

Contact Details

Safeguarding contacts within Kent Street Community Church (KSCC)

The church has appointed the following individuals to form part of the church safeguarding team:

Designated Person for Safeguarding (DPS): They will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Name: Sharon Jones (Youth/Children's Leader)

Contact Number: 07780 666736

Deputy Designated Person for Safeguarding (DDPS): They will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected and provide backup when the DPS is not available.

Name: Vacant (Church member) Church leader substitute:

Contact Number:

Safeguarding Trustee: will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church and other trustees.

Name: Esther Prescott (Trustee, Church Leader and administrator)

Contact Number: 07761 838256

KSCC Safeguarding Team will work together when safeguarding concerns are raised and will follow this policy and these procedures to address any issues of risk. However, each person at KSCC has a responsibility to report disclosures and allegations of abuse without delay.

Independent Methodist (I.M.) Safeguarding Officer: is available for advice and support on safeguarding matters including training.

Name: Marilyn Riding I.M. Connexional Safeguarding Officer

Contact Number: 01942 223526

Email: safeguarding.officer@imchurches.org.uk

Telephone numbers- quick reference:

Police (non-emergency number)	Tel: 101
Childline (helpline for adults concerned about a child)	Tel: 0808 800 5000
Warrington Children Safeguarding Team	Tel: 01925 443322 / Out of Hours Service: 01925 444400
Warrington Adult Safeguarding Team	Tel: 01925 443322 / Out of Hours Service: 01925 444400
Warrington Local Authority Dedicated Officer (LADO)	Tel: 01925 442079 Email: LADO@warrington.gov.uk

Putting our policy into practice

A copy of the safeguarding policy statement will be displayed permanently on the church notice board, a hard copy is available in the vestry for reference and the policy statement will be on our church website.

Those with a responsibility for children, young people and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they have read, understand them and will follow them.

A full copy of the policy and procedures will be made available on request to any member of the church, or any other person associated with the church e.g. parents.

The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.

The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual review.

If a safeguarding officer stands down during their term of office a Church leader will fill the vacancy until a suitable volunteer is recruited.

Definitions of Terms

- **Child or young person:** Anyone under 18 years old
- **Adult at Risk or Vulnerable Adult:** An adult who has care and support needs and is unable to protect themselves from harm or exploitation
- **Abuse:** Physical, emotional, sexual, neglect
- Abbreviations used when referring to Kent Street Community Church:
“We”, “KSCC”, “the church”, “church community”, “church body”

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Policy Statement:

Safeguarding Children, Young People and Adults at Risk

Kent Street Community Church mission statement: *Jesus, love in action*

In accomplishing our mission, Kent Street Community Church is committed to creating a safe, welcoming, and respectful environment for everyone — especially children, young people, and adults at risk, regardless of gender, ethnicity or ability. **“We”** recognise our duty of care and legal responsibilities and commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

As members of this church we will nurture, provide protection and safekeeping of all individuals associated with the church and will pray for them regularly. It is the duty of each church member to help prevent the harm, abuse, neglect or exploitation of children and adults at risk by raising their concerns. Report a disclosure of abuse in accordance with the procedures of this policy. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- 👍 **“We”** welcome children, young people and adults at risk into the life of our church community.
- 👍 **“We”** arrange a separate programme of activities for children and young people.
- 👍 **“We”** draw alongside those who have special needs or disabilities, to support, include, encourage, protect.
- 👍 **“We”** exercise a safe volunteer worker recruitment process including, DBS checks, appropriate training, support and group supervision.
- 👍 **“We”** promote dignity and respect by adopting a Code of Behavior for all who work with children, young people and adults at risk.
- 👍 **“We”** are committed to providing an environment that is as safe as possible for children and adults and promote their safety and well-being including the prevention of bullying.
- 👍 **“We”** provide pastoral care for victims, survivors or others affected by abuses that are a part of the church community.
- 👍 **“We”** will care pastorally for those who attend the church and are the subject of concern or have allegations of abuse made against them.
- 👍 **“We”** will respond to those that are associated with the church community who may pose or present a risk.

1. Legislation

“We” The Church fully support the personal dignity and rights of all children, young people and adults, as enshrined in UK law:

Children:

[The Children’s Act 1989 amended 2004](#)

[Working together to safeguard children 2023: statutory guidance](#)

[Children and Social Work Act 2017](#)

[Human Rights Act 1998 \(legislation.gov.uk\)](#)

Adults at Risk:

[Care Act 2014](#) (Sections 42–46)

[Safeguarding Vulnerable Groups Act 2006](#)

[Equality Act 2010](#)

[Human Rights Act 1998 \(legislation.gov.uk\)](#)

- “We” accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to **“all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex language, religion, political or other opinion, national or social origin, property, birth or other status.”** [Illustrated Universal Declaration of Human Rights](#)
- “We” acknowledge that children, young people and adults at risk can be the victims of physical, sexual, emotional abuse, and neglect. *Universal Declaration of Human Rights*, Article 5 states: **“No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.”**
- “We” recognise our responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in the *Government’s Every Child Matters*, programme of reforms to improve the wellbeing of children through the *Children Act 1989*, 2004.
- “We” are aware of other government resources available for equipping and direction e.g. *What to do if you’re worried a child is being abused* (HM Government 2015) and *Working Together to Safeguard Children* (HM Government 2018).
- “We” are committed to the checking of workers/volunteers before they work with vulnerable groups to prevent unsuitable individuals from working with children and adults at risk by following, *The Safeguarding Vulnerable Group Act* (2006 c.47).

