

Peel Street Baptist Church

Safeguarding Policy

August 2024

Table of Contents

1	<u>INTRODUCTION.....</u>	4
2	<u>EXTERNAL AGENCIES</u>	5
3	<u>EXTERNAL AGENCY CONTACTS.....</u>	5
4	<u>HELPING VICTIMS OF ABUSE.....</u>	5
5	<u>PEOPLE WHO HAVE COMMITTED ABUSE/SEXUAL OFFENCES</u>	5
6	<u>RECOGNISING ABUSE</u>	6
7	<u>DISCLOSURE AND BARRING SERVICE (DBS) CHECKS</u>	6
8	<u>TRAINING.....</u>	7
9	<u>SAFEGUARDING CHILDREN AND YOUNG PEOPLE.....</u>	7
	DEFINITION OF CHILD ABUSE.....	7
	OUR COMMITMENT	8
	CONTACT WITH CHILDREN	8
	BEING ISOLATED WITH A SINGLE CHILD	8
	TOUCH.....	9
	RELATIONSHIPS.....	9
	ON-LINE ACTIVITY	9
	SPECIFIC AREAS OF ACTIVITY.....	10
	ROLES AND RESPONSIBILITIES	10
	CHILDREN’S TEAM MEMBERS.....	11
	WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED.....	11
	EVENTS.....	11
10	<u>VULNERABLE ADULTS</u>	11
	DEFINITION.....	11
	OUR COMMITMENT TO SAFEGUARDING ADULTS.....	13
	STATUTORY ARRANGEMENTS.....	13
	WHEN YOU SUSPECT ABUSE OF A VULNERABLE ADULTS	14
	REVIEW.....	14
	CONFIDENTIAL DECLARATION FOR THOSE WISHING TO WORK WITH CHILDREN	15
	PHYSICAL SIGNS	18
	POSSIBLE INDICATORS OF NEGLECT AND ACTS OF OMISSION	18
	POSSIBLE INDICATORS OF PSYCHOLOGICAL AND EMOTIONAL ABUSE	18

Peel Street Baptist Church
Safeguarding Policy August 2024

POSSIBLE INDICATORS OF SEXUAL ABUSE	18
POSSIBLE INDICATORS OF FINANCIAL AND MATERIAL ABUSE.....	19
POSSIBLE INDICATORS OF ORGANISATIONAL ABUSE.....	19
POSSIBLE INDICATORS OF SELF-NEGLECT	19
POSSIBLE INDICATORS OF MODERN SLAVERY.....	19
POSSIBLE INDICATORS OF DOMESTIC ABUSE.....	19
POSSIBLE INDICATORS OF DISCRIMINATORY ABUSE.....	19
POSSIBLE INDICATORS OF SEXUAL EXPLOITATION.....	20

1 INTRODUCTION

We are a Church that is committed to the Gospel and to our Saviour the Lord Jesus Christ. We are a fellowship of people who love Jesus and love and care for each other. (*'For this is the message you heard from the beginning: We should love one another' – 1 John 3.11*).

Accordingly, we recognise that safeguarding children and vulnerable adults is a serious responsibility for the church. We have this policy (revised and up-dated in August 2024) to protect and safeguard the welfare of children, young people and vulnerable adults with whom we come into contact.

We have appointed a co-ordinator and deputy co-ordinator and a third person to make up the Safeguarding Group in order to oversee and implement this safeguarding policy. We will always ensure that at least one of these people is a woman.

This policy seeks to guide and direct our approach and actions with regard to the safeguarding of those who are vulnerable. Any situation that brings people into contact with one another can potentially lend itself to abuse – sadly, churches are not immune from this. This policy, therefore, covers both what we should do to avoid abuse, or suspicion of abuse, within the church and also how we respond to concerns that come to our attention about possible abuse that takes place outside of the church.

The church is a charity. The Government Guidance on Safeguarding for Charities and Trustees¹ identifies a range of risks to take into account including:

- sexual harassment, abuse and exploitation
- negligent treatment
- physical or emotional abuse
- bullying or harassment
- commercial exploitation
- extremism and radicalisation
- forced marriage
- child trafficking
- female genital mutilation
- targeting by people from outside
- a culture that may allow poor behaviour
- people abusing a position of trust they hold (within the church)

The Government also advise that *'If things go wrong, we will check if you followed this guidance and the law.'* The circumstances and statutory arrangements relating to the abuse of children and young people are largely different to those for vulnerable adults and so we deal with them separately in this policy. However, there are some areas of overlap, and we need to keep these in mind.

