



EMMANUEL  
CHURCH

**SAFEGUARDING CHILDREN,  
YOUNG PEOPLE AND ADULTS POLICY**

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## **1. CONTEXT**

- Emmanuel Church Sheffield is a registered charity (1201850), We are a non-denominational church who are part of the Catalyst network , within the wider group of New Frontiers churches. We are overseen and supported by this wider group and are regulated and registered by The Charity Commission
- We meet together weekly in the City Centre at 156 Arundel Street, Sheffield S1, and during the week in various homes around the city
- Our office address is : 200 Springvale Road, Crookesmoor, Sheffield S6 3NU

## **2. STATEMENT & AIMS**

### **POLICY STATEMENT**

- We recognise that the welfare of all children, young people and adults at risk, is paramount and that *all* have equal rights of protection. We have a duty of care when they are in our charge, and we will do everything we can to provide a safe and caring environment whilst they attend our activities.
- We cannot emphasise strongly enough how safer recruitment can prevent inappropriate access to children.
- We will carefully select and train all those with pastoral responsibility within the Church, including the use of DBS and independent references where legal or appropriate.
- We are committed to respectful pastoral ministry to everyone within our church community.
- We are committed, within our Church community, to the safeguarding and protection of vulnerable people
- We will challenge abuses of power by anyone in a position of trust.
- Where appropriate and needed, we will endeavour to support and signpost those who have suffered abuse, to relevant agencies for the help they require.
- It is paramount that those who work with children and young people have a high level of commitment towards their care and well-being.
- There will always be ways in which we can make our practice better. Even if we have all appropriate procedures in place, it is those who work with children using their knowledge and skills, and their observation, who really protect children, by identifying poor practice, unsafe premises or activities, or having concerns about a child or an adult's behaviour and voicing that concern to an appropriate person.

## EQUAL OPPORTUNITIES STATEMENT

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- culture
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents and carers, and the relevant agencies when necessary and appropriate.

We will:

- TREAT EVERYONE WITH RESPECT AND CELEBRATE THEIR ACHIEVEMENTS,
- CAREFULLY RECRUIT AND SELECT ALL STAFF WHETHER PAID OR UNPAID,
- RESPOND TO CONCERNS AND ALLEGATIONS APPROPRIATELY.

WHEN THERE ARE CONCERNS ABOUT THE WELFARE OF ANY CHILD, YOUNG PERSON OR ADULT AT RISK, ALL RESPONSIBLE ADULTS IN OUR ORGANISATION ARE EXPECTED TO SHARE THOSE CONCERNS, WITHOUT DELAY, WITH THE LEAD FOR SAFEGUARDING (OR THE DEPUTY, IF THE LEAD IS UNAVAILABLE).

OUR POLICY IS APPROVED BY OUR SENIOR LEADERSHIP TEAM AND THE BOARD OF TRUSTEES AND WILL BE REVIEWED AND UPDATED ANNUALLY. WE WILL PUBLISH AND PROMOTE THIS POLICY TO ALL STAFF, PAID OR UNPAID, VOLUNTEERS, TRUSTEES, AND CHURCH FAMILY MEMBERS THROUGH INDUCTION, TRAINING AND SUPERVISION. WE ENDEAVOUR TO DISSEMINATE, AS APPROPRIATE, THIS POLICY TO ALL WHO COME INTO CONTACT WITH OUR CHURCH E.G., CHILDREN, YOUNG PEOPLE, ADULTS AT RISK, THEIR PARENTS, CARERS, FAMILIES AND THOSE WE SUPPORT THROUGH FUNDRAISING.

### Policy Aim

We aim at all times to attain best safeguarding practice throughout all our activities with children, young people, adults at risk, their parents, carers and/or families. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation holds current Public Liability Insurance which covers all our activities.

### **3. SAFEGUARDING PERSONNEL**

#### **LEAD AND DEPUTY FOR SAFEGUARDING**

Our Lead for safeguarding is:

Name: David May

Job role: Senior Pastor

Contact details: [dmay@emmanuelstheffield.org](mailto:dmay@emmanuelstheffield.org)

Our Deputy for Safeguarding is:

Name: Faith Oyegbile

Job role: Senior leadership Team

Contact details: [faith@emmanuelstheffield.org](mailto:faith@emmanuelstheffield.org)

Their role is to oversee and ensure that our safeguarding policy, which includes eSafety, is fully implemented

Their responsibilities are:

- MONITORING AND RECORDING CONCERNS
- MAKING REFERRALS TO SOCIAL CARE, OR POLICE, AS RELEVANT, WITHOUT DELAY
- LIAISON WITH OTHER AGENCIES
- ARRANGING TRAINING FOR ALL STAFF

The Deputy for Safeguarding should be available to support or cover for the Lead. She will also handle any complaints or allegations against the Lead for Safeguarding if appropriate. It is important that the Lead and Deputy for Safeguarding are unconnected.

#### **LINE OF ACCOUNTABILITY FOR SAFEGUARDING**

The responsibility for safeguarding at board level is shared between trustees. Safeguarding is an agenda item at every board meeting when any incidents, concerns or updates are shared. The safeguarding policy is reviewed annually.

#### **TRUSTEE LEAD FOR SAFEGUARDING**

Our Trustee with responsibility for safeguarding is:

Name: Ben Leach

Job role: Chair of Trustees - Safeguarding Trustee

Contact details: [chair@emmanuelstheffield.org](mailto:chair@emmanuelstheffield.org)

We will respond without delay to any complaint made that an adult or child has been harmed in circumstances where we were responsible, cooperating with police and the local authority and any relevant governing body in any investigation.

## EXTERNAL PARTNERS AND LOCAL SOCIAL SERVICE CONTACTS

In exceptional circumstances, when the Designated Safeguarding Lead or the Deputy cannot be contacted, the worker can contact Thirtyone:eight or Social Services directly via the Sheffield Safeguarding Hub. If unsure contact Thirtyone:eight first for advice. **IT MUST BE STRESSED THAT THIS SHOULD ONLY BE UNDERTAKEN IF THE DSL OR DEPUTY DSL CANNOT BE CONTACTED.**

We partner with an independent Christian safeguarding charity and you can contact them on: 0303 003 111 or through their website : [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org).