1.1. Responsibility

- “We” the church community (includes; trustees, ministers, those in leadership or hold office, church members, attendees/worshippers, visitors, volunteers.)
- “We” are committed to endorse and follow all national and local safeguarding legislation and procedures, build constructive links with statutory and voluntary agencies involved in safeguarding to be accountable and support those at risk of harm.
- “We” provide safeguarding training and on-going training for all volunteers working with vulnerable groups and will review the Safeguarding policy and procedures and guidelines at least annually.

- **“We”** ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- **“We”** support the appointed Safeguarding Team in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- **“We”** commit ourselves to the protection, safeguarding and nurture, of all children, young people, and vulnerable adults associated with the church and **“We”** will pray for them regularly.

1.2. Prevention, reporting of abuse and responding to concern

It is the duty of each individual of the “church community” membership and church attendees to prevent the physical, sexual and emotional abuse of children young people and adults at risk and is the duty of all to be interested, observant, respond to concerns, report any abuse whether disclosed, discovered or suspected. **“We”** will fully co-operate with any statutory investigation into any suspected abuse linked with our church.

1.3. Safe Recruitment: recruitment, support and supervision of workers

“We” will exercise proper care in the selection and appointment of those working with children, adults at risk, whether paid or voluntary. All workers will be subject to a DBS check and provided with appropriate and on-going safeguarding training, support, individual or group supervision to promote Safeguarding awareness and practice.

1.4. Safe Behaviour: a code of behaviour for workers

“We” will adopt a code of behaviour for all who are appointed to work with children and young people so that all are shown the respect and dignity that is due to them.

1.5. Safe practice and safe premises

“We” are committed to providing a safe environment for activities with children and young people and will adopt ways of working that meet requirements, individual and group needs, and promote safety, health and well-being.

1.6. A safe community

“We” are committed to the prevention of bullying of children and adults at risk. **“We”** will seek to ensure that the behaviour of any who may pose a risk to children or adults at risk in the church community is managed appropriately.

If a sex offender who has served a prison sentence attends or joins KSCC “We” will notify the Safeguarding Officer for the Independent Methodist Connexion to assist in the formulation of a Covenant of Care.

1.7. Responsible people

The church has appointed **Sharon Jones** as the Designated Person for Safeguarding(DPS), and **(vacant office)** as deputy, to:

- **advise** the trustees and church community on any matters related to the safeguarding of children, young people and vulnerable adults;
- **take** the appropriate action when abuse is disclosed, discovered or suspected.

1.8. Policy and procedures into practice

- A copy of our policy statement will be displayed permanently on the notice board in the

church hall and on the website.

- A hardcopy of the full policy and procedures will be held in the church vestry for reference.
- Each person working with children, and adults at risk whether paid or voluntary will be given a full copy of the safeguarding policy and procedures and will asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of the church, or person associated with the church, e.g. non member, parents or guardians, adult support worker or any other person.
- The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

2. Procedures: Part A - Responding to a Concern

2.1. Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment, and a complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. The abuser may be known or, more rarely a stranger, they may be abused by an adult or adults or another child or children.

2.2. How to respond when someone wants to talk about harm or abuse

If you think a child is about to disclose abuse to you, please stop them (gently) and tell them that (before they go any further), there are some things which you can't keep confidential (secret), and you may have to report what you've been told. Reassure them that you want to support them.

- Listen-and keep listening,
- Don't question,
- Avoid passing judgment on what you are told,
- Never promise confidentiality,
- Explain what you intend to do and don't delay in taking action,
- Contact the Designated Person for Safeguarding – or in their absence take action yourself,
- Write down what is said – see below.

2.3. What to do when a child talks about harm or abuse

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size and a drawing of its location and shape on the child's body.

Do NOT ask the child to show you any injury – if you can't see it, just record where the child said it is on his/her body.

- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- ***Make sure you sign and date the hand-written record, and, if appropriate, ask the child/young person to sign it as well.***

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Children's Social Care Team. Any referral to Children's Social Care Team is verified, by the referrer in writing within **48 hours**. All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept securely in KSCC vestry.

2.4. Responding to concerns for a child or adult at risk or an allegation of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or

suspicion of abuse, suspicions must not be discussed with anyone other than the **Designated Person for Safeguarding or Deputy**. Difficulty in contacting these individual(s) the Safeguarding Trustee will be contacted for assistance however; there should not be any delay in action being taken.

