

# Safeguarding Procedure

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*Other Related Policies and Documents:*

- 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 adults with care and support needs as defined in our Safeguarding Policy.

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## SECTION 1 - PREVENTION

### 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 from 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 adults with care and support needs:

#### **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.

#### **xi Spiritual Abuse**

Spiritual abuse is coercion and control of a person by another in a spiritual context. The victim experiences the abuse as a deeply emotional personal attack.

### 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.

Please see **Appendix 1** for a full list of each type of abuse along with its signs and symptoms.

### Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

### Designated Staff with Safeguarding Responsibility

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

**Clive Butcher, Overseer**

**Mobile: 07951 621110**

**Email: [safeguarding@kingswisbech.org.uk](mailto:safeguarding@kingswisbech.org.uk)**

Safeguarding Trustee is:

**Matthew McChlery, Trustee**

**Mobile: 07793065442**

**Email: [matt.mcchlery@kingswisbech.org.uk](mailto:matt.mcchlery@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](mailto: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 safer recruitment 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 safeguarding 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.

## Creating a Safe Team / Safer Recruitment

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

## Code of Conduct

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The code of conduct can be found in **Appendix 2**.

## Whistleblowing

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

## Supporting a Safe Team (DBS Checks)

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

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 annual safeguarding training provided by the church.

The Leadership will provide or facilitate all Trustees, Overseers, Pastoral team leaders and Children's work leaders recognised safeguarding training which will be renewed every three years.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The Leadership will also ensure that children and adults with care and support needs as well as the rest of the congregation 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.

## 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 or discipleship.
- 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](http://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.

## Partnership working (eg. with schools)

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

We therefore have clear guidelines with 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 (please see **Appendix 3**).

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



## SECTION 2 – RESPONDING TO ALLEGATIONS

A simplified flow chart of what happens when a Cause for Concern is raised can be found in **Appendix 4**.

### Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

Staff should NOT investigate concerns or allegations themselves but should report them immediately to the Lead Person. If they receive a disclosure of abuse or have a cause for concern they should follow the following procedure:

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.

**PASS THE CAUSE FOR CONCERN FORM ON TO THE SAFEGUARDING LEAD OR SAFEGUARDING TRUSTEE IMMEDIATELY** (contact details can be found above in the 'Designated Staff with Safeguarding Responsibility' section).

Those with Safeguarding Responsibility have been nominated by the Leadership to act on their behalf in dealing with the disclosure, allegation or concern, including referring the matter on to the statutory authorities.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

[Please choose the relevant list of organisations details from the guidance notes for the context your organisation operates in and add in the relevant details for your local services:

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales, Charity Commission for Northern Ireland or Office of the Scottish Charity Regulator) to report a serious incident/raise a concern (Scotland).
- Church Overseers (Senior Leadership) who need to liaise with Chair of Trustees and Safeguarding Lead to ensure those within their care are kept safe by putting into place any safety measures needed.
- Local Authority Designated Officer – LADO (England and Wales), Child's Named Person (Scotland) or the Gateway Team (Northern Ireland) if the allegation concerns a worker or volunteer working with someone under 18.

Concerns 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.

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police, police Scotland or Police Service Northern Ireland (PSNI) or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead 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 Thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding Lead/Deputy Safeguarding Lead 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.

Please see **Appendix 5** for detailed procedures that the Designated Lead Person will follow when safeguarding concerns are received.

## Reporting and Dealing with Allegations of Abuse against Church Staff Members

1. 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
- Lead Person will Refer to Code of Conduct and relevant policies and will decide whether the cause for concern meets the criteria for a safeguarding issue, or is something else. If a safeguarding concern is confirmed the Lead Person will follow their Safeguarding procedure as stated above.
- First Meeting with the volunteer and an Overseer
- Written Warning
- Release from role
- Documentation

How we deal with offenders, or people who may pose a risk who are in attendance at church.

## SECTION 3 – WELLBEING SUPPORT AND PASTORAL CARE

### Supporting those affected by abuse

The Leadership is committed to offering wellbeing support/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 organisation.