Sheffield Children's Safeguarding Hub on (24 hours) to speak to a social worker. 0114 273 4855 (24hr phone line)  
<https://www.safeguardingsheffieldchildren.org/scsp>

Adult Safeguarding 0114 2736870  
<https://www.sheffieldasp.org.uk/sasp/sasp>

## **4. WHY DO WE NEED A SAFEGUARDING POLICY?**

All organisations that work or come into contact with children, young people and/or adults at risk need to have safeguarding policies and procedures in place. Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have staff, volunteers and trustees committed to safeguarding
- are clear about peoples' responsibilities and accountability
- have a culture of listening to children, young people and adults at risk
- undertake safer recruitment practices for all staff and volunteers working with children & young people and adults at risk
- have procedures for safeguarding children and young people and adults at risk
- have procedures for dealing with allegations against, and concerns about, any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

## **5. DEFINITIONS**

### **DEFINITION OF A CHILD/YOUNG PERSON**

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article1, Convention on the Rights of the Child, 1989). A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

## **DEFINITION OF AN ADULT AT RISK**

An adult at risk is a person over the age of 18 years and is:

- having needs for care and support, and
- experiencing, or is at risk of, abuse and neglect and
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

## **6. RELATED POLICIES**

### **DATA PROTECTION**

We will treat any personal information by which an individual can be identified, for example, name, address, and email, in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

### **CONFIDENTIALITY**

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, adults at risk, parents and carers. We fully endorse the principle of the welfare of children, young people and adults at risk, overriding any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis.

### **WHISTLEBLOWING**

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way. Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead or Deputy for Safeguarding. If individuals, reporting their concerns within our organisation, do not feel they have been acted upon then we support their right to report these concerns to the Local Authority Designated Office (LADO) (England and Wales only) social care services, the police, and /or the Charity Commission.

All media enquiries will be handled by David May

### **INFORMATION SHARING**

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within our organisation the decision to share written information, and with whom, will be undertaken by the Lead or the Deputy for safeguarding



## **SAFER RECRUITMENT**

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from the Government for recruiting all staff, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details via an application form in addition to a CV with particular relevance to previous work with children, young people and adults at risk.
- when a candidate is selected for interview the relevant criminal self-declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended
- always taking up two written references, one from the most recent employer or education establishment.
- undertaking all interviews face to face, based on the job description.
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment training, in line with the relevant safe recruitment guidelines.
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- a satisfactory ID and criminal records check (DBS) at the appropriate level, including Certificate of Good Conduct for foreign nationals and the [International Child Protection Certificate \(ICPC\)](#) for anyone who has lived in the UK and also travelled overseas
- a follow up of written references by telephone if relevant to the vacant post
- a check of essential qualifications
- confirmation of the Right to Work in the UK for employed personnel
- fitness to work as relevant

## **SAFER RECRUITMENT FOR VOLUNTEERS FROM WITHIN EMMANUEL** E.G. SOMEONE JOINING THE KIDS WORK TEAM.

- Clear role description. See appendix 1 for kids group leaders role description.
- Fill in our internal application form (Appendix 3).
- The applicant must complete an internal application form and Self Declaration Form (Appendix 4).
- attend an informal interview (with a member of the Senior Leadership team or Ministry team leader) to assess the suitability of the applicant. This can be done by phone call but only for those already in the church.
- Take references for anyone who has been in the church for less than 6 months, these must be external. Or also take references if any reason for concern. For Reference form see Appendix 5.
- Completion of an enhanced disclosure from the Disclosure and Barring Service, (this may be through the update service facility).

- Formal approval of appointment from David May (Senior Leader and Designated Safeguarding Lead) at the church following the receipt of the internal application form, Self-Declaration form, written reference (if relevant) and enhanced disclosure from the Disclosure and Barring Service.

## **7. INDUCTION AND TRAINING**

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new staff, paid and unpaid, will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources
- understood the commitment to safeguarding training
- All working directly with children are required to complete safeguarding children training with a registered provider. This will normally be with Thirtyone:eight or Sheffield Children Safeguarding Partnership. Evidence is collected of this.

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. We also agree a minimum probationary period of 3 months with clear goals and then provide supervision, mentoring and appraisals at regular intervals of 3/6/12 months with David May. Updated safeguarding training is normally required every 2 years (online) or three years (face to face).

## **8. WORKING PRACTICES**

### **CONSENT**

When consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding.

Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

### **STAFF RATIOS TO CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK**

There must always be a minimum of two responsible adults present for any activities. See Appendix 1 for some specific details about working practice in our Sunday morning children's Groups.

### **LONE AND ONE TO ONE WORKING**

We will avoid lone working, one to one working with children and adults at risk whenever possible to protect both Individuals. A risk assessment will always be undertaken to ensure:

- the care or activity provided is suitable for one to one working,
- the lone worker has been recruited, trained and supervise to undertake this particular role,
- that health and safety issues have been identified and recommendations followed,
- safeguards are in place to protect individual's rights to safe working practice,
- safeguards are in place in relation to strategies for emergency situations,

- relevant business insurance is in place for use of personal vehicles
- accurate and relevant written recording is maintained following any care and activity, signed and dated.

## **HOME VISITS**

Home visits to children or vulnerable adults will only be made when necessary and booked by the organisation with the permission and knowledge of the senior pastor. Each home visit will be carefully planned and recorded and include:

- who is being visited
- the purpose of the visit
- who will carry out the visit
- the time expected to carry out the visit
- who will also be present during the visit
- members of staff paid or unpaid, and others
- any physical contact which may be required, and will be undertaken in line with the code of conduct within this policy.

All home visits will be made in a polite and friendly manner. Personal relationships or showing favouritism must not happen.