The Designated Person for Safeguarding will take action in these situations:

Deliberate harm, physical injury or at risk of 'significant harm'. When symptoms of neglect or an individual is afraid to return home: **RESPOND and REPORT**

A child:	Adult at risk:
I. Children's Safeguarding and Social Work Teams on 01925 443322, press option 1 followed by option 1 II. Outside of office hours call on 01925 444400 and press option 2 III. If you believe a crime has been committed, contact the Police on 101 IV. If a child needs urgent medical attention, an ambulance will be called, inform them of any concern V. Inform the parents /carers of the action that was taken or • They will be taken to hospital, inform the hospital staff of any vulnerable protection concerns. • Informing the parents / carers afterwards of the action that was taken.	I. Warrington Adult Social Care First Response Team on 01925 443322 press option 1 followed by option 2 II. Outside office hours call on 01925 444400 III. If you believe a crime has been committed, contact the Police on 101 IV. If a Adult at risk needs urgent medication attention, an ambulance will be called, inform them of any concerns V. Inform the carers /NOK of the action that was taken or • They will be taken to hospital, inform the hospital staff of any vulnerable protection concerns. • Informing the carers / NOK afterwards of the action that was taken.
Allegations or concerns or suspicion of sexual abuse RESPOND and REPORT:	
Children's Safeguarding out of hours on 01925 443322 press option 2.	Warrington Adult social care first response team on 01925 443322 press option 1.
1. DO NOT try to investigate the matter 2. In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, contact the police on 101 and take advice from them on subsequent actions. 3. Do not touch or tamper with any evidence, such as stained clothing. 4. Do not tell other people including the parents /carers; they could be involved 5. Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off' 6. A Church Trustee will be contacted and will support the Designated Person for Safeguarding / Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.	

If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

2.5. Difference of opinion when reporting to Children's Social Care Team

- Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children's Social Care Team but **you** (or anyone else) have serious concerns for the child's safety, then **you** will contact the relevant authorities directly.
- The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.
- If the allegation is against a Church Trustee/leader who has responsibility for implementing the Policy, you will refer it directly to Children's Social Care Team or seek appropriate professional advice, e.g. from the **IM Safeguarding Officer**.

2.6. Third Party Allegations

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Children's Social Care Team Department with their details. This is so that Children's Social Care Team can contact them if necessary.

2.7. Allegations against Workers

- When an allegation of abuse has been made do not approach the alleged perpetrator/worker/minister about it.
- Follow the usual safeguarding procedures: **Recognise, Respond, Record, Report**
 - Once the allegations have been report to the DPS or deputy, they can liaise with the relevant statutory authority and gain support from the Safeguarding Trustee and/or IM Safeguarding Officer.
 - During an inquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
 - Once the Statutory Authorities are involved, the church will follow their advice with regard to the next steps to take for example, the suspension of a worker, putting a contract in place.
 - A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
 - No information about the allegation will be shared with people of the church other than those directly involved in safeguarding; not even for prayer purposes.
 - The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.
 - It may be necessary, for the sake of the victim (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.
- VIII. **Contact with the Local Authority Designated Officer (LADO) should be made to take their advice where harm to a child has occurred, or is suspected.** See link for further information: http://www.proceduresonline.com/pancheshire/warrington/p_alleg_against_staff.html

2.8. Pastoral Care

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Pastoral support will be offered to all parties affected by any safeguarding concern, e.g. victims, volunteers, the suspected perpetrator (without compromising the children or their families).
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way church leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- **“We”** will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to select another person to support the perpetrator's family.
 - Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

2.9. False Allegations

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

2.10. Allegations against children/young people

- Children and young people are curious about the opposite sex.
- However, where a child is in a position of power and has responsibility over another child (e.g. a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive.
- Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive.
- Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be great.
- Instances such as these are investigated by the **Child Protection Agencies** in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and will need to deal with this as any other allegation.
- It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

2.11. Safeguarding Adult at risks

- Some adults are vulnerable because of their age, frailty, disability, illness or lifestyle.
- Sometimes they cannot protect themselves, or express their feelings. So they are more at risk of being hurt or exploited.
- **“We”** will work with the police, health services and other local organisations to keep people safe.

(See appendix 7 for further details.)

When a concern is raised about an adult it should be treated in the same way as a concern about a child i.e. the church worker (paid or voluntary) should:

- **Recognise** that abuse may be taking place.
- **Respond** to the concern.
- **Record** all the information they have received.
- **Report** the concern to the DPS who may, in turn, report it to the statutory authorities.

2.12. Allegations of abuse against a person who works with adults at risks with care and support needs

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including;

- action against the person or organisation causing the harm;
- increasing the support for the carers or,
 - no further action if the 'victim' chooses not to take action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

The Care Act 2014 provides helpful guidance on these situations:

"If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm".

If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.

3. Procedures: Part B - Safe Recruitment

Recruitment, Support and Supervision of volunteer workers

3.1. Application

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working/volunteering with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children.

This means that:

- a person banned from working with children cannot serve as a trustee of a church either.
- It is also a criminal offence to knowingly offer work/position with children to an individual who is disqualified or to knowingly allow such an individual to continue to work with children.

3.2. Volunteer Vacancies

It will be made clear within a volunteer opportunity notice that only church members are eligible for office e.g. group leader. Non church members are welcome to apply for team volunteers. At the informal interview, those having contact with children, young people or adult at risk will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check. This check will usually be completed before the individual takes up the advertised position, however they can work alongside other team volunteers with supervision for a limited time. Leadership and group leaders need to be in agreement with this arrangement.

3.3. Volunteer Workers with children, youth, adult at risk

- Children, youth or adult special need volunteer vacancy will be advertised in the church notices, by word of mouth and on the notice board.
 - An informal conversation will take place with a church leader(s) or the group session leader(s), after prayer and discussion they will decide on the suitability of the person to appoint for the volunteer vacancy.
 - The Church's Safeguarding Policy as well as the practical expectations will be discussed with the applicant. The volunteer worker will verbally agree to the acceptance of the volunteer role, and agreement to the procedures.
 - An enhanced Disclosure and Barring Service (DBS) check will be applied for and checked.
 - Children and youth leaders or special need group activity leaders will be church members who have been selected in accordance with agreed recruitment procedures. They will be nominated by church leaders and appointed to office until approved by a membership vote at the next church AGM.
 - Session feedback and team review and planning meetings will be held regularly to pray, seek direction, ensure common approach, sharing of concerns and identifying other matters that may need clarification, and guidance.

