the following as definitions of abuse:

More specifically affecting Children:

i. Physical Abuse

Physical abuse causes harm to a child’s person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating. It may be done deliberately or recklessly or be the result of a deliberate failure to prevent injury occurring.

ii Neglect

Neglect is the persistent or severe failure to meet a child or young person’s basic physical and/or psychological needs. It will result in serious impairment of the child’s health or development.

iii Sexual Abuse

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

iv Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child’s or young person’s behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

More specifically affecting Vulnerable Adults:

v Financial Abuse

Financial abuse occurs when money or property is stolen or someone is put under pressure to sell property or part with their money. It also includes fraud, rogue trading and scamming and can include the misuse of

money or possessions by a third party. The denial of assistance with or access to a person's own money is also financial abuse.

vi Domestic Abuse

Domestic abuse is any incident of threatening behaviour, violence or abuse between adults who are or have been intimate partners or family members. Manipulation or coercive control are key factors of domestic abuse.

vii Self-Neglect

Self-neglect is an adult living in a way that puts their own health, safety or wellbeing at risk and can include things such as the inability to avoid self-harm and the failure to seek help or access services to meet health and social care needs.

viii Organisational Abuse

Organisational abuse is when an adult is abused or mistreated within an institution (eg. care home) or by an organisation providing care within the home. This could be a one-off incident or a long-term mistreatment.

iv Discriminatory Abuse

Discriminatory abuse is the unequal treatment of a person because of a particular characteristic. There are several protected characteristics listed in the equalities act of 2010 that include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex or sexual orientation.

x Modern Slavery

Modern Slavery, or human trafficking, is the recruitment, transportation, harbouring or receipt of a person by improper means – such as force, abduction, fraud or coercion – for an improper purpose. This can include forced labour, domestic servitude, sexual exploitation and bonded labour.

Signs & Symptoms of Abuse

The signs of abuse aren't always obvious, and a child / young person or vulnerable adult might not tell anyone what's happening to them.

Children might be scared that the abuser will find out, and worried that the abuse will get worse. Or they might think that there's no-one they can tell or that they won't be believed.

Sometimes, they don't even realise that what's happening is abuse.

The effects of abuse may be short term or may last a long time - sometimes into adulthood. Adults who were abused as children may need advice and support.

Children develop and mature at different rates. So what's worrying for a younger child, might be normal behaviour for an older child. If a child looks or acts a lot older or younger than their age, this could be a cause for concern.

All Ages

- Talks of being left home alone or with strangers
- Poor bond or relationship with parent, also known as attachment
- Acts out excessive violence with other children

- Lacks social skills and has few if any friends

Under 5s

- Doesn't cry or respond to parent's presence or absence from an early age
- Reaches developmental milestones late, such as learning to speak, with no medical reason
- Significantly underweight but eats well when given food

5-11 Year Olds

- Becomes secretive and reluctant to share information
- Reluctant to go home after school, or church
- Parents show little interest in child's performance and behaviour at school or other activities
- Parents are dismissive and non-responsive to professional concerns
- Is reluctant to get changed for sports etc.
- Wets or soils themselves

11-16 Year Olds

- Drinks alcohol regularly from an early age
- Is concerned for younger siblings without explaining why
- Becomes secretive and reluctant to share information
- Talks of running away
- Exhibits challenging / disruptive behaviour
- Is reluctant to get changed for sports etc.

Designated Staff with Responsibility for Child Protection

1. The Lead persons with special responsibility for safeguarding vulnerable people is

Clive Butcher, Overseer

Mobile: 01945 587863

Email: clive.butcher@kingswisbech.org.uk

Jackie Nurney, Deacon

Mobile: 07495 689461

Email: jackie.nurney@kingswisbech.org.uk

Or if you are concerned about the Lead Person's conduct, please contact **The King's Church, Wisbech Overseers: overseers@kingswisbech.org.uk**

2. He/she has a key duty to take lead responsibility for raising awareness within the organisation of issues relating to the welfare of children, young people and vulnerable adults, and the promotion of a safe environment for the children young people and vulnerable adults.
3. He/she is responsible for ensuring that exempted questions are asked on relevant volunteer and employment application forms.
4. He/she has received appropriate training and should keep up to date with developments in safeguarding and child protection issues. He/she will also have responsibility for making new staff and volunteers aware of the existing Vulnerable Persons Safeguarding Policy.

5. He/she will be the main contact point for Child Protection issues and will have contact details for relevant organisations available for employees and volunteers. This list will usually include contact details of relevant individuals and provisions such as Thirtyone Eight (church Safeguarding Organisation) 03030031111, the NSPCC Helpline 0800 800 5000 and the local police child protection unit: Cambridgeshire Multi-Agency Support Hub (MASH) 0345 045 1362.

Code of Conduct

One of the core values of The King's Church, is to be loving towards each other, building relationships in order to help each other to grow and flourish in our relationship with Jesus. With that in mind all our volunteers must read and agree with the following Code of Conduct.