Please see below the details for the individual responsible for wellbeing support/pastoral care:

**Name: Fiona Butcher**

**Tel: 01945 587863**

**Email: [fiona.butcher@kingswisbech.org.uk](mailto:fiona.butcher@kingswisbech.org.uk)**

### Working with those who may pose a risk

When someone attending the organisation is known to pose a potential risk to children, or adults with care and support needs; the Leadership will supervise the individual concerned and offer wellbeing support/pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate external parties.

## SECTION 4 - 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.

## APPENDIX 1

### Signs and Symptoms of Abuse

#### Physical Abuse

*Physical abuse is the deliberate use of physical force by one person against another to cause harm.*

It may result in physical harm or injury to the other person or it may not, and may be a one-off act or ongoing.

#### **Physical abuse can include:**

- Hitting, slapping, biting or pinching.
- Rough handling, shaking, pushing, or throwing.
- Burning or scalding.
- Drowning, or suffocating
- Poisoning, misuse of medication or the denial of treatment.
- Intentional exposure to extreme heat or cold, or force feeding.
- Misuse or illegal restraint, inappropriate physical punishment, or depriving someone of their liberty.

Physical harm may also be caused when a child's Parent/Carer fakes the symptoms of, or deliberately causes illness or ill health in a child.

Injuries caused by accidents such as trips and falls are not uncommon, especially in children, but these usually occur on bony or prominent areas such as knees, shins and elbows.

Abusive injuries tend to involve softer areas that are harder to damage accidentally e.g. upper arms, forearms, chest, back, abdomen and thighs.

#### **Possible signs and indicators:**

- Visible injuries and bruising.
- Unexplained cuts, marks or scars.
- Injuries that don't match the explanation given.
- Getting injured often
- Unexplained falls
- Subdued or changed behaviour
- Changes in weight, being excessively under or overweight or malnourished.
- Failing to get medical treatment or changing Doctors often.

#### Emotional Abuse

*Emotional abuse (or Psychological abuse) involves harming a person emotionally and includes any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on a person's emotional development.*

Some level of emotional abuse is present in all types of abuse and ill treatment of one person by another, but it can also occur on its own.

#### **Emotional abuse can include:**

- Consistently telling someone that they are worthless, unloved or inadequate.
- Using intimidation, coercion, and harassment.

- Having inappropriate expectations for a person's age or development.
- Seeing or hearing another person being mistreated, such as in domestic abuse.
- Not giving someone opportunity to express their views or to take part in normal social interaction.
- Bullying, including online bullying.
- Causing someone to frequently feel frightened or in danger.

#### **Possible signs and indicators:**

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness or anger
- Reluctance to be alone with a particular person

#### Neglect

*Neglect (or acts of omission) is the failure to meet a person's basic physical or emotional needs which is likely to have a serious negative impact on their health or development.*

It happens when a person deliberately withholds, or fails to provide an appropriate level of care and support which is needed by another person.

It can involve a Parent/Carer and can also happen during pregnancy e.g. as a result of maternal substance abuse.

Neglect may happen because of a lack of knowledge or awareness, or through a failure to take reasonable action whether deliberate or not.

In its extreme form, neglect can be a significant risk as it can lead to serious long-term effects and even be life-threatening.

Neglect is the most common form of child abuse in the UK.

#### **Neglect can include:**

- Not providing adequate food, clothing, or assistance with personal hygiene.
- Not providing adequate shelter and heating.
- Failing to protect someone from harm or danger.
- Not ensuring appropriate supervision (including the use of inadequate care-givers)
- Failing to give prescribed medication or provide access to appropriate health care or treatment.
- Failing to provide access to educational services.
- Ignoring a person's basic emotional needs.
- Failing to take action when a person is taking unnecessary risk (especially when the person lacks capacity to properly assess risk).