¹ <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#full-publication-update-history>

2 EXTERNAL AGENCIES

The Church recognises the role external agencies may have with regard to safeguarding children and the statutory duties held by the local authority (Lancashire County Council) and the Police. Nothing in this policy seeks to prohibit or preclude church members or others from approaching the proper authorities when and as they feel it is necessary. However, it does seek to ensure that there are arrangements within the Church for safeguarding children and providing mechanisms for concerns to be raised and responded to quickly and safely.

3 EXTERNAL AGENCY CONTACTS

Where there are concerns about a child call **0300 123 6720** or out of hours 0300 123 6722. In an immediate emergency call 999 and ask for the police.

For vulnerable adults concerns can also be reported on **0300 123 6720** as above.

4 HELPING VICTIMS OF ABUSE

As a church we are committed to supporting victims of abuse and encouraging them in their faith.

The Safeguarding Group is happy to be approached by any individual within the church community who may wish to discuss issues relating to past or current abuse. As always, we cannot give an absolute guarantee of confidentiality where abusive behaviour is identified, but we will only share information as necessary to safeguard people within the Church and elsewhere.

5 PEOPLE WHO HAVE COMMITTED ABUSE/SEXUAL OFFENCES

We believe there is forgiveness for all that repent, but sometimes people have to face the consequences of their actions.

Where there can be effective safeguarding measures, we also welcome into our fellowship people who have committed abuse in the past. However, we also recognise that in these circumstances protecting others has to be our paramount concern. It may be that the circumstances of a person's offending behaviour are such that they are no longer able to meet with God's people gathered together. Safeguarding arrangements with regard to this group of people will be rigorous and thorough and agreed with the appropriate authorities. Where we cannot meet these rigorous requirements, we will advise people that they cannot meet with us and that they need to seek fellowship elsewhere where they can do so in a way that maintains the safety of others.

We also believe that genuine repentance is a key element in our acceptance of people who have committed abuse and/or sexual offences. Where there is no evidence of this, or prevarication on this issue, people will not be able to join with us.

When someone wishes to join with the church (either formally as a member or informally through attendance at services and meetings) and they disclose a history of abusing children and/or sexual offences then it is important to ensure that the situation is one in

which that person, children and young people in contact with the church and the position of the church are kept safe.

Where it is found that such a person has in some way joined the church and not disclosed their history they will be barred from meeting with the church and discouraged from having contact with church members until such time as the issue is resolved, with due regard to repentance and rigorous requirements being in place, as referred to above.

Anyone who has committed a sexual offence may well be on the sex offender's register and subject to specific requirements placed upon them, including being subject to a Sex Offenders Order. If so, it is important that a member of the church's leadership contacts the Police and has the necessary discussions with regard to the risk that an offender may present and how this needs to be managed.

It may be necessary to share details of any arrangements made with some or all of the church membership. This has to be done on a 'need to know' basis that takes into account the responsibilities that church members and others may have with regard to their own children and young people or others that we have responsibility for in a church setting.

In other circumstances someone may reveal that whilst not having committed offences against children they have desires which if acted upon would lead to offences being committed. All such occurrences must be brought to the attention of the Elders for counselling. Referral on to a specialist may also be appropriate. Whilst retaining confidentiality they must advise the person that they will not be allowed to work with children within the church and in conjunction with the safeguarding co-ordinator will take such steps as are necessary to restrict contact between that person and any children or young people in the church, so as to ensure the safety of children and to protect the spiritual integrity of the person involved (i.e. to keep them out of potentially compromising situations).

Offences against children are addictive, so even when there has been true repentance it is wrong to place an individual in a position of temptation and these arrangements therefore are as much for the benefit of the adult concerned as for children in the congregation. The Safeguarding Group will assist in any attempt by an individual to seek professional help/therapy to address abusive behaviour.

6 RECOGNISING ABUSE

Whether it involves people who are within our fellowship or others who we come into contact as part of our ministries it is important that we are aware of the signs and symptoms of abuse. There are a variety of types of abuse for children and for adults (with some overlap) and different sorts of symptoms for each. The adult's list is longer, reflecting the wider range of potential abuses an adult might experience. Full lists are attached in Appendix 2.

7 DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

The Government DBS check process provides a degree of assurance with regard to criminal records and any previous concerns about a person, with regard to safeguarding. We require all people directly involved with children's activities to have an up-to-date DBS check. There is an ongoing online system that ensures the check is always up-to-date and this is advised.