I will conduct myself in a manner that is consistent with the discipline and teachings of Jesus Christ within the course of my ministry. This means I will endeavour to:

- Be loving, respectful, kind, gentle and considerate to those around me in both words and behaviour.
- Be friendly and welcoming to all without discrimination on any grounds.
- Be patient and forgiving exercising grace to all.
- Personally deal with any issues that have caused friction, upset or hurt and if unresolved asking a leader to be involved.
- Be committed to the role that I have volunteered for, by being reliable, arriving on time, doing the work to the best of my ability, speaking to my team leader about any issues or suggestions.

I have read and will act in accordance with my role description, including reading and applying any policies and procedures mentioned within it.

I will do my utmost to prevent abuse and neglect among those involved in or attending The King's Church, Wisbech activities and services.

I will do my utmost to keep myself and others safe from physical dangers, performing any tasks sensibly in accordance with any training or risks assessments given.

I will accept personal responsibility to protect those involved in or attending church activities by being alert to inappropriate behaviour and reporting any incidents or concerns quickly to a Safeguarding lead or an Overseer.

I will endeavour to be a source of help to individuals or families in which abuse and/or neglect has been experienced.

Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

If a child / young person or vulnerable adult tells a volunteer about possible abuse:

- Listen carefully and stay calm.
- Do NOT promise confidentiality, you are probably going to have to tell someone in order to help the person making the disclosure.
- Do not interview them, but question normally and without pressure, in order to be sure that you understand what they are telling you.

- Do not put words into their mouth by asking leading questions.
- Reassure them that by telling you, they have done the right thing.
- Inform them that you must pass the information on, but that only those that need to know about it will be told. Inform them of to whom you will report the matter.
- Note the main points carefully on the 'Logging a Concern' form (located on the wall in the QMC church storage cupboard, or on the church website <https://kingswisbech.org.uk/Groups/362495/Policies.aspx>)
- Make a detailed note of the date, time, place, what they said, did and your questions etc.
- Staff should not investigate concerns or allegations themselves but should report them immediately to the Lead Person.

Reporting and Dealing with Allegations of Abuse against Church Staff Members

1. In rare instances, staff of Christian organisations have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. The King's Church, Wisbech recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. It is imperative that those dealing with an allegation maintain an open mind and that investigations are thorough and not subject to delay.
2. The King's Church, Wisbech recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. Therefore, those dealing with such allegations within the organisation will do so with sensitivity and will act in a careful, measured way.

It is the duty of all church volunteers to report any concerns they may have.

In the event of a volunteer observing any inappropriate behaviour or breach of the Vulnerable Persons Safeguarding Policy on the part of other volunteers or staff, it is their personal responsibility to immediately report their observations.

- Fill out observations on a 'Logging a Concern Form'
- Pass this on to the Lead Person or an Overseer
- Overseers will Refer to Code of Conduct and relevant policies
- First Meeting with the volunteer and an Overseer
- Written Warning
- Release from role

- Documentation

Creating a Safe Team

When parents allow their children to come to The King's Church, Wisbech we want them to know that all reasonable steps have been taken to ensure that the adults caring for them are spiritually equipped, trustworthy and able to care for them effectively.

The selection procedures are not in place to undermine the integrity of those who want to work with children, but to strengthen and confirm the integrity and value of those who are willing to take on such a responsibility.

The selection procedure is as follows:

- Clear role description given to volunteer
- Application form
- Safeguarding declaration completed (only if DBS check is needed for the role)
- Interview with team leader and an Overseer
- References taken
- Safeguarding training given
- Acceptance of adherence to Code of Conduct

Supporting a Safe Team

Every volunteer who requires a DBS check for their role will receive an induction into their role at a training session. There will also be a probationary period of six months. This is a period in which the individual can decide if a ministry with children and / or vulnerable adults is right for them. It also gives the leaders a chance to observe the volunteer and offer constructive and sensitive feedback and support.

When the probationary period is complete a meeting will be held with the volunteer and the Team Leader to discuss how they think things went, further points for action and to decide if the person can continue in their role.

- Induction Process (including Safeguarding Training)
- Supervision and feedback
- Probationary period
- Safeguarding training (in house) for all volunteers every year
- Trustees, Overseers and Children's work leaders will complete safeguarding training (external) every 3 years

- Safeguarding leads will complete safeguarding training (external) every 2 years

Contacting Children

As a general rule The King's Church will not contact children directly but will contact them through their parents, with the following exception.

For children attending the church youth group (for secondary age children) Youth Group leaders may contact children over 13 years of age collectively in a WhatsApp group, with parental consent.

The following guidelines will apply to the WhatsApp group:

- It is to be used for sharing information regarding church activities.
- Parents can be included in the group.
- Two administrators for the group.
- No personal contacts outside of a group chat.
- If guidelines are ignored or the group chat used inappropriately any such incidents should be referred to the safeguarding leads.