#### **Possible signs and indicators:**

- Poor appearance or hygiene e.g. being smelly or dirty
- Living in an unsuitable home environment e.g. having no heating
- Inappropriate or inadequate clothing
- Signs of malnutrition or not being given enough food
- Having frequent and untreated medical issues or an accumulation of untaken medication.
- Body issues such as sores, skin complaints, poor muscle tone or prominent joints.
- Poor language or social skills
- Being left alone for a long time
- Being withdrawn, depressed or anxious

- Tiredness or finding it hard to concentrate or take part in activities
- Self-soothing behaviours such as drug or alcohol misuse and self-harm.
- Poor school attendance or performance

## Sexual Abuse

*Sexual abuse (or Sexual violence) is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.*

The abuse may involve physical contact and touching or non-contact activities.

Sexual abuse is found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation. It can be perpetrated by family or non-family members, women, men and other children.

### **Children and young people**

The sexual abuse of children or young people - also called **Child Sexual Abuse (CSA)** - is involving a child or young person in an activity for the sexual gratification or gain of another person, whether or not it is claimed they have consented or agreed.

#### **Sexual abuse of a child can include:**

- Forcing or enticing a child or young person to take part in sexual activities, including penetrative or non-penetrative acts, whether they are aware of what is happening or not.
- Including children in looking at adult sexual content or activities, or having their photo taken or being filmed for the production of indecent images.
- Using sexual language towards a child or encouraging them to behave in sexually inappropriate ways.
- Grooming a child in preparation for abuse, either in person or online.

Child sexual exploitation is a form of child sexual abuse where a child is sexually exploited for money, power or status.

Sexual abuse may awaken premature sexual feelings in a child that they find hard to deal with and feel guilty about and they may need reassurance that they are not to blame for the abuse.

Penetrative sex with a child under 13 years by an adult or another child is classed as rape.

One of the ongoing effects of childhood sexual abuse may be that adult survivors experience difficulties forming meaningful relationships with other adults.

### **Sexual abuse of Adults**

The sexual abuse of adults involves sexual acts to which the person has not consented or has been pressured into consenting to.

#### **Sexual abuse of a adults can include:**

- Penetrative or non-penetrative sexual acts, whether they aware of what is happening or not eg. sexual assault, oral sex, rape, attempted rape, and date rape.
- Indecent exposure, sexual harassment, inappropriate looking or touching, groping, sexual teasing or innuendo,



- Being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities.
- Stalking and grooming.

#### **Possible signs and indicators:**

- Physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck.
- Bleeding, pain or itching in the genital area or when walking or sitting.
- Sexually transmitted diseases or infections.
- Pregnancy in a woman who is unable to consent to sex.
- Uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude.
- Self-harming.
- Poor concentration, withdrawal, sleep disturbance.
- Excessive fear/apprehension of, or withdrawal from, relationships or being alone with a particular person.

#### Domestic Abuse

*Domestic abuse (or Domestic Violence) is any incident, or pattern of incidents, of controlling coercive or threatening behaviour, violence, or abuse by one adult against another where they are or have been intimate partners or family members.*

It can include violence by a son, daughter, mother, father, husband, wife, life-partner, sibling, grandparent or by an extended family member, whether they are directly related, in-laws or step-family. It happens across all sections of society, regardless of gender, age, ability, religion, race, ethnicity, financial background or sexual orientation.

Both men and women can be victims, although a greater number of women experience domestic abuse and are more likely to be seriously injured or killed because of it.

Children and Young People can suffer this form of abuse and are considered victims if they see, hear or experience the effects of abuse and they are related to the victim or the offender.

It is usually frequent and persistent, can happen inside and outside the home, and can continue even after a relationship has ended.

#### **Coercive control**

Coercive control is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse used to harm, punish, or frighten another person. It is designed to make a person subordinate or dependent by isolating them from sources of support, exploiting them and their resources, depriving them of the means needed for independence, resistance and escape, and regulating their everyday behaviour.

#### **Domestic abuse can include:**

- Emotional abuse
- Physical abuse
- Sexual abuse
- Financial abuse
- Forced marriage, Female Genital Mutilation, and 'honour crimes'.