The Church will check the validity of each check at least annually and before specific events.

8 TRAINING

Periodically the church provides training on Safeguarding which is mandatory for all those who work with children in the Church and have not received equivalent training within the workplace or a similar setting. Others can attend, if they wish.

9 SAFEGUARDING CHILDREN AND YOUNG PEOPLE

As part of the mission of the church, we are committed to:

- Listening to and valuing children and young people whilst ensuring their protection within church activities
- Encouraging and supporting parents/carers
- Ensuring that children's / youth workers are given support and training
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory care agencies

We recognise that as a church we also include within our fellowship adults who are potentially vulnerable, and we also come into contact with people from outside our fellowship who are the same.

Definition of child abuse

The definitions of child abuse recommended as criteria for registration by the Department of Health, "Working Together"² and associated supplementary guidance are as follows:

Physical Injury: Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen's syndrome by proxy.

Sexual abuse: Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature. Sexual exploitation represents the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos or family roles.

Neglect: The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Emotional Abuse: Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill

² <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

treatment or rejection. All abuse involves some emotional ill treatment. This category is used where it is the main or sole form of abuse.

Organised Abuse: Organised abuse is sexual abuse where there is more than a single abuser and the adults concerned act in concert to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

Sexual Exploitation: Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Our Commitment

The Church is committed to: -

- Supporting families
- The nurturing, protection and safeguarding of all, especially the young and vulnerable
- Treating all children and young people with dignity and respect in attitude, actions and language used
- Following the agreed procedures and following statutory and specialist guidelines

The Church Recognises that safeguarding is every member's responsibility.

Contact with Children

We want adults in the Church to have contact with children and this is an important part of our ministry and life as a church. As indicated above, adults outside of the immediate family can have close, healthy and loving relationships with children. However, generally we need to be mindful of the principles set out below with regard to isolated contact.

Being isolated with a single child

There will be times when adults within the church have one-to-one contact with a child or young person. However, this should not be in an isolated setting and not for extended periods of time. Avoid being alone with children, unless this is necessary, and choose

the location wisely (e.g. behind a glass door / window or by leaving the door open. Never deal with children and young people behind locked doors). Always inform another adult of what you are doing and why.

Touch

The Church recognises that touch is a valuable aspect of human relationship and agrees the following guidelines regarding work with children: -

- Keep everything public. (*A hug in the context of a group is very different from a hug behind closed doors*)
- Touch should be related to the child's needs, not the adult's
- Touch should be age-appropriate and generally initiated by the child rather than the adult
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or child
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstance when they need medical attention
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything, which could be misconstrued. Concerns about abuse should always be reported.

Relationships

The Church also recognises that spiritual and emotional relationships with adults in the Church can be beneficial to children and young people. However, Adults (and older young people) in the Church must:

- Be mindful generally of the Church's statement of ethics, particularly with regard to personal relationships.
- Be aware that children and young people and some adults can be vulnerable to exploitation and abuse.
- Be aware that children and young people and some adults can become overly emotionally dependent upon adults/older young people.
- Be aware that children and young people and vulnerable adults can be willing to enter into relationships that are harmful to them and both sinful and illegal on the part of the adult.

The Church also recognises that: where any matter of child abuse or exploitation comes to the light (whether by parents or by others it must be reported to the local authority (Lancashire County Council) and full co-operation must be extended to them as they discharge their statutory duties.

On-line Activity

This is an increasingly prevalent problem and a particularly difficult one for us to address as a church. As a church we do have an on-line presence through our website and a social media presence through our Facebook page. Those who oversee these activities are required to attend safeguarding training in the same way as those who have regular or specific contact with children.

We encourage those who access our on-line presence to be aware of potential safeguarding issues and to report these to a member of the Safeguarding Group if they have any concerns.

We cannot control the on-line activity of our church members, whether they are children, young people adults or vulnerable adults. However, we would strongly urge people not to have on-line/social media/text contact with children and young people or vulnerable adults that is not accessible to parents or others who are responsible for those who are vulnerable. As a Church we would take a very serious view if such an eventuality came to light.

Specific areas of Activity

We do have areas of activity specifically for children and young people, Accordingly, in addition to the above, we have guidelines relating to the following areas:

- Roles and responsibilities
- Supervision of activities and practical issues
- Appointing children's/youth workers
- Helping victims of abuse
- Working with offenders
- Responding to allegations of abuse or neglect, including those made against members of the church.