Any safeguarding concerns raised and any untoward incidences, such as no access or a child being at home alone, should be followed up, recorded and managed in line with this safeguarding policy.

## **YOUNG PEOPLE WHO WORK IN OUR ORGANISATION**

- All young people who are undertaking volunteer work, apprenticeships or work experience within our organisation/group are to be included within this policy and their safeguarding as individuals given the same importance as all young people we come into contact with.
- Any disclosures, observations of possible harm or disturbing behaviour must be reported to the Lead or Deputy immediately. They will also require an induction program that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all staff induction.
- In addition, information on the young person's contacts recorded as relevant e.g. parents, carers, school representatives and any supervisors, with emergency contact numbers.
- We will check with the relevant local authority's education welfare team to see if an employment permit is required for any young people working or volunteering with us.

## **CODES OF CONDUCT**

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and Inclusion. We undertake to:

- treat all children and young people and adults at risk with respect and dignity
- ensure that their welfare and safety is paramount at all times

- maintain professional boundaries both face to face and when using technology
- ensure any intimate touch required, to carry out care, is within relevant guidelines and is safe and appropriate. Intimate touch and care will always be part of a plan, agreed with the individual concerned, their parents or carers. E.g. escorting children to the toilet or changing of nappies
- always listen to individuals and take account of their wishes and feeling
- always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- liaise openly with parents and carers
- only use physical contact if absolutely necessary
- avoid being alone with children, young people and adults at risk whenever possible
- listen to, and act upon, any disclosures, allegations, or concerns of abuse
- participate in approved safeguarding training at appropriate levels
- ensure restraint is only used as part of an agreed plan by staff trained in the use of the particular restraint or as an emergency action to protect from harm. All use of restraint will be reported and recorded by the member of staff concerned to the Lead or Deputy for safeguarding and to the relevant manager.
- follow our safeguarding policy at all times
- make activities FUN and enjoyable

## **9. RECOGNISING ABUSE IN CHILDREN YOUNG PEOPLE AND ADULTS AT RISK**

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury? In addition to below there are more detailed lists in Appendix 6 for children and Appendix 7 for adults.

- Abuse related to faith or belief
- Alcohol and substance misuse
- Breast ironing
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Child on child abuse, including sexual violence and upskirting
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic violence, including "honour" based abuse
- Emotional
- Exploitive use of technology

- Female Genital Mutilation (FGM)
- Financial or material abuse
- Forced marriage
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Modern slavery
- Neglect and acts of omission
- Online safety
- Organisational or institutional
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Trafficking

## **10. HANDLING DISCLOSURES**

When a disclosure is made by a child, young person or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

and always

- seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused

- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

## 11. RESPONDING TO CONCERNS

### SAFEGUARDING REFERRAL FLOWCHART

We ensure and emphasise that everyone in our organisation understands and knows how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone, including the Lead, Deputy and Trustee for Safeguarding, will deal with concerns using the following:

#### Step One:

**If you are worried a child, young person or adult at risk has been abused because:**

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else.

#### Step Two:

Check this safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated, then talk to your Additional Senior Lead

#### Step Three:

The Lead, Deputy or Additional Senior Lead should refer the concern to the relevant adult's or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

**For England and Wales**, in cases of allegations against a "person of trust" with a "duty of care" towards a child, the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under "whistle blowing", anyone can refer directly to the Police, social care services, LADO, the Charity Commission, Protect or the NSPCC

(child concerns only) when they are concerned the organisation is not managing safeguarding concerns appropriately.

CONSULT,  
MONITOR  
AND RECORD  
*Sign/Date/Time*  
*Include name and  
job role*

When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Lead or Deputy of your organisation that you have referred a concern.

**Any consultations should not delay a referral.**  
**In an emergency do not delay: dial 999**

## **12. RECORD KEEPING**

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding Cause for Concern Form (see Appendix 8)
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
  - what has been monitored/observed
  - what has been said and by whom
  - what has given cause for concern
  - what action has and/or will be taken including the reason for those actions
  - the reason stated for no action being taken and by whom
- non-judgmental
- timely within 24 hours
- signed and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

### **HANDLING ALLEGATIONS | DEALING WITH COMPLAINTS | DISCIPLINARY & GRIEVANCE PROCEDURES**

- Our policies and procedures are in line with the statutory guidance, thirtyone: eight guidelines, our disciplinary, complaints and grievance procedures. These will be made available to everyone.
- Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with social care services (the LADO with regards to children England and Wales only) and / or the police before making an open decision about the best way forward.
- In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Trustee Lead. If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistleblow”
- With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police, (the LADO, with regards to children England and Wales only). Any investigation will override the need to implement any such procedures. Our Trustee Board will ensure that the relevant bodies are informed of the investigation.



## **BULLYING AND HARASSMENT**

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at children, young people, adults at risk, staff, volunteers, parent and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and or adults at risk. If children, young people and/or adults at risk are engaging in bullying or harassment it is also a safeguarding concern and should be reported to the Lead or Deputy for safeguarding.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- report all incidents of bullying or harassment observed or disclosed, to the Lead or Deputy who will take the appropriate action
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

## **13. eSAFETY**

### **WHY DO WE NEED TO INCLUDE eSAFETY?**

Modern digital technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, shopping etc. Government guidance is clear, that all organisations working with children, young people, adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy.

### **eSAFETY CODE OF CONDUCT:**

We expect everyone in our organisation to agree and sign up to our eSafety code of conduct to:

- use the internet and other forms of communication in a sensible and polite way.
- only access websites, send messages or access and use other resources that will not hurt or upset anybody.
- seek permission if they want to use personal information or take photographs of other people.
- report any concerns to the Lead or Deputy

- not maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

### **WHAT ARE THE RISKS?**

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- sharing nudes or semi nudes.
- viewing or sending unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

### **WHAT ELSE MIGHT BE OF CONCERN?**

- **A CHILD, YOUNG PERSON OR ADULT AT RISK WHO:**
  - a. is becoming secretive about where they are going to or who they are meeting.
  - b. will not let you see what they are accessing online.
  - c. is using a webcam in a closed area, away from other people.
  - d. is accessing the web or using a mobile for long periods and at all hours
  - e. clears the computer history every time they use it.
  - f. receives unexpected money or gifts from people you don't know.
  - g. does not appear to have the money they should have.
- **A PERSON WHO:**
  - a. befriends a child, young person or adult at risk on the internet or by text messaging.
  - b. has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
  - c. is secretive about what they are doing and who they are meeting.