3.4. Training

- I. **It is important that all workers including volunteers understand the agreed procedures for protecting children.**
- II. Child protection training must be attended at least once every 2-3 years.
- III. Training for workers in relevant areas will be arranged, e.g. first aid, food hygiene, fire warden.

3.5. Young People as Helpers

- I. Young people under 18 years may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care, they don't need a DBS.
- II. **When a young helper reaches the age of 18 the full volunteer process will be applied.**

4. Procedures: Part C – Safe behaviour

A code of behaviour for volunteer workers

4.1. As a representative of the church, always conduct yourself appropriately

- The aim of this code of behaviour is to ensure quality childcare, protection from possible harm or abuse and workers from false accusation.
- Workers should treat all children/young people with dignity and respect in attitude, language and actions
- Use age appropriate language and tone of voice
- Do not engage in any of the following;
 - Invading the privacy of children or young people when they are using the toilet or shower
 - Rough games including contact between a leader and a child or young person
 - Sexually provocative games
 - Making sexually suggestive comments
 - Scapegoating, ridiculing or rejecting a child or young person

4.2. No Physical Punishment

When it is necessary to control and discipline children and young people, this should be done without using physical punishment.

However, a situation may arise where a child or young person needs to be restrained in order to protect them or a third person, **this should only be done in extreme circumstances.**

4.3. No lone working with children

No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.

4.4. Insufficient Volunteers for the group

- If there are in-sufficient leaders for groups, then internal doors should be left open.
- At least two people are present before external doors are opened for an event.
- If volunteer workers do find themselves on their own they should;
 - Assess the risk of sending child/young person home
 - Phone another team member and let them know the situation
 - Get a second trained leader as soon as possible
 - Write down a record of what happened

4.5. Talking in private to a child or young person

- If a child or young person wants to talk on a one-to-one basis you should make sure that:
 - You try to hold the conversation in a corner of a room where other people are.
 - Or if you are in a room on your own, leave the door open.
 - Or you make sure another team member knows.

4.6. How many volunteers are needed

Consideration should be given to how many volunteer workers should be involved with the group and whether they should be male or female workers or both.

We recommend there is a minimum of 2 adults for all activities with children and young people:

Age group	Adult Worker/Volunteer	Number of Children
2 years and under	1	3
3 years	1	4
4 to 7 years	1	8
8 years or older	1	8
For over 8's, there should then be an additional adult per 10 additional children		

- The only adults participating in children's and young people's activities are those appointed and trained as children's leaders, youth workers, adult volunteers or helpers. The leader of the activity should be aware of any other adults who are in the building. Make a note of the names on the session notes.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group activity including contact telephone numbers. It can be useful for large group activities for the church group to issue formal identification e.g. name badges, group T shirts.

4.7. Special considerations

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age;
- Helpers under the age of 18 will be included as children in the ratio of children to adults;
- Where helpers under the age of 18 are involved, they should always be supported by an adult volunteer who has an enhanced DBS clearance.

4.8. Touching

It is important to keep everything public and in the open. 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 worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.

- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

4.9. Visiting Children or Young People at Home

If a situation occurs where the children's or youth worker or a volunteer need to make a pastoral visit to a child and/or their family at home on behalf of KSCC, then it can only be done with agreement of the lead youth worker or a church leader.

4.10. Children with Special Needs

- Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc,
- They may have limited understanding and behave in a non age appropriate way.
- It is good practice to speak with the parents of children or young people with special needs to find out from them how best to assist the child or young person.

4.11. Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents, we will:

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain it needs to be completed and returned next time they attend the activity.
- Without interrogating the child, you will need to discover as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

4.12. Peer Group Activities for Young People

All youth activities will be overseen by a named adult, group/activity leader, who is a church member and, who has been selected in accordance with agreed recruitment procedures. They will be nominated by church leaders and appointed to office until approved by a church membership vote at the next church AGM.

It is accepted that sessions may benefit from being led and run by peers; in this situation adult volunteers will contribute to programme planning and reviews and will always be readily available on the premises when peer-led activities take place.

4.13. Electronic Communication

I. Technology and Safe Communication

- Emailing and mobile/iphone technologies are legitimate means of communicating with young people, these must be limited to general information about children's or young people's activities, session details, trips, reminders, birthday greetings, absence messages etc.
- It is not appropriate to use emailing and mobile/iphone communication methods with

primary school aged children, 10 years and younger.

- On the child/youth consent form parents/carers sign to agree that their child/young person can receive such communications.
- Additionally or alternatively parent/carers can receive SMS, messenger messages etc.

II. Workers' Communication with Young People

- All young people need to be aware of the protocols that volunteer workers follow in relation to email, messenger services, social networks and mobile phones including texting.
- It is important to remember that as well as the parent/carers, young people will have a right to decide whether they want a volunteer worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

III. Email

- If email is being used volunteer workers should ensure messages are in the public domain by copying each message to: office@kscc-warrington.org.uk
 - Emails may be used to remind young people about meetings or trips etc.
 - It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to end an email.