Roles and responsibilities

The church will appoint team leaders to the following when they are functioning:

- 1) Sunday School ('Our Space'),
- 2) Schools Exhibition
- 3) Holiday Bible Club.
- 4) Thursday Zone
- 5) Thursday Zone+

Their responsibilities will be to:

- Appoint team members in conjunction with the Elders.
- Ensure that team members know in detail the church's policy on safeguarding and expectations in relation to practice issues.
- Oversee team members and any discipline, safety and supervision issues for their particular group with reference to and support from the Safeguarding Group.
- Arrange annual reviews and support for team members. Request from the Safeguarding Group initial and ongoing training as needed. Seek advice and support from the Safeguarding Group as necessary.
- Use registers providing: - names of children present at activities, names of all adults present and when any significant incident (eg fight broken up by team member, allegations made) and any team members who witnessed, heard or responded in any way should record details, sign and date the record.

Children's team members

With regard to those working with children within the church:

- ♦ All prospective team members will be asked to complete an application form (see Appendix 1)
- ♦ A Team leader and an elder will talk to a potential worker about their attitude, strengths and weaknesses with regard to dealing with children.
- ♦ There will be a probationary period of 6 months and at the end of this probationary period the team member will receive feedback on their progress.
- ♦ Regular reviews will follow and support where there are particular concerns.
- ♦ Any team member under 18 years of age will work in partnership with a responsible adult.
- ♦ Certain adults will always be excluded from being involved in children's work. Obvious examples are individuals who have previously abused a child or where it is known that the individual has a record of violent/sexual behaviour.

What to do if you suspect that abuse may have occurred

The procedure to follow if suspect that abuse may have occurred is set out in Appendix 3.

Events

As a church we do run special events and some of these may be specifically for Children (for example, Holiday Bible Club). As such, we need to pay special attention to the Safeguarding arrangements around these events, including security and access to the premises whilst the event is taking place.

The NSPCC provides helpful guidance with regard to safer activities and events.³ We have used this to formulate our own guidance, attached as Appendix 4. A Checklist for completion by an event leader is at Appendix 5.

10 VULNERABLE ADULTS

There are some differences between children and young people and adults in terms of abuse and safeguarding. For us, these include the fact that we run activities specifically for children in a way we do not do so with vulnerable adults.

Definition

The Department of Health defines a vulnerable adult as a person aged 18 or over who may need community care services because of a disability (mental or other), age, or illness.

³ 'NSPCC 'Safer Activities and Events', <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-activities-events> Accessed 8 August 2024.

Perhaps more importantly the definition also includes those who are unable to look after themselves, protect themselves from harm or exploitation or are unable to report abuse.

A useful concept to bear in mind when thinking about safeguarding and who is a vulnerable adult is that of mental capacity is defined in the Mental Capacity Act 2005 (However it is important to note that mental capacity is in relation to the ability to take specific decisions at a point in time. A person is not deemed to 'lack capacity' generally, only with regard to '*this*' decision at '*this*' time).

Determining capacity rests upon a 2-stage test:

Stage 1 – Is the person unable to make a particular decision (the functional test)?

Stage 2 – Is the inability to make a decision caused by an impairment of, or disturbance in the functioning of, a person's mind or brain? This could be due to long-term conditions such as mental illness, dementia, or learning disability, or more temporary states such as confusion, unconsciousness, or the effects of drugs or alcohol (the diagnostic test).

The Act says that a person is unable to make their own decision if they cannot do one or more of the following four things:

- Understand information given to them
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision – this could be by talking, using sign language or even simple muscle movements such as blinking an eye or squeezing a hand.

It also says there should be a presumption of capacity and that making unwise decisions does not mean a person lacks capacity.⁴

The Care and Support Statutory guidance⁵ identifies ten types of abuse of vulnerable adults; these are:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse*
- Institutional abuse**
- Neglect or acts of omission
- Self-neglect

⁴ 'Mental Capacity Act, Assessing Capacity' SCIE, <https://www.scie.org.uk/mca/practice/assessing-capacity>

⁵ <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

**Does not apply where a religious or belief organisation is excluding persons of a particular sexual orientation from its membership or participation in its activities, or its provision of goods, facilities and services. This only applies to organisations whose purpose is to practice, promote or teach a religion or belief, whose sole or main purpose is not commercial. The restrictions they impose must be necessary either to comply with the doctrine of the organisation, or to avoid conflict with the 'strongly held religious convictions' of the religion's followers – this is the case with us – See our 'Statement of Ethics' for further guidance.*

***The church is included as an institution for these purposes. Examples of organisational or institutional abuse include ostracism, name-calling, inflexible and non-negotiable systems and routines, lack of consideration of dietary requirements etc. Christ calls upon us to love one another, do we hold to that standard as a church?*

Institutional abuse can also be the collusion with abuse or failure to act upon it by those in authority. Vulnerable adults, of course, often deal with organisations and institutions other than the church.