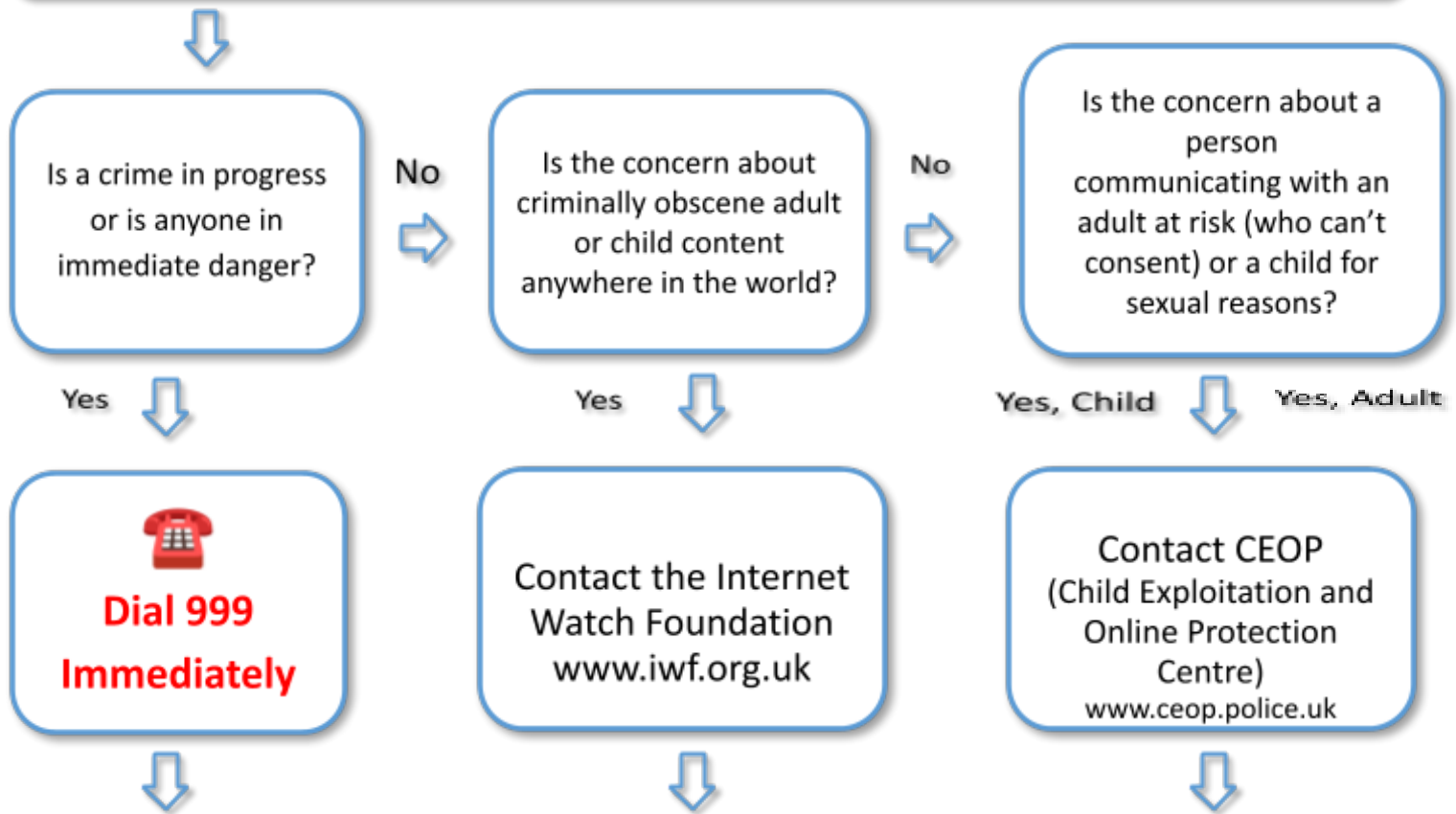
## **WHAT DO I DO IF I AM CONCERNED?**

If you have any concerns, speak to the Lead or Deputy for Safeguarding. Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told

eSAFETY REFERRAL FLOWCHART – CHILD AND ADULT

When illegal content or activity is found or suspected, if an emergency dial 999, always inform your Lead or Deputy for safeguarding and s/he will follow these steps:



Inform the Lead for Safeguarding (or Deputy if unavailable) who will liaise, await response, and review eSafety arrangements as necessary.

## **MINIMISING THE RISKS**

We will:

- talk to children, young people and adults at risk about what they are accessing online.
- ensure everyone uses PCs, iPads and other technology in a general space where we can monitor what is going on.
- explain the risks of giving out personal details online.
- talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children, young people and adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise children, young people and adults at risk to only text, chat or webcam to people they know in real life.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online “friends” in real life.
- make sure children, young people and adults at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- look on the internet together for information about how to deal with or report problems. e.g. [Thinkuknow](#)
- talk about how/when information or images get on to the internet, they can never be erased.

## **14.SAFEGUARDING PRACTICAL GUIDANCE**

### **PHOTOGRAPHY & FILMING GUIDANCE**

Both still and moving images are key to recording the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that images (especially digital images) can be used, shared, stored and/or distributed inappropriately, and that their storage and use must comply with the UK GDPR.