4.14. Communicating using Instant Messaging

- Instagram, Facebook Messenger, Snapchat are popular instant messaging apps should be kept to an absolute minimum.
 - Volunteer workers should save significant conversations as a text and also keep a log of any communication stating with whom and when they communicated.

4.15. Mobiles

- Particular diligence needs to be applied when volunteer workers use mobile phones to communicate with young people:
 - All mobile phone use will be primarily about information sharing;
 - Volunteer workers should keep a log of significant conversations/texts;
 - Any texts or conversations that raise concerns should be passed on/shown to the lead youth worker or church leader
 - Volunteer workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'
 - Volunteer workers should not take photos on their personal equipment; if they do they shall be downloaded as soon as possible to the church computer or uploaded to the closed group Facebook page and original images deleted.

4.16. Social Networks

- If a volunteer worker allows their personal site to be accessed by young people;
 - it is essential that all content including photos is suitable;

- be aware of age limits on social network sites;
- all communication should be kept in the public domain;
- copy other workers into communication if needed to keep transparency.

4.17. Taking Video and Photographs of Children

- Since the introduction of the Data Protection Act in 2018 (GDPR UK), “We” must be very careful if using still or moving images of clearly identifiable people. There are several issues to be aware of:
 - Permission must be obtained, via the consent form, of all children who will appear in a photograph or video this is best completed before the photograph is taken or footage recorded.
 - It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
 - If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- [UK General Data Protection Regulation \(UK GDPR\)](#) and the [Data Protection Act 2018](#) does not disallow images to be taken for personal use, such as a parent/carer taking photographs at youth concert, or dance for the family photo album, or videoing a church nativity play.
 - However, if there are known children / young people attending who cannot have images taken for security and safety reasons, we recommend an announcement at the beginning of the event to explain how photographs will be managed e.g. after the performance posed images with a young person and their peers can be taken with agreement of those involved.
 - Children and young people under the age of 18 should not be identified by surname or other identifying personal details, including e-mail or postal addresses, or telephone numbers on images/footage. When using photographs of children and young people, it is preferable to use group pictures.

Part C – Safe behaviour: a code of behavior for volunteer workers

I hereby confirm I have read and have understood the standards laid out in the Code of behavior for workers, how to provide a safe environment, preventing harm to children and young people whilst attending activities in the care and supervision of KSCC.

I will maintain the knowledge needed to carry out my duties responsibly, and be alert and aware of when to raise concerns of potential harm to safeguard children, young people and adult at risks.

Name:

Date:

Signature:

5. Procedures: Part D – Safe Premises, safe groups, safe transport

5.1. Consent/Important Information Forms

- It is essential that we have important information about all children, young people and adults involved in any activities at the church. This information for children and young people is recorded on consent forms (see appendices 1, 2 and 3).
 - The first week someone attends 'We' must have their name, emergency medical information (if any) and a contact name and number. Then on their next visit they must bring the form back with them.
 - If the form is not returned we will telephone the parent/carer and complete the consent form and send a copy home for signature to be returned as soon as possible.

5.2. Guidelines for Use of Kent Street Community Church premises

- The responsible adult for an activity at KSCC premises, must become familiar with the building and which areas and other groups equipment that can and cannot be used for children's and youth activities.

5.3. Health and Safety

- All activities for children and young people and adult at risks will comply with the Church's current health and safety policy with particular attention paid to the sections on:
 - Fire
 - First Aid
 - PAT testing
 - Kitchen and Food Hygiene
 - Risk Assessments
- At all events involving preparation of food at least one volunteer worker will hold a valid Basic Food Hygiene certificate.
- Buildings being used for children/youth groups and adult at risks will be properly maintained. Incidents/issues with the premises must be reported promptly to a church leader, who will discuss and address according to the risk.

5.4. Fire

- It is the responsibility of all church leaders, group leaders and responsible persons within the building to ensure the safety of themselves and those who they are supervising.
 - It is a legal requirement that all church leaders and appointed group leaders, volunteers and responsible persons are familiar with the emergency procedures in the event of fire.

5.5. First Aid

- "We" have a number of trained First Aiders and qualified medical professionals. There is a named list showing who they are on the First Aid Box in the kitchen and on the church notice board.

- There is an accident reporting book which must be completed in the event of any accidents, injuries or incidents.
- Completed accident forms should be passed on to the church administrator or left in the vestry placed out of view, with a note on it or message sent to the church administrator to inform them where they can find the accident sheet.
- **No trained first aider** - if a church group does not have a trained first aider for any reason, they will ring 111 or in an emergency dial 999 or contact a first aider by phone and seek advice.
- **First Aid box** - the church administrator ensures that the content of the first aid box is checked on a regular basis.

5.6. Supervision of groups

The person responsible for children/youth or an adult special need group/activity is required to make sure that a register is kept so that you know who is on the premises.

5.7. Food Hygiene/Health and Hygiene

- The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food/beverages or whose actions could affect its safety must comply with the regulations.
- All KSCC groups will have a minimum of 1 person with a Basic Food Hygiene certificate and be aware of food safety e.g. preparation, handling and storage, disposal of waste, etc.
 - However if the food is shop bought and no cooking is required, e.g. sweets, chocolate. The tuck shop server without a food hygiene certificate must be aware their hands must be clean before serving; washed with soap and water or non water sanitiser before packs and cans are handled.