Also be aware that relationships where there may be an imbalance of power and influence can lead to prosecution under section 76 of the Serious Crime Act 2015, that provides for the offence of controlling or coercive behaviour, where the perpetrator and the victim are personally connected.

Our Commitment to Safeguarding Adults

We are committed to:

- Welcoming all types of people into our fellowship, including those who are vulnerable.
- Ensuring that vulnerable people are safe at all times when taking part in our church activities.
- Supporting people sensitively when they have a history of abuse, or have been affected by abuse in some way.
- Ensuring that we take proper measures if we become aware of vulnerable people who may be suffering abuse/exploitation when away from our fellowship.
- Making sure everyone in our fellowship feels able to respond to any concerns that may arise.

Statutory arrangements

Abuse of vulnerable adults is covered by the Care Act 2014, that identifies six principles with regard to safeguarding vulnerable adults:

- Empowerment - People being supported and encouraged to make their own decisions and informed consent.

- Prevention - It is better to take action before harm occurs.
- Proportionality - The least intrusive response appropriate to the risk presented.
- Protection - Support and representation for those in greatest need.
- Partnership - Local solutions through services working with their communities - communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability - Accountability and transparency in safeguarding practice.

When you suspect abuse of a vulnerable adults

The following is adapted from the NHS website on safeguarding⁶.

Start by talking to the person in private, if you feel able to do so. Mention some of the things that concern you – for instance, that they've become depressed and withdrawn, have been losing weight or seem to be short of money.

Let them talk as much as they want to. But be mindful that if they've been abused, they may be reluctant to talk about it because they are afraid of making the situation worse, do not want to cause trouble, or may be experiencing coercion or threats.

It's best not to promise the person that you will not tell anyone what's been said. If an adult is being abused or neglected, it's important to find help for them and stop the harm.

Stay calm while the person is talking, even if you're upset by what you hear, otherwise they may become more upset themselves and stop telling you what's been going on.

It can be very difficult for an abused or neglected person to talk about what's been happening to them. Unless you're concerned for their immediate health and safety and feel it's vital to act straight away, give them time to think about what they'd like to do.

If you're right and the person has been abused or neglected, ask them what they'd like you to do. Let them know who can help them, and tell them you can seek help on their behalf if they want or if it's difficult for them to do so themselves.

It's important to listen to what they say and not charge into action if this is not what they want.

Review

This document should be reviewed every two years and any revisions considered at a church meeting. The date of the next review is November 2027.

⁶ <https://www.nhs.uk/conditions/social-care-and-support-guide/help-from-social-services-and-charities/abuse-and-neglect-vulnerable-adults/>

Appendix 1 – Children’s work application form

PEEL STREET BAPTIST CHURCH, ACCRINGTON

Confidential declaration for those wishing to work with children

In line with good safeguarding practice, we are committed to ensuring that we take steps to safeguard the children entrusted to our care. As someone working with children within our church you are therefore asked to make the following declarations. **If you need more space to give detailed answers, please use the back of this form.**

1. Have you ever had an offer to work with children declined? Yes No
If yes, please give details overleaf.

2. Do you suffer, or have you suffered any illness which may directly affect your work with children? Yes No
If yes, please give details overleaf.

3. Have you ever been charged with or convicted of a criminal offence, or are you at present the subject of criminal investigations? Yes No
If yes, please give details overleaf– note that the disclosure of an offence may not prohibit your appointment.

4. Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? Yes No
If yes, please give details and dates overleaf.

5. Has there ever been any cause for concern regarding your conduct with children? Yes No
If yes, please give details overleaf.

6. To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police? Yes No
If yes, we will need to discuss this with you.

7. To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police? Yes No
If yes, we will need to discuss this with you.

I confirm that there is no reason why I should not work with children (e.g. criminal convictions or past abuse of children). I will work within the Peel Street Baptist Church, Accrington safeguarding policy and code of conduct for working with children.