#### **Possible signs and indicators:**

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness or anger

- Reluctance to be alone with a particular person
- Visible injuries and bruising.
- Injuries that don't match the explanation given.
- Unexplained falls
- Subdued or changed behaviour
- Changes in weight, being excessively under or overweight or malnourished.
- Signs of coercive control
- Feeling that the abuse is their fault when it is not
- Isolation – not seeing friends and family
- Limited access to money

### Financial Abuse

*Financial abuse (or Material abuse) is the attempted or actual misappropriation or misuse of a person's money, property, benefits, or other assets, by means of intimidation, coercion, deception, or other ways to which the person does not or can not consent to.*

Financial abuse includes having money or other property stolen, being defrauded or put under pressure in relation to money or other property, and having money or other property misused.

#### **Financial abuse can include:**

- Theft, burglary, or fraud (including internet scamming).
- Exploitation and embezzlement.
- Coercion or being put under pressure concerning a person's finances (including wills, property, inheritance or financial transactions).
- Misuse or misappropriation of property, possessions or benefits.
- Withholding pension or other benefits.

#### **Possible signs and indicators:**

- Unusual financial activity such as making an unexpected change to a will, a sudden sale or transfer of a property, or unusual activity in a bank account.
- Sudden inclusion of additional names on a bank account or where a signature does not resemble the person's normal signature.
- Reluctance or anxiety by a person when discussing their finances.
- A substantial gift to a carer or other third party.
- A sudden interest by a relative or other third party in the welfare of the person.
- Bills remaining unpaid.
- Complaints that personal property is missing.
- Signs of coercive control or neglect.

### Self Neglect

*Self-neglect is when an adult lives in a way that puts their own health, safety or well-being at risk.*

It is an extreme lack of self-care that is often related to deteriorating health and ability in older age, poor mental health, or other issues such as addictions, however not everyone who self-neglects needs to be safeguarded.

Incidents of abuse may be one-off or multiple, and affect one person or more. People who self-neglect will often decline help from others.

There are limitations to what help can be offered if the adult has [mental capacity](#) to make their own decisions about how they live, even if they may suffer significant harm or death as a result of their own action or inaction.

Any action taken should seek to minimise any risks while respecting the person's choices, trying to engage with the person to offer as much support as possible without causing distress.

It is important to all efforts to engage with and support the person are clearly [recorded](#).

#### **Self-neglect can include:**

- Neglecting to care for personal hygiene, health or surroundings to the extent that it threatens personal health and safety.
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs
- Behaviours such as hoarding.

#### **Possible signs and indicators:**

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

#### **Modern Slavery**

*Modern slavery (or Human Trafficking) is the recruitment, movement, and holding of a person by improper means, such as force, threat or deception, for the purposes of exploitation or abuse.*

Victims of human trafficking can be male or female, children or adults, and may come from migrant or indigenous communities.

Modern slavery is different from illegal immigration as people who are trafficked are tricked, coerced, lured or forced by criminals to work for them or others in their criminal networks around the world.

People are forced into and held by threats of violence and intimidation against them or their family, fear, debt bondage, isolation and the removal of identification or travel documents, or imprisonment and torture.

Children living in the UK can also be targeted and trafficked internally.

#### **Modern slavery can include:**

- Forced labour
- Domestic servitude
- Sexual exploitation such as prostitution and pornography
- Bonded labour (forcing someone to pay a debt that can't be paid).
- Criminal activity
- Private fostering
- Forced marriage

**Possible signs and indicators:**

- Signs of physical abuse or emotional abuse
- Signs of neglect
- Isolation from the community
- Seeming under the control or influence of others
- Lack of personal effects or identification documents
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

**Discriminatory Abuse**

*Discriminatory abuse is when a person is treated unfairly, bullied, or abused because of a particular characteristic.*

It is against the law to discriminate against someone because of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

These are called protected characteristics.

Discriminatory abuse links to other forms of abuse and may have similar effects e.g. Physical abuse motivated by racism would be classified as Discriminatory abuse.

**Discriminatory abuse can include:**

- Unequal treatment
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Physical abuse and emotional abuse
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

**Hate crime**

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

**Possible signs and indicators:**

- Low self-esteem, attachment issues, depression, self-harm, and eating disorders.
- Signs of distress, tearfulness, anger or anxiety
- The person appears withdrawn and isolated

- The support on offer does not take account of the person's individual needs in terms of a protected characteristic

### Organisational Abuse

*Organisational abuse (or Institutional abuse) is when a person is abused or mistreated within an institution such as a care home or hospital, or by an organisation providing care in the person's own home.*

It can include one-off incidents or long-term mistreatment, and can be through neglect or poor professional practice as a result of inadequate resources, structures, policies, processes and practices within an organisation.