5.8. Transporting Children Guidelines

- These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of KSCC.
 - They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.
- **Our practice on transporting children:**
 - Usually only those who have gone through the Church recruitment procedures for volunteer workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places.
 - All drivers will have read the Church's Safeguarding Policy and agree to abide by it.
 - Parental consent will be given for journeys with volunteers.
 - "We" recommend child car locks are used to prevent children from opening car doors while the vehicle is in motion. If children open doors, it could be deemed as "driving without due care and attention," leading to penalties such as 3-9 penalty points on the license and potential loss of the license in some cases.
 - Children and young people will sit in the back of the car. In exceptional circumstances a young person may travel in the front passenger seat.
 - "We" recommend a second adult volunteer or young helper in the passenger front seat.

- At collection or drop off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 18 or over and have held a full driving license for at least 12 months.
- The driver must ensure that they have adequate insurance cover; the driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the insurance company may be different if the driver is being reimbursed.
- The vehicle will need to be road worthy with MOT and Tax.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving license that entitles them to drive a minibus.
- If parents transport each other's children around, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

5.9. Risk Assessment

- Before undertaking any activity the group leader will ensure that a risk assessment is carried out; a volunteer may be nominated or delegated for this task.

5.10. Insurance

- Residential activity/camp organisers will ensure with the church administrator or treasurer that there is adequate insurance cover for the event and activities. If the trip is at a activity centre it is also important to establish if the centre/organisation has adequate public liability insurance.

5.11. Outings and overnight events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
 - Parents will be informed in writing of all the arrangements.
 - Consent forms will be obtained for each overnight activity.
 - There will be leaders with first aid and food hygiene certificates with the group.

5.12. Sleeping arrangements for overnight events

- Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be:
 - ✓ age-appropriate,
 - ✓ provide security for the child/young person,

- ✓ safe for children/young people and workers,
- ✓ the activity leader will ensure that parents understand what the arrangements will be.

5.13. Adventurous Activities (Outings and overnight events)

- No child will participate in adventurous activities without the written consent of the parent/carer.
 - The residential activity/camp organisers will ensure that the staff engaged in such activities are appropriately trained and qualified and that the correct ratio of staff to children is met.
 - At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

5.14. Fire Safety (Outings and overnight events)

- The residential activity/camp organisers will have a fire safety procedure, which will include the following:
 - Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits. A fire drill will be practiced on the first day of the residential activity/camp.
 - When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It will also comply with fire regulations.
 - In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

5.15. Safety (Outings and overnight events)

- At all times, it is the responsibility of the volunteer workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include:
 - monitoring access on and off the site.
 - General safety rules will be applied as appropriate (e.g. no running round tents due to the risk of injury from tripping over guy lines).

5.16. Swimming Trips

- There will be an increased adult to child ratio for all swimming trips;
 - prior to the trip the swimming ability of a child/young person will be established.
 - A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

6. Procedures: Part E - Bullying

6.1. Bullying is another way in which children (or adults) abuse others

Bullying can be verbal or physical:

- Bullying includes teasing, making unkind comments about an individual, demanding money, "ganging up" on a child/adult at risk or physically assaulting a child or individual.
- You might see evidence of torn clothes, bruising, burns, or scratches.
- A child/adult at risk might be afraid to attend school, college or other activities if they think the bully will be present.

6.2. Effects of Bullying

- The effect of bullying on the victim can be profound, both emotionally and physically. Bullying can take many forms including:
 - Name-calling, taunting, teasing, mocking
 - Kicking, hitting, pushing, intimidating
 - Unwanted physical contact of a sexual nature or sexually abusive comments
 - Taking belongings
 - Inappropriate text-messaging and emailing
 - Sending offensive or degrading images by phone or over the internet
 - Gossiping, spreading hurtful and untruthful rumours
 - Excluding people from groups
 - 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm
 - Unique identifiers: bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying for example;

Racial difference; disability; sexuality; hair colour; gender

I. Bullies can be:

- o Children, young people or adults bullying others in their peer group, or other individuals either older or younger
- o Adults bullying children and young people
- o Children and young people bullying adults.
- o Bullying will always cause a great deal of pain and harm for those on the receiving end.
- o Many children, young people, adults at risk, affected by bullying believe they have nowhere to turn. They can be scared to speak out and often blame themselves. They can become fearful and reclusive.

II. Indicators of Bullying:

Some signs that can indicate that a child, young person or adult at risk is being bullied are as follows:

- Withdrawal;
- Lack of desire to join activities with certain individuals;
- Drop in school/college subject marks;
- Torn clothing;
- Loss of friends;
- Avoidance of church groups and other activities;
- Bruises;
- Need for extra money or supplies.

6.3. Bullying Procedures

- In order to prevent bullying the following procedures will be adopted:
 - a. The children and young people themselves can be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
 - b. Children, young people and adult at risks should know how they can report any incidents of bullying
 - c. All allegations of bullying will be treated seriously
 - d. Details will be checked carefully before action is taken
 - e. The bullying behaviour will be investigated and bullying will be stopped as quickly as possible:
 - i. The parents of the bully and of the bullied will be informed
 - ii. An attempt will be made to help bullies change their behaviour
 - iii. All allegations and incidents of bullying will be recorded, together with actions that are taken.