It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary
- the purpose of images e.g. parent’s and carer’s own record, media and publicity etc
- the content required when using a professional photographer
- informing parents and seeking their consent for any publication or media use

- publishing only necessary identifying details alongside individual's photos in newspapers, websites etc
- taking photographs openly and away from sensitive areas (changing rooms, toilets, etc)
- the suitability of clothing e.g. swimsuits
- any group photos being taken only during the activity or on the premises
- all those taking photos signing a registration form, which also identifies the purpose and use of any images
- ensuring secure storage of all images
- identifying how long unused images will be retained
- identifying how long copies of published images will be retained

The above guidance applies to all still and moving images, however they are created (mobile phone, still camera, video camera etc). The type of equipment and the equipment's owner should also be recorded on the registration form.

## **TRANSPORT**

Emmanuel Church Sheffield does not currently offer transportation.

## **ACTIVITIES, EVENTS AND VISITING SPEAKERS/ACTIVITY LEADERS**

We will always ensure visitors and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving children, young people and adults at risk
- having a written plan in place if the event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

## **THE LATE PICK UP OF A CHILD, YOUNG PERSON OR ADULT AT RISK**

If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person or adult at risk with other staff, volunteers or parents wherever possible.

Staff, paid and unpaid, should avoid:

- taking the child, young person or adult at risk home or to another location
- waiting alone with the child, young person or adult at risk in a vehicle or at the venue
- sending the child young person or adult at risk home with another person, without parental consent
- leaving the child young person or adult at risk alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

### **CHILD, YOUNG PERSON OR ADULT GOES MISSING**

If a child, young person or adult at risk goes missing from the group or organisation it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- is under 16
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care

The Lead or Deputy for Safeguarding should be informed as soon as possible, and all details and actions recorded, dated, timed and signed.

### **BUILDINGS AND VENUES**

Safeguarding risk assessments will be carried out on all building and venues used by our organisation or by the host's venue management, such as schools

The safeguarding risk assessment should cover:

- access especially how people enter and leave the building
- signing in protocol
- use of keys
- toilets and changing rooms
- any outside space
- car parks
- any other relevant issues

## **ETHICAL FUNDRAISING / GIFT OFFERINGS**

We are committed to our offerings being:

- **LEGAL:** All fundraising must meet the requirements of the law.
- **OPEN:** Fundraisers must be open with the church about their processes and must be willing to explain (where appropriate) if they are asked for more information. Trustees must endeavour to obtain as much information as possible to ensure that the organisation is acting in accordance with the law and the values of the Church
- **HONEST:** Fundraisers must act with integrity and must not mislead the church about the cause they are fundraising for or the way a donation will be used.
- **RESPECTFUL:** Fundraisers must demonstrate respect whenever they have contact with any member of the church.

### **15. RECOMMENDATIONS**

In order to attain the highest standards of safeguarding practice, everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Lead and/or Deputy. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting effective policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care.

### **16. POLICY DATE**

This policy was agreed and disseminated on 15<sup>th</sup> October 2023 and will be reviewed annually or when there are substantial organisational changes.

**POLICY REVIEW DATE: 15<sup>TH</sup> OCTOBER 2024**

**SIGNED:**

**DAVID MAY (LEAD FOR SAFEGUARDING)**

**FAITH OYEGBILE (DEPUTY FOR SAFEGUARDING)**

**NAME (TRUSTEE FOR SAFEGUARDING)**

**DATE:**



## **APPENDIX 1 SUNDAY GROUPS**

**WE HAVE TWO GROUPS CURRENTLY FOR.**

- 1. 0-3'S.**
- 2. 4-11'S**

**PARENTS/CARERS CAN LEAVE THEIR CHILDREN IN THE CARE OF THE TEAMS FOR THE MAJORITY OF THE WORSHIP AND THE DURATION OF THE SERMON. THERE IS A MINIMUM OF FOUR TEAM VOLUNTEERS SCHEDULED TO SERVE EACH SUNDAY. TWO FOR THE 0-3'S AND TWO FOR 4-11'S.**

**CHILDREN ARE REGISTERED UPON THEIR ARRIVAL AT THE KIDS GROUP VENUE REGARDLESS OF WHETHER THEIR PARENT/CARER INTENDS TO LEAVE THEM OR REMAIN WITH THEM.**

**TEAM VOLUNTEERS WILL NOT LEAVE THE VENUE UNTIL ALL OF THE CHILDREN HAVE BEEN COLLECTED BY THEIR PARENT/CARER AT THE CLOSE OF THE CHURCH MEETING.**

**TOILETS ARE AVAILABLE IN THE CHURCH VENUE. SHOULD A CHILD NEED THE TOILET DURING A GROUP SESSION A TEAM VOLUNTEER WILL ESCORT THEM. ANOTHER CHILD WILL BE ASKED TO ACCOMPANY THEM TO ENSURE THAT NO TEAM VOLUNTEER IS ALONE WITH AN INDIVIDUAL CHILD. VOLUNTEERS WILL NOT DO ANYTHING FOR A CHILD THAT THE CHILD IS ABLE TO DO FOR THEMSELVES.**

**TEAM VOLUNTEERS WILL NOT CHANGE SOILED NAPPIES. SHOULD A BABY OR TODDLER NEED CHANGING A TEAM VOLUNTEER WILL RETURN TO THE MAIN MEETING VENUE AND ASK THE RELEVANT PARENT/CARER TO ATTEND TO THE CHILD.**

**THE SESSION WILL INCLUDE FREE PLAY ACTIVITIES, STORY-TIME, DISCUSSION, STRUCTURED PLAY, CRAFT ACTIVITIES AND SINGING TIME. CHILDREN WILL BE EXPECTED TO JOIN IN WITH ALL THE ACTIVITIES. TEAM VOLUNTEERS MAY TRY GENTLE PERSUASION IF A CHILD IS UNWILLING TO PARTICIPATE BUT NO CHILD WILL BE COERCED OR MANIPULATED INTO TAKING PART.**

**THE KIDS TEAM LEADER - MARTHA TAYLOR**

**0-3'S - HANNAH COOPER**

**4-11'S - DANI BRADLEY**

## **APPENDIX 2 ROLE OF GROUP LEADERS AND VOLUNTEERS**

*Children are a very significant part of the Emmanuel church family! If we had to boil down the aim of Emmanuel kids Groups, it would be to help every child grow in their identity as sons and daughters, and also to grow in the knowledge and understanding of who Jesus is.*

### **The role of leaders**

- **TO WORK WITHIN OUR SAFEGUARDING POLICY**

Everyone working with children at Emmanuel must be familiar with and follow our policy for safeguarding.