Supporting Team Members Younger Than 18 Years of Age

Church is an all-age event and children younger than 18 are able to take on a volunteering role. They will still be protected by our Safeguarding Policy and Procedure and additional steps will be put in place to ensure they are protected at all times whilst undertaking their volunteer role.

- Parental consent will be sought at the initial application stage
- A basic Child Safeguarding Training will be given which will stress the importance of telling their Mentor or another adult volunteer if they see or hear anything that is inappropriate, or indeed if anything is happening to them that is inappropriate or makes them feel uncomfortable.
- A Mentor will be assigned to them. They will be DBS checked and will be in church leadership. The Mentor will help, encourage and supervise the child volunteer at all times during activities at which the child is carrying out their volunteer role.

Regulated Activity and obtaining Enhanced Disclosure and Barring Service checks

1. Under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, an individual working **unsupervised** with children / vulnerable adults is considered to be engaged in regulated Activity and must have an enhanced Disclosure and Barring Service (DBS) check which will involve a check of the children's / vulnerable adults barred list, in order to perform their duties.
2. However, an individual working in a directly and permanently supervised position is not considered to be engaged in regulated activity but should still have an enhanced DBS disclosure check. However because they are working in a supervised role the enhanced check will *not* include a check of the children's barred list.
3. Note that applications for a DBS enhanced check can only be submitted where the applicant is aged 16 or over at the time of making the application.

If volunteers require a DBS check to be undertaken they will also be required to complete a 'Confidential Safeguarding Declaration' before the DBS check is done.

If a volunteer already has a DBS check from another organisation that is the **same level** as the one required for their role within the church and it was done **within the past 3 years**, the church will accept this as a valid DBS check and a photocopy will be taken.

Volunteers will also undergo an interview with someone from the Leadership Team and an Overseer to help to ascertain their suitability for the role.

Duty to refer to the DBS

1. The Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 both make it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the Disclosure and Barring Service (DBS). This means that the designated member of staff responsible for safeguarding must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults, this includes anyone who is believed to have committed a relevant misconduct while on the job or who has a record of such conduct.
2. The organisation has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS, failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.
3. Referral forms can be downloaded from the DBS's website www.homeoffice.gov.uk/dbs.

The DBS's barring process

1. Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.
2. The applicant should be advised by the designated member of staff to make a representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed on either the **Children's Barred List** or the **Vulnerable Adults Barred List** or both depending on the offence. The applicant must then be removed from regulated activity.
3. The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.

Storage of Documents

Confidential documents relating to safeguarding procedures (eg. DBS checks, Logging a Concern forms etc) will be securely stored in a locked filing cabinet located in the Church Office at: Octavia View, 10a-14 South Brink, Wisbech, PE13 1JQ.

Useful Contacts

Thirtyone Eight – Independent Church Safeguarding Specialists

www.thirtyoneeight.org Email: info@thirtyoneeight.org

Telephone: 03030031111

Address: PO Box 133, Swanley, Kent, BR8 7UQ

Local Safeguarding Children Board (LSCB) – Cambridgeshire

www.cambridgeshire.gov.uk/lscb/ Email: LSCB@cambridgeshire.gov.uk

Telephone: 01480 373522

Fax: 01480 376377

Address: Cambridgeshire LSCB, Scott House, 5 George Street, Huntingdon, PE29 3AD

LSCB Multi-Agency Support Hub (MASH) – Cambridgeshire (For reporting a safeguarding issue)

Telephone: Ph. 0345 045 1362 (Professionals) 0345 045 5203 (Public Number) 01733 234724 (Out of Hours)

Referral Forms to be sent to: MASH.C&F@cambridgeshire.gcsx.gov.uk

Wisbech Police Station

Telephone: 101

Address: Nene Parade, Wisbech, PE13 3BT

Children's Social Care

Telephone: 0345 045 5203 between 8am and 6pm Monday to Friday.

Email: ReferralCentre.Children@cambridgeshire.gov.uk or

referralcentre.childrens@cambridgeshire.gcsx.gov.uk

You can also fax your question on 01480 376 748.

If it is outside office hours or at the weekend, call the First Response and Emergency Duty Team on 01733 234 724.

Adult Social Care

Cambridgeshire County Council – Customer Services 8am to 6pm Monday to Friday 9am to 1pm on Saturday

Telephone: 0345 045 5202 Fax: 01480 498 066 Email: referral.centre-adults@cambridgeshire.gov.uk

If someone is in danger and unable to protect themselves or cannot remain in the community without immediate intervention telephone: 01733 234 724.

If the person is in immediate danger or needs medical treatment contact the police and/or call an ambulance on 999.

NSPCC – Advice & Support Line

0808 800 5000 24 hours a day 7 days a week. For free advice and support on child protection issues.

Vulnerable Persons Safeguarding Procedure Flowchart Summary