The abuse may happen because of a culture that denies or restricts privacy, dignity, choice and independence, and involves the collective failure of a service provider or an organisation to provide safe and appropriate services, and to ensure that the necessary preventative and protective measures are in place.

#### **Organisational abuse can include:**

- A run-down or overcrowded environment
- Insufficient staff or high staff turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Not offering choice or promoting independence.

#### **Possible signs and indicators:**

- Signs of neglect
- Inadequate staffing levels
- Poor standards of care
- Lack of adequate procedures
- Absence of visitors
- Few social, recreational and educational activities
- Unnecessary exposure during bathing or using the toilet
- Lack of management overview and support
- Signs of physical abuse or emotional abuse

### Spiritual Abuse

*Spiritual abuse is coercion and control of a person by another in a spiritual context.*

The victim experiences the abuse as a deeply emotional personal attack.

#### **This abuse may include:**

- Manipulation and exploitation
- Enforced accountability
- Censorship of decision making
- Requirements for secrecy and silence
- Pressure to conform
- Misuse of scripture or the pulpit to control behaviour
- Requirement of obedience to the abuser
- The suggestion that the abuser has a 'divine' position
- Isolation from others, especially those external to the abusive context

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves.

Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed.

The leader 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 God's) acceptance and approval.

## APPENDIX 2

### Code of Conduct

**The King's Church, Wisbech rules for all volunteers and staff, especially those who work with children, young people and adults with care and support needs.**

At The King's Church, Wisbech, we want to make sure that all our relationships are kind and safe. To help with this, we have created a Code of Conduct. This is especially important for our volunteers who work with children, young people, and adults with care and support needs. We ask everyone to read and think carefully about the Code and our Safeguarding policy before agreeing to follow these rules and continue helping at The King's Church, Wisbech.

### Purpose

This behaviour code explains how all workers, like staff and volunteers, should act. It helps keep everyone safe from harm and bad behaviour, especially children, young people, and adults with care and support needs. It also helps prevent false accusations of abuse.

### Role of workers (Staff and Volunteers)

If you work with children, young people, or adults with care and support needs, you have a special job (called a position of trust) in The King's Church. People look up to you, so it's important to act in a good way.

### Good things to do

- Treat everyone nicely and fairly, and care about their rights and safety.
- Be honest and responsible in what you do.
- If you see something wrong, speak up, and be ready to listen if someone speaks to you. Pay attention to the people you are helping.
- Don't do anything that could be seen as bullying or hurting someone, like using swear or sexual words or touching inappropriately.
- If you're unsure about something, ask someone who knows more.
- Avoid being alone with children or adults with care and support needs where no one can see you.
- Always follow the rules and tell the right person (the Safeguarding Lead) if you hear about any concerns or problems.
- Don't make promises you can't keep, especially about keeping secrets.
- Always tell the person you are helping what you plan to do and act quickly if there's a problem.

### Bad things to do

- Not telling someone about a problem right away.
- Taking risks that are not necessary.

- Acting in a way that seems mean or scary.
- Sharing your personal contact information (or social media information) with a child or someone with care and support needs that does not follow the Safeguarding Policy rules.
- Having close or wrong relationships, especially those of a sexual nature with anyone under 18 or who is an adult with care and support needs.
- Using illegal drugs. r drinking alcohol whilst carrying out work at church.
- Treating some people better than others; everyone should be treated the same and helped equally.

## Breaking the Code of Conduct

If you do something wrong, there will be rules to follow to deal with it. This is especially true for paid staff, who will talk to the Safeguarding Lead about what happened. Depending on how serious it is, you might have step down as a volunteer. We might also tell the police or local social services about it. If you see someone breaking these rules, tell the Safeguarding Lead.