- **TO EACH TAKE RESPONSIBILITY FOR THE RUNNING OF KIDS GROUP WHEN ON ROTA**

The Team leaders for each week will take primary responsibility for this, but really helpful if all volunteers are able to help deliver the planned content for the week.

- **TO OFFER CARE SUPPORT TO CHILDREN IN KIDS' GROUP**

We don't expect you to do this alone, we will always be here to help you with this, however it is important that we are all available to care for the kids and support them in activities as needed. This responsibility isn't meant to be autonomous – it's a family activity, we invite ongoing open conversation. We never want anyone to feel isolated and alone, particularly if more difficult situations arise.

- **TO ORGANISE AND PLAN ROTA SWAPS AND SUNDAY PLANS**

If you are unavailable for a week, it is your responsibility to arrange to swap that with someone else and update it on churchsuite. This is important for safeguarding to ensure we have enough volunteers each week.

- **TO HELP THE KIDS GROW AND HAVE LOTS OF FUN**

Using kind words to encourage the children and build them up. Taking care in challenging them in love. Building their confidence in sharing what they love about God with friends at school.

**APPENDIX 3 - SAFER RECRUITMENT INTERNAL APPLICATION FORM**

**Name:**

**Why do you want to serve the kids?**

**What age group do you want to work with and why?**

**Have you done any kids work before?**

**What do you do for a living?**

**Are you serving on any other teams?**

**How long have you been a Christian?**

**How long have you been part of Emmanuel?**

**Is there anything else we should be aware of? (Medical, personal, etc.)**

**I have read and agreed the Emmanuel Church Safeguarding Policy.**

**Signed**\_\_\_\_\_

**Print Name**\_\_\_\_\_

## **APPENDIX 4 - DBS SELF-DECLARATION FORM**

Supporting documents

# Self-declaration form for a position requiring an enhanced Disclosure

### **Strictly confidential**

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations(from 25th May 2018) and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

**All applicants are asked to complete this form, detach it from the Application Form and return it, to the Recruiter detailed below, in a separate sealed envelope**

To: David May

(Name of Recruiter/responsible person in place of worship/organisation processing Criminal Records Disclosure checks)

Address: 200 Springvale Road, Sheffield, S6 3NU

Position applied for: \_\_\_\_\_

### **Conviction history**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*,then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974 and the DBS filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/ pending prosecution?

Yes    No    (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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\*links can be found at [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links)

## Police investigation

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

**Yes No (please tick) If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.**

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To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

**Yes No (please tick) If yes, please provide details, we will need to discuss this with you.**

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Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?

**Please include any disciplinary action taken by an employer in relation to your behaviour with adults. Yes No (please tick) If yes, please give details.**

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## Declaration

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address)

consent to a criminal records check if appointed to the position for which I have applied. I have read the Standard/Enhanced Check Privacy Policy for applicants – [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links). I understand how DBS will process my personal data and the options available to me for processing an application. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which maybe known to the police

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or asocial services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

I confirm that I am not barred from working with children OR I confirm that I am not barred from working with adults at risk

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.**

## Legalese – attached notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders / Model Equal Opportunities Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales) or through Access NI if you are in Northern Ireland or through Disclosure Scotland if you live in Scotland.

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules.

In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.

The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the General Data Protection Regulations effective from May 25th 2018, as well as the expectations of the DBS.

### Notes - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. For applicants in Scotland and Northern Ireland, similar provisions apply.

DBS Eligibility from: [thirtyoneeight.org/dbs-links](http://thirtyoneeight.org/dbs-links)

**APPENDIX 5 - REFERENCE FORM**

**Email Subject: REQUEST FOR REFERENCE FOR A VOLUNTARY WORKER WITH CHILDREN / ADULTS EXPERIENCING, OR AT RISK OF ABUSE OR NEGLECT**

Dear Referee

*Person volunteering* has given your name as someone who may be contacted in relation to his / her\* application to work with children / adults experiencing, or at risk of abuse or neglect. As part of our commitment to safeguarding children and at-risk adults we require a reference regarding their suitability to working with vulnerable people. I would be grateful if you could comment on the following factors as they may apply to the applicant:-

- Previous experience of working with children or adults experiencing, or at risk of abuse or neglect.
- His / her\* ability to provide kind and consistent care.
- Evidence of his / her\* willingness to respect the background and culture of children and adults experiencing, or at risk of abuse or neglect in his / her\* care.
- His / her\* commitment to treat all children and adults experiencing, or at risk of abuse or neglect as individuals and with equal concern.
- Any evidence or concern that he / she\* would not be suitable to work with children and adults experiencing, or at risk of abuse or neglect.

Thank you for your assistance.

Yours sincerely

David May

How long have you known the applicant?..... years

His / her\* previous experience of working with children / adults experiencing, or at risk of abuse or neglect:

His / her\* ability to provide kind, consistent and safe care:

Evidence of his / her\* willingness to respect the background and culture of children/adults experiencing, or at risk of abuse or neglect in his / her\* care:

His/ her\* commitment to treat all children / adults experiencing, or at risk of abuse or neglect as individuals and with equal concern:

Any evidence or concern that he / she\* would not be suitable to work with children / adults experiencing, or at risk of abuse or neglect?