Signed:

Name (print):

Date:

Approved by Co-Ordinator: Yes No

Date:

Details following your declaration overleaf	
Question Number	

Appendix 2 – Signs and symptoms of abuse

Children

When dealing with children and young people the following signs may or may not be indicators that abuse has taken place, but the possibility should be considered:

Physical signs:

- Any injuries not consistent with the explanation given for them
- Injuries, which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention
- Instances where children are kept away from the group inappropriately
- Reluctance to change for, or participate in, games or swimming
- Bruises, bites, burns, fractures, etc. which do not have an accidental explanation.
- Cutting / slashing /drug abuse.

Indicators of possible sexual abuse or exploitation

- Any allegations made by a child concerning sexual abuse
- Child with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- 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.
- Young people who are emotionally and/or materially deprived and/or him, may have a history of running away or of going missing from home, those with special needs, those in and leaving residential and foster care, migrant children, unaccompanied asylum seeking children, children who have disengaged from education and children who are abusing drugs and alcohol, and those involved in gangs.

Emotional signs:

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

It may involve any combination of the above.

Vulnerable Adults⁷

⁷ <https://www.tameside.gov.uk/AdultServices/Safeguarding-Adults-Signs-and-Symptoms-of-Abuse>

Physical signs

- Multiple bruising
- Fractures
- Burns
- Bed sores
- Fear
- Depression
- Unexplained weight loss
- Assault (can be intentional or reckless)

Possible Indicators of Neglect and Acts of Omission

- Malnutrition
- Untreated medical problems
- Bed sores
- Confusion
- Over-sedation
- Deprivation of meals may constitute “wilful neglect”

Possible Indicators of Psychological and Emotional Abuse

- Fear
- Depression
- Confusion
- Loss of sleep
- Unexpected or unexplained change in behaviour
- Deprivation of liberty could be false imprisonment.
- Aggressive shouting causing fear of violence in a public place may be an offence against Public Order Act 1986, or harassment under the Protection from Harassment Act 1997

Possible Indicators of Sexual Abuse

- Loss of sleep
- Unexpected or unexplained change in behaviour
- Bruising
- Soreness around the genitals
- Torn, stained or bloody underwear
- A preoccupation with anything sexual
- Sexually transmitted diseases
- Pregnancy
- Rape – e.g. a male member of staff having sex with a Mental Health client (see Mental Health Act 1983)
- Indecent Assault

Possible Indicators of Financial and Material Abuse

- Unexplained withdrawals from the bank
- Unusual activity in the bank accounts
- Unpaid bills
- Unexplained shortage of money
- Reluctance on the part of the person with responsibility for the funds to provide basic food and clothes etc.
- Fraud
- Theft

Possible Indicators of Organisational Abuse

- Inflexible and non-negotiable systems and routines
- Lack of consideration of dietary requirements
- Name calling; inappropriate ways of addressing people
- Lack of adequate physical care – an unkempt appearance

Possible Indicators of Self-Neglect

This includes various behaviours; disregarding one's personal hygiene, health or surroundings resulting in a risk that impact on the adult's wellbeing, this could consist of behaviours such as hoarding.

Possible indicators of Modern Slavery

Modern Slavery is an international crime, it can include victims that have been brought from overseas, and vulnerable people in the UK. Slave Masters and Traffickers will deceive, coerce and force adults into a life of abuse, callous treatment and slavery.

Possible indicators of Domestic Abuse

Definition of Domestic Abuse;

“1 incident of pattern of incidents of controlling, coercive, or threatening behaviour, violence, or abuse...by someone who is or has been an intimate partner or family member regardless of gender or sexuality. It includes: psychological, physical, sexual, financial, emotional abuse; so called ‘honour based violence; Female Genital Mutilation; forced marriage”

Possible indicators of Discriminatory Abuse

Abuse can be experienced as harassment, insults or similar actions due to race, religion, gender, gender identity, age, disability, sexual orientation.

Possible indicators of Sexual Exploitation

Sexual exploitation is a subset of sexual abuse. It involves exploitative situations and relationships where people receive 'something' (e.g. accommodation, alcohol, affection, money) as a result of them performing, or others performing on them, sexual activities.

Appendix 3

Remember the 4 Rs

- Recognising
- Responding
- Recording
- Referring

You must report concerns as soon as possible to the Safeguarding Co-ordinator (or Deputy Co-ordinator in their absence) who is nominated by the leadership to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the Co-ordinator the matter should be brought to the attention of the Deputy Co-ordinator. They will consider whether the matter warrants referral to the statutory agencies, erring of the side of caution (i.e. referral) if there is any doubt.