## Declaration

I agree to follow the rules written here. I have read the important policies about working with children, young people and adults with care and support needs.

Name:

Signature:

Date:



## APPENDIX 3

### Partnership Working Safeguarding Agreement

This agreement is between:

**The King's Church, Wisbech, Octavia View, 10a-14 South Brink, PE13 3HJ.**

and (name & address of organisation):

#### Safeguarding commitment

The King's Church understands that we have a moral duty before God to ensure that we function with a view to safeguarding and promoting the welfare of children and adults with support and care needs (also known as adults at risk of harm). We recognise that Safeguarding includes developing a healthy culture within the church around being aware of safeguarding and knowing what to do if one has a concern or a disclosure to report. Safeguarding is also connected to good governance and plays a big part of being a reputable charity and church. We are committed to fulfilling the requirements of the law.

The Leadership of The King's Church are committed to ensuring that The King's Church:

- Provides a safe environment for vulnerable persons.
- Identifies vulnerable persons who are suffering.
- Follow the legislation as noted above.
- Takes appropriate action to see that such vulnerable people are kept safe from harm.

As such, both parties agree to exchange and read their Safeguarding Policies and Procedures which must show safer recruitment and criminal records checks (DBS) have been undertaken where appropriate. This must be done before any partnership working commences.

Both parties agree that DBS checks have been conducted where appropriate and agree that anyone who has had a concern raised on their DBS check is not going to take an active part in the partnership working in any way whatsoever.

#### Confidentiality

Both parties agree to maintain appropriate confidentiality. When Safeguarding concerns are raised, they will only be raised with the appropriate people as stated in the Safeguarding Policies and Procedures.

#### Reporting Safeguarding Concerns

Both parties agree to follow the procedures as laid down in the Safeguarding Policies and Procedures when reporting a safeguarding concern as well as accidents or incidents requiring medical attention whether in working hours or outside e.g. regular clubs or special trips.

Safeguarding concerns will be passed on to the relevant designated persons within the organisation where the concern is raised.

### Concerns about a worker

If a safeguarding concern is raised about a worker, the Safeguarding Lead for the organisation whom the worker works for is informed as well as the other partnership organisation.

### Clear Practice Guidelines

It is agreed that the organisation where the partnership work is taking place will provide the workers and the partner organisation with clear practice guidelines.