Telephone contact point for clarification:

## **APPENDIX 6 -SIGNS AND SYMPTOMS OF ABUSE IN CHILDREN**

### **PHYSICAL ABUSE (WHERE A CHILD'S BODY IS HURT OR INJURED).**

- Unexplained injuries or burns (particularly if they are recurrent)
- Improbable excuses given to explain injuries (or various excuses given for the same injury).
- Admission of punishment that seems excessive.
- Bald patches.
- Withdrawal from physical contact.
- Arms and legs kept covered in hot weather, reluctance to change or go swimming.
- Fear of returning home.
- Fear of medical help or injuries that have not received medical attention.
- Self-destruction tendencies.
- Aggression towards others.
- Running away.
- Delay in seeking help.
- Changing story.
- Previous history.
- Site of injury in places that are not normally exposed to falls, rough games etc. number of injuries, or injuries of different ages.

### **EMOTIONAL ABUSE (WHERE CHILDREN DO NOT RECEIVE LOVE OR AFFECTION, ARE FRIGHTENED BY TAUNTS OR THREATS OR ARE GIVEN TOO MUCH RESPONSIBILITY FOR THEIR AGE).**

- Physical, mental, and emotional development impaired.
- Over-reaction to mistakes.
- Admission of punishment that appears excessive.
- Continual self-deprecation.
- Sudden speech disorder.
- Fear of new situations.
- Inappropriate emotional response to painful situations.
- Neurotic behaviour, e.g.: rocking, hair-twisting, thumb-sucking.
- Self-mutilation/overdose etc.
- Drug abuse.
- Running away.
- Stealing, scavenging, lying.
- Changes or regression in mood or behaviour.
- Obsessions or phobias.
- Persistent tiredness.
- Attention seeking behaviour.

### **SEXUAL ABUSE. (WHERE ADULTS OR OTHER CHILDREN USE A CHILD TO SATISFY SEXUAL DESIRES.)**

- Behavioural problems.
- Partial disclosure.
- Sexualised play/behaviour.
- Sexually precocious behaviour.
- Pre-occupation with genitals.
- Excessive masturbation.
- Mood changes.



- Bed wetting/soiling.
- Soiling.
- Finding some positions uncomfortable or painful to sit in.
- Repeated urinary tract infections/tummy pains.
- Eating disorders.
- Attention seeking behaviour.
- Vivid dreams or nightmares, particularly of a sexual nature.
- Detailed knowledge of adult sexual behaviour.
- Sexually provocative or seductive behaviour with adults.

**NEGLECT (WHERE ADULTS FAIL TO CARE FOR CHILDREN AND DO NOT PROTECT THEM FROM DANGER, SERIOUSLY IMPAIRING THEIR HEALTH AND DEVELOPMENT).**

- Constant hunger.
- Poor personal hygiene.
- Constant tiredness.
- Poor state of clothing.
- Emaciation.
- Frequent lateness or non-attendance at school.
- Untreated medical problems.
- Destructive tendencies.
- Low self-esteem.
- Neurotic behaviour.
- Poor social relationships.
- Running away.
- Compulsive stealing or scavenging.
- Failure to thrive.

**MODERN SLAVERY (ANY ACT OF RECRUITMENT, MOVEMENT, HARBOURING, OR RECEIVING OF PEOPLE THROUGH THE USE OF FORCE, COERCION, ABUSE OF VULNERABILITY, DECEPTION, OR OTHER MEANS, FOR THE PURPOSE OF EXPLOITATION)**

- Evidence of a workplace being used for accommodation
- Workers are distrustful of authorities
- Workers look uneasy, unkempt, or malnourished
- Signs of psychological trauma
- Untreated injuries
- Evidence of control over movement (being picked up and dropped off in groups)
- Signs of substance misuse
- Workers don't know work or home address

## **APPENDIX 7 -SIGNS AND SYMPTOMS OF ABUSE IN ADULTS**

### **PHYSICAL ABUSE (WHERE AN ADULT'S BODY IS HURT OR INJURED).**

- Broken bones, bruises, marks on the body, or bite, burn or scald marks.
- Frequent injuries that are unexplained or inconsistent with the account of what happened.
- Unexplained falls.
- Signs of malnutrition.
- Missed medical appointments or medical conditions left untreated.

### **DOMESTIC ABUSE (TWO PEOPLE WHO ARE OVER THE AGE OF 16 AND WHO ARE, OR HAVE BEEN, INTIMATE PARTNERS OR FAMILY MEMBERS. IT ENCOMPASSES CONTROLLING, COERCIVE OR THREATENING BEHAVIOUR AND VIOLENCE.)**

- Physical indicators, such as bruising or broken bones.
- Psychological indicators, such as being isolated from friends or family, low self- esteem, blaming themselves for things (including their abuse), and humiliation in front of others.
- Financial indicators, such as limited access to money and damage to the home or other property, such as cars.

### **PHYSIOLOGICAL ABUSE (ALSO EMOTIONAL ABUSE) (ANY TYPE OF BEHAVIOUR THAT INVOLVES EMOTIONAL MISTREATMENT OF A PERSON.)**

- Low self-esteem, or withdrawal or change in the emotional state of the person.
- Changes in appetite, or weight loss or gain.
- Insomnia.
- Tearfulness and other signs of distress, including anger in some cases.
- Fearfulness or silence when a particular person is around.

### **SEXUAL ABUSE. (WHERE ADULTS OR OTHER CHILDREN USE A CHILD TO SATISFY SEXUAL DESIRES.)**

- Bleeding, pain, itching or sores around the genitals.
- Pain or discomfort when walking or sitting.
- Bruising, especially on the thighs, buttocks, upper arms, and neck.
- Torn, blooded or stained clothing (e.g., from discharge).
- STIs, unexplained genital discharge or incontinence that is unrelated to a medical diagnosis.
- Unexplained pregnancy, for example in a woman who is unable to consent to intercourse.
- Sleeping difficulties, self-harm, withdrawal, poor concentration, apprehension about relationships, or reluctance to be left alone with a certain person.
- Not wanting to receive help with personal care.
- Explicit use of sexual language or changes in attitude and behaviour towards sexual activity.