If, however, it is felt that the Co-ordinator or Deputy has not responded appropriately to your concerns, then it is open to members to contact the relevant services direct. We hope by making this statement that we demonstrate the commitment of the church to effective child protection.

If the suspicions in any way involve the Co-ordinator, then the report should be made to the Deputy Co-ordinator. If both are involved, then the report should be made to the Eldership who will report it to the statutory services.

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or to seek advice from organisations such as the NSPCC or the Churches Child Protection Advisory Service (CPASS, PO Box 133, Swanley, Kent, BR8 7UQ, Tel 01322 517817, email info @cpass.co.uk.) However, we hope that members of the church will use this church procedure.

You should not discuss your suspicions with anyone other than those nominated above.

Children - Allegations of physical injury or neglect:

If a child has a physical injury or symptom of neglect:

- The Co-ordinator/Deputy Co-ordinator should always be notified immediately.
- For minor injuries appropriate first aid can be provided, subject to the competencies of those available to give it. Where emergency medical attention is necessary, it must be sought immediately and medical staff must be notified immediately of the concerns.
- The co-ordinator will contact Social Services in cases of deliberate injury or where there is concern about the child's safety. The parents should not be informed by the church organisation in these circumstances.
- In other circumstances speak with the parent/carer and suggest that appropriate treatment or medical help/attention is sought for the child. The doctor, (or health staff) will then initiate further action, if necessary.
- If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.

- Where the parent/carer is unwilling to seek help, if appropriate, the church co-ordinator will offer to go with them. If they still fail to act, the co-ordinator should, in cases of concern, contact Social Services for advice.

Children - Allegations of Sexual Abuse or exploitation

In the event of allegations or suspicions of sexual abuse

- The Co-ordinator should be notified immediately.
- The co-ordinator will contact the Social Services Duty Social Worker for Children and Families OR Police Child Protection Team directly. The Co-ordinator will not speak to the parent (or anyone else).
- Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.

Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy, or any other person should not delay referral to the Social Services Department.

The CSG and Elders will support the Co-ordinator or Deputy in their role, and accept that any information they may from time to time have in their possession will be shared in a strictly limited way on a need to know basis.

The CSG and Elders will also ensure necessary emotional support to a person with whom an allegation has been shared.

Children - How to react when a child wants to talk about abuse

It is not easy to give precise guidance, but the following advice provided by the NSPCC is helpful:

- Listen carefully to the child. Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down', retract or stop talking.
- Let them know they've done the right thing. Reassurance can make a big impact to the child who may have been keeping the abuse secret.
- Tell them it's not their fault. Abuse is never the child's fault and they need to know this.
- Say you believe them. A child could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person to believe them and help them.
- Don't talk to the alleged abuser. Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child.

- Explain what you'll do next. If age appropriate, explain to the child you'll need to report the abuse to someone who will be able to help.

In addition, we can add the following points:

- Accept what the child says (however unlikely the story may sound) Keep calm
- Look at the child directly
- Be honest
- Let them know you will need to tell someone else - don't promise confidentiality.
- Even when a child has broken a rule they are not to blame for the abuse.
- Be aware that the child may have been threatened.
- Never push for information.
- Consider whether immediate action is needed to safeguard the child

Helpful things to say or show

- Show acceptance of what the child says
- I am glad you have told me
- It's not your fault
- I will help you.

Avoid saying

- Why didn't you tell anyone else?
- I can't believe it
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.

Never make statements such as "I am shocked, don't tell anyone else".

Concluding

- Again, reassure the child that they were right to tell you.
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse.)
- Make a written record of the conversation as soon as possible (see below)
- Contact the Co-ordinator/Deputy Co-ordinator as soon as possible.
- Consider your own feelings and seek pastoral support if needed.

Children - What to do once a child has talked to you about abuse

Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child said and when he/she said it and what was happening immediately beforehand (eg description of activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed up for an indefinite period.

Appendix 4 – Running Events and Activities for Children

Some of our activities may present additional challenges and risks, which make safeguarding more complex. For example, if a one-off event includes larger numbers of children, young people and adults than we are used to working with, including some who are new to our group or organisation. Holiday Bible Club is an example of a larger event. However, the guidance below is relevant to all our activities with children.

Other examples are where it requires us to take children to a different venue and location or we are working with another organisation. Then, we need to think about the extra measures you will put in place to keep children and young people safe.