Agreed by

**Name:**

**Orgainsation:**

**Date:**

**Signature:**

**Name:**

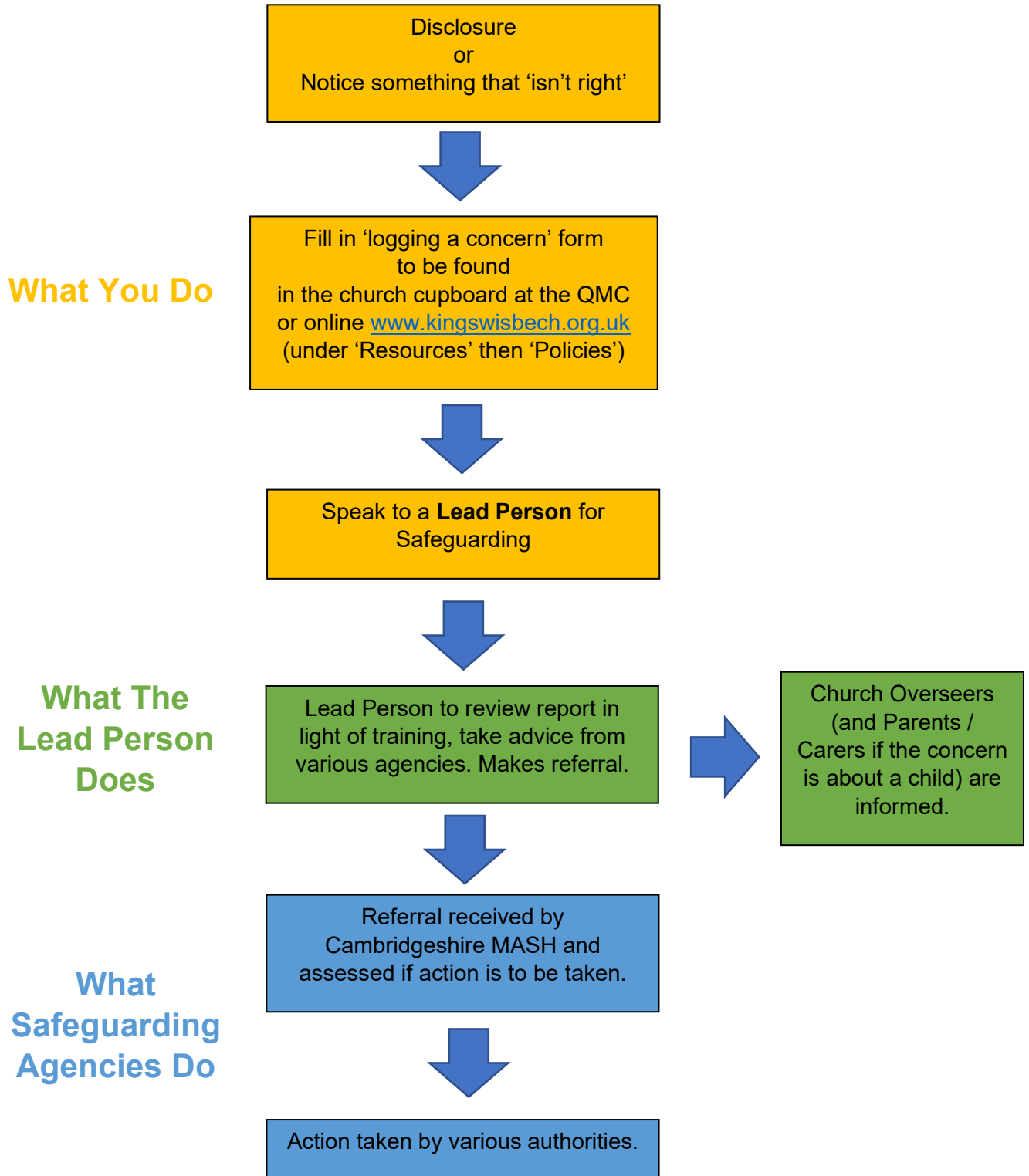
**Organisation:**

**Date:**

**Signature:**

## APPENDIX 4

### Vulnerable Persons Safeguarding Procedure Flowchart Summary



## APPENDIX 5

### Detailed Procedures Safeguarding Lead Will Follow when Safeguarding Report Received

Upon receiving a Cause for Concern form, Safeguarding Lead will determine (in light of their training) whether the cause for concern meets the criteria for it to be a Safeguarding issue. They may seek professional advice to help make this determination by calling Thirtyone:eight.

If the cause for concern is NOT a safeguarding issue, it will be passed on to the Overseers who will then deal with the situation appropriately.

If it IS a safeguarding issue the following will happen:

Detailed procedures where there is a concern about a child:

#### **Allegations of physical injury, neglect or emotional abuse:**

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

- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care, 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 disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care.
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of 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 Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care.

#### **Allegations of sexual abuse:**

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care for children and families, and the police on 101.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care/police, police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern about an adult at risk:

Concerns or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Lead/Deputy Safeguarding Lead will:

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

**If there is a concern regarding spiritual abuse, Safeguarding Lead will:**

- Identify support services for the Survivor i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

**Allegations of abuse against a person who works with children/young people:**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead will:

- Make a referral to the Local Authority Designated Officer - LADO whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Share information about the concern with the police.
- If allegation is found to be true, then make a referral to the relevant Disclosure and Barring Service (DBS) for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer if they are involved.

**Allegations of abuse against a person who works with adults with care and support needs:**

The Safeguarding Lead will:

- Liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- Share information about the concern with the police.
- If allegation is found to be true, make a referral to the relevant Disclosure and Barring Service DBS following the advice of Adult Social Services.

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care to investigate situations of harm to adults with 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 Social Care to decide not the organisation.

**Allegations of non-recent sexual abuse from an adult:**

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police. If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer - LADO whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care to establish whether this can be investigated under their safeguarding processes.
- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.