## **FINANCIAL OR MATERIAL ABUSE (USING OR MISUSING MONEY TO CONTROL A PERSON'S ACTIONS AND THEIR FREEDOM, AND USING THEIR FUNDS OR BELONGINGS WITHOUT THEIR PERMISSION)**

- Unexplained lack of money, withdrawal of funds from accounts, or misplaced personal possessions.
- Rent arrears or evictions.
- Disparity between the person's living conditions and their finances.
- People showing an unusual interest in the individual's finances and assets.
- Changes in the deeds or title to an adult's property.
- Lack of financial records in a care service.

## **MODERN SLAVERY (ANY ACT OF RECRUITMENT, MOVEMENT, HARBOURING, OR RECEIVING OF PEOPLE THROUGH THE USE OF FORCE, COERCION, ABUSE OF VULNERABILITY, DECEPTION, OR OTHER MEANS, FOR THE PURPOSE OF EXPLOITATION)**

- Appears malnourished or unkempt; for example, they wear the same clothes every day.
- Seems withdrawn, avoids eye contact, or appears hesitant or frightened of others.
- Is isolated, rarely being allowed on their own or seemingly being under the control and influence of others.
- Has few, or no, personal possessions.
- Lacks identification documents.
- Lives in poor conditions, such as dirty, cramped, or overcrowded places.
- Fears law enforcement officers.
- Shows signs of physical and psychological abuse.

## **DISCRIMINATORY ABUSE (WHEN AN INDIVIDUAL OR GROUP IS TREATED UNEQUALLY BECAUSE THEY POSSESS ONE OF THE PROTECTED CHARACTERISTICS OUTLINED BY THE EQUALITY ACT 2010.)**

- Behavioural changes, including an individual becoming withdrawn, isolated, angry, frustrated, fearful and anxious.
- A lack of support for an individual's needs. For example, if they need to use a wheelchair but are denied access to ramps.
- An individual beginning to reject their own cultural background, personal beliefs, sexual preferences, or lifestyle choices.

## **ORGANISATIONAL ABUSE (AN ORGANISATION PRIORITISES THEIR OWN NEEDS OVER THOSE OF THEIR SERVICE USERS AND PEOPLE THEY SUPPORT.)**

- Rigid routines and a lack of flexibility and choice for service users.
- Lack of staff training, development, and support.
- Poor standards of care, including people being hungry or dehydrated.
- Misuse of medication.
- Inadequate staffing levels, procedures, and record-keeping.
- Lack of individual care plans.
- Few social, recreational, and educational activities, and an absence of visitors.

- Lack of privacy and confidentiality, including public discussion of personal matters, and exposure when somebody is using the toilet or bathing.

**NEGLECT (WHERE ADULTS FAIL TO CARE FOR CHILDREN AND DO NOT PROTECT THEM FROM DANGER, SERIOUSLY IMPAIRING THEIR HEALTH AND DEVELOPMENT).**

- A dirty or unhygienic environment.
- Poor personal hygiene.
- Inadequate clothing.
- Injuries or medical problems untreated, pressure sores or ulcers, or malnutrition or unexplained weight loss.
- Lacking contact with medical or social care organisations.
- Build-up of untaken medication.

**SELF-NEGLECT (WHEN AN INDIVIDUAL FAILS, OR REFUSES, TO TAKE CARE OF THEIR OWN BASIC NEEDS.)**

- Poor personal hygiene and an unkempt appearance.
- Lack of essential food, clothing, or shelter.
- Poor living conditions, including living in unsanitary conditions, neglecting household maintenance or hoarding.
- Malnutrition and/or dehydration.
- Unwillingness to take medication, treat illnesses or injuries or comply with health or care services.

**APPENDIX 8 - CAUSE FOR CONCERN FORMS**

**Part 1: Record of concern about a child/adult’s safety and welfare**

(for use by any staff/volunteers– This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible. **Please just fill in as much as you can.**)<sup>1, 2, 3</sup>

Child/Adult’s name (subject of concern):	Date of birth/age:  Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): _____ Role/Job title:		
Signature:		
Other members of the household <sup>4</sup> :		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child/adult saying about what has happened <sup>4</sup> ?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Lead <sup>5</sup> : _____		

Check to make sure your report is clear to someone else reading it.

## Please pass this form to your Safeguarding Lead without delay

### Guidance notes for Form 1 (volunteers/staff only):

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable organisation is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014. (Refer to your own church's/organisation's safeguarding policy at this point too).
2. Essential principles of recording the information received/disclosed/observed:
  - a. Remember: do not investigate or ask any leading questions
  - b. make notes within the first one hour of receiving the disclosure or observing the incident
  - c. be clear and factual in your recording of the incident or disclosure
  - d. avoid giving your opinion or feelings on the matter
  - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
  - f. do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
  - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. **What constitutes a safeguarding concern?** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.
4. **Why do you need information regarding 'other household members'?** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. **Why is the view of the child/adult significant?** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. **Passing information to the Safeguarding Lead** – Your safeguarding Lead holds ultimate responsibility in responding to any safeguarding concerns within the church/organisation and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

## Part 2: Record of concern about a child/adult's safety and welfare

(for use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by Safeguarding Lead:	Date:	Time completed:	From whom:		
Any advice <b>sought</b> , if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received:				
Advice received about informing parents or in the case of adults, seeking consent/capacity <sup>1</sup> :					
Initial Assessment of concern following advice <sup>2</sup>					
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)	Date:	Time completed:	By whom:		
	Referral		To whom		
	Signposting to other community resources				
	Pastoral Care and other support from church				
	Ongoing Monitoring				
Parent/carer informed?	<b>Y</b>	Who spoken to:	Date:	Time:	By whom:
	<b>N</b>	Detail reason:			

Any other relevant information								
Name of Safeguarding Coordinator:					Signature:			

**OVERVIEW OF ACTIONS<sup>3</sup>:**

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1				

**Guidance notes for Form 2:**

Following are some helpful pointers in completing the above form(s)

1. **Importance of consent from parents/carer or adults (in the light of mental capacity)** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual’s mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
2. **Initial assessment-** Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?
3. **Overview of actions** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.