Staffing

Anyone who assists at activities (including one-off events) for children has to go through the normal vetting and approval process, as outline in the Safeguarding policy, including DBS clearance and initial and refresher training.

Anyone who is assisting in a special event needs to have an approved Peel Street ID card.

Make sure there is the right number of adults to supervise the children and young people participating, depending on their age, group size, the activity they are involved in and any specific needs or vulnerabilities that the children may have.

Where possible, all staff or volunteers should be present at a designated time prior to the opening of the doors to the children

Do not allow anyone under the age of 18 to be in sole charge of other children.

Take into account what would happen if a member of staff or volunteer had to leave to accompany a child to hospital.

Security

When running events for children security is an important issue. For events it is necessary to:

- Be clear when the doors to the venue will be open and also make sure to control entry.
- Someone should have designated responsibility for supervising access to the venue whilst the door is open.
- Access should only be granted to staff and to those accompanying children.
- If possible, identify a safe space for children behind a closed (and preferably lockable) door.
- Lock the door before an intruder can enter
- Ensure staff know how to react if there is an intruder and are aware of the need to move children to a safer area, and how to do so.
- Have a recognise word to alert staff to the need to secure children in the safe space (“**SECURITY**” is a good option)

Knowing who is here/if a child goes missing

A registration form must be completed for each child at the event, detailing, where possible a responsible adult to contact if need be.

A register must be kept each day of all children who are attending the event. It should record their name, time of arrival and time of departure.

Children should only be allowed to depart unaccompanied if they have arrived unaccompanied or by agreement with the person who brought them. If there is uncertainty a child should be accompanied home.

If the event is outdoors, have a designated meeting point for lost children, where this will be. Be clear how to make sure children know about it and how it will be supervised

Measures should be put into place to prevent children getting lost and to follow if children go missing during your event or activity (especially when in more than one location, or outdoors):

- Ascertain if anyone present (including other children) knows where they are
- Continue with planned activities
- Identify who will co-ordinate the initial search for a missing child
- Designate one or more adults to systematically search the building (if inside) or the immediate locality (if outside), including any nearby places that a child's presence could be hidden in (bushes etc).
- If the child is found, return to the group, but ensure that one adult stays with them to deal with any distress the child may have
- If the initial search does not find the child, extend the search to the wider surrounding area
- Know how to contact parents or carers to inform them that their child is lost or has been found
- how to verify that adults coming forward to collect a missing child are the child's parents or carers
- to identify whether any of the children might need extra supervision to prevent them going missing, for example if they have a history of running away or if a learning disability means they get confused in unfamiliar places
- who is responsible for contacting the police if necessary, and when this should happen.

Missing children

If it becomes apparent that a child's whereabouts cannot be established, then:

- If the child is still not found the activity leader needs to notify the Police and the child's parent/carer

If subsequently the child re-appears the activity leader must immediately notify the parent/carer and the Police.

If a child who has permission to leave on their own does so without notifying the team then their parent/carer should be contacted to advise them of this.

Photography and filming

Children, young people and their families might want to take and share photos or videos of the event or activity. However, it's also important to be aware of child protection and safeguarding issues surrounding images of children and put measures in place to keep them safe.

If photos or videos are planned, permission must be obtained from the parents/carers of all children involved.

Health and safety

Make sure that all the necessary health and safety measures are in place. For example:

- ensure appropriate first aid cover is available
- make everyone aware of fire safety procedures
- carry out risk assessments in advance, covering the venue, activities and people
- Brief your staff and volunteers so they understand any health and safety risks involved with the event or activity and how to mitigate them.
- Be clear about whether you expect parents and carers to remain responsible for their children during the activity (for example if you have organised a family event).

Take into account the level of ability and stage of development of the children who will be involved and think about any support they need.

Talk to children and young people and explain how you expect them to behave. This is especially important if their behaviour might have an impact on their safety, for example during games.

After the event or activity

Make time after the event or activity to review what happened and identify any improvements you can make to your future practice.

Appendix 5 – Event checklist

To be completed by the event leader each day.

Before the activity	
1. Are all expected staff/volunteers present?	
2. If not, are there sufficient people to run the event?	
2. do all staff have appropriate ID?	
3. Is there a designated person to control access?	
4. is there someone designated to run registration?	
5. Is Security test planned?	
6. Are first aid arrangements in place?	
7. Are there designated leaders for each activity	
After the Activity	
1. Did a de-briefing take place?	
2. Did everyone attend the de-briefing?	
3. Where there any issues or actions identified at the de-briefing? <i>List here</i>	

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