7. Procedures: Part F – Safe Community

7.1. Working with Offenders

When it is known that a person who has been convicted of abusing children, young people or adults is attending KSCC, it is important that their behaviour within the church community is properly managed and that a covenant of care (contract) and supervision is put in place.

There may be times when it will be appropriate to take such measures with a person who has faced allegations of abuse but hasn't been convicted.

7.2. Determining the details of the covenant of care:

- I. The DPS will inform and take advice from the Independent Methodist Safeguarding Officer (IMSO).
- II. A risk assessment will be undertaken with the help of the IMSO to determine the contents of the safeguarding covenant of care using a safeguarding risk assessment.
- III. There will be a discussion about who should be informed about the nature of the offence and the details of the covenant of care.
- IV. The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- V. The members of the KSCC Safeguarding Team will always be informed.
- VI. The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA).
- VII. The DPS will contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.
- VIII. An open discussion will be held with the person concerned this will contribute to the risk assessment and in which clear boundaries are established for their involvement in the life of the church.
- IX. A written covenant of care will be drawn up which identifies appropriate behaviour. The person will be required to sign the covenant of care and it will be monitored and enforced.
- X. If the covenant of care is broken certain sanctions will be discussed and considered with the Independent Methodist Safeguarding Officer.

7.3. Alleged or known offenders who are themselves adults at risk

- A risk assessment and formal covenant of care may be quite a daunting process for someone with learning difficulties or a young person, however having safeguards in place is still necessary.
 - Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand.
 - Notes would be taken and the individual would need to verbally agree to the requirements laid out in the meeting.
 - Rather than signing a formal 'covenant of care' - contract, the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what

has been agreed during the meeting. This will result in the same outcome as a covenant of care, contract but is a more informal and appropriate approach for an adult at risk.

- The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be. The church will work with the (IMCPLO) throughout this process.
- When it is known that a person attending KSCC has been convicted of sexually abusing children or young people, the individual has served their time and it is essential 'We' welcome them.
- It is important that their behaviour within the church is appropriately managed; shadowing may be arranged as a measure to protect the person with past convictions and the church family.
- Details of this will be included in an informal written agreement.
- There are also times when it will be appropriate to take such measures (point 7.1) with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).
- Regarding the conviction or alleged offence – this information would be shared with a nominated and limited number of people on a need to know basis. A Covenant of Care document will be developed and implemented.
- If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

7.4. The Contract: determining the details of the covenant of care contract

- I. There will be a discussion about who should be informed of the nature of the offence and the details of the contract.
- II. The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people.
- III. The Safeguarding Trustee, the Designated Person for Safeguarding and the Main church leader/minister should always be informed.
- IV. The Designated Person for Safeguarding should determine whether the person is subject to supervision or is on the Sex Offenders' Register if so,
- V. the Designated Person should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of.
- VI. **The Designated Person for Safeguarding should inform and take advice from the Independent Methodist Child Protection Liaison Officer.**
- VII. An open discussion must be held with the person concerned in which, clear boundaries are established for their involvement in the life of the church.
- VIII. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:
 - Will identify the meetings the person may attend;

- Will specify that they will always sit apart from children and young people;
- May ask that they are always accompanied by a befriender/mentor on church premises;
- Will require the person not to attend small group meetings where children or young people are present;
- Will require that the person declines hospitality where there are children or young people;
- Will state that the person will never be alone with children or young people while attending church functions;
- Will require the person to stay away from areas of the building where children or young people meet.

IV. Monitoring

- The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative.
- If the contract is broken certain sanctions should be considered.

Appendix 1 Kent Street Community Church

Child Consent Form (0-4) Academic School Year _____ Tick group/activity attended by child

Kids Church		Other				
CONTACT DETAILS & INFORMATION						
Name of child:			Date of Birth:			
Address:			School name:			
Postcode:						
Parent / Carer name:			2 nd Emergency contact name:			
Address if different to child's:			Relationship:			
Contact number (parent/carers):			Emergency contact number:			
E-mail contact:						
What do we need to know: Medical condition or disability, Allergies, Dietary needs, Special needs 						
Consent Do you consent to photos being taken of your child for local church display, historical records?					Yes	No
Do you consent to un-named photos being used on the church website or publicity?					Yes	No
In an emergency, if I cannot be contacted, I give permission for my child to receive first-aid or necessary hospital treatment, including anesthetic.					Yes	No
Parent/Carer Signature:				Date:		

Appendix 2	Kent Street Community Church
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Child Consent Form (5-11) Academic School Year _____ Tick group/activity attended by child

Kids Church		Other	
CONTACT DETAILS & INFORMATION			
Name of child:		Date of Birth:	
Address:		School name:	
Postcode:			
Parent / Carer name:		Emergency contact name:	
Address if different to child's:		Relationship:	
Contact number (parent/carers):		Emergency contact number:	
E-mail contact:			
Child's mobile number or email address (optional):			
What do we need to know: Medical condition or disability, Allergies, Dietary needs, Special needs			
Consent			
Do you consent to photos being taken of your child for local church display, historical records?			Yes No
Do you consent to un-named photos being used on the church website or publicity?			Yes No
In an emergency, if I cannot be contacted, I give permission for my child to receive first-aid or necessary hospital treatment, including anesthetic.			Yes No
Parent/Carer Signature:			Date:

Appendix 3 Kent Street Community Church

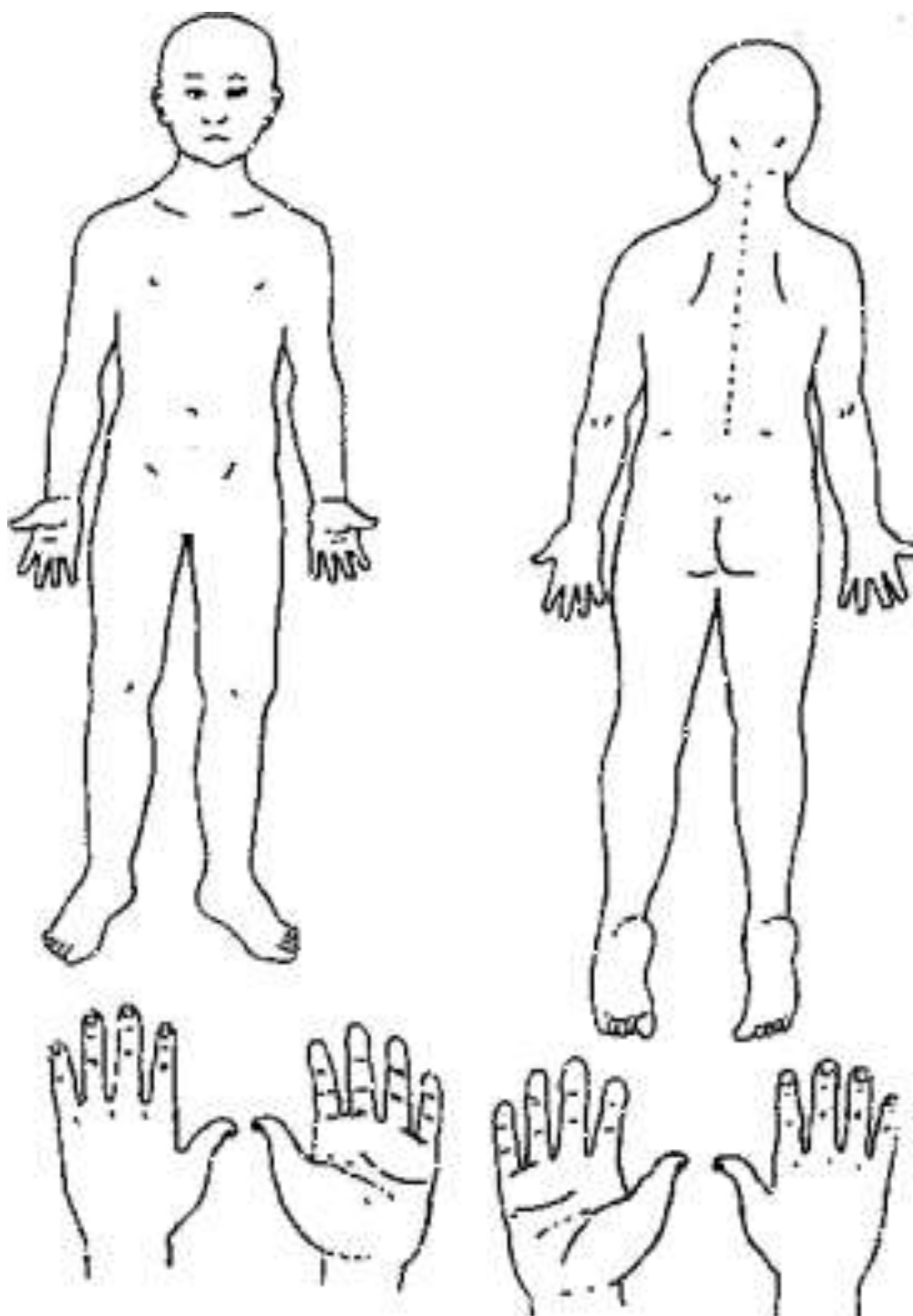
Child Consent Form (11-18) Academic School Year _____ Tick group/activity attended by child

Kids Church		Encounter YC		Other		
CONTACT DETAILS & INFORMATION						
Name of child:				Date of Birth:		
Address:				School name:		
Postcode:						
Parent / Carer name:				2nd Emergency contact name:		
Address if different to child's:				Relationship:		
Contact number (parent/carers):				Emergency contact number:		
E-mail contact:						
Child's mobile number or child's email address (optional)						
What do we need to know: Medical condition or disability, Allergies, Dietary needs, Special needs...						
Consent Do you consent to photos being taken of your child for local church display, historical records?					Yes	No
Do you consent to un-named photos being used on the church website or publicity?					Yes	No
In an emergency, if I cannot be contacted, I give permission for my child to receive first-aid or necessary hospital treatment, including anesthetic.					Yes	No
Parent/Carer Signature:				Date:		

Appendix 4	Kent Street Community Church
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Incident Form (form to record & report all child incidents)

Activity/Event	
Date and time	
Leaders present	
Any other activities or people in the building or at the event?	
DETAILS OF INCIDENT (i.e. what happened; when did it happen; who was involved; who witnessed it?)	
RESPONSE TO INCIDENT (i.e. what did you do; who did you tell; how else did you or will you follow up?)	
Sign and print name:	
Date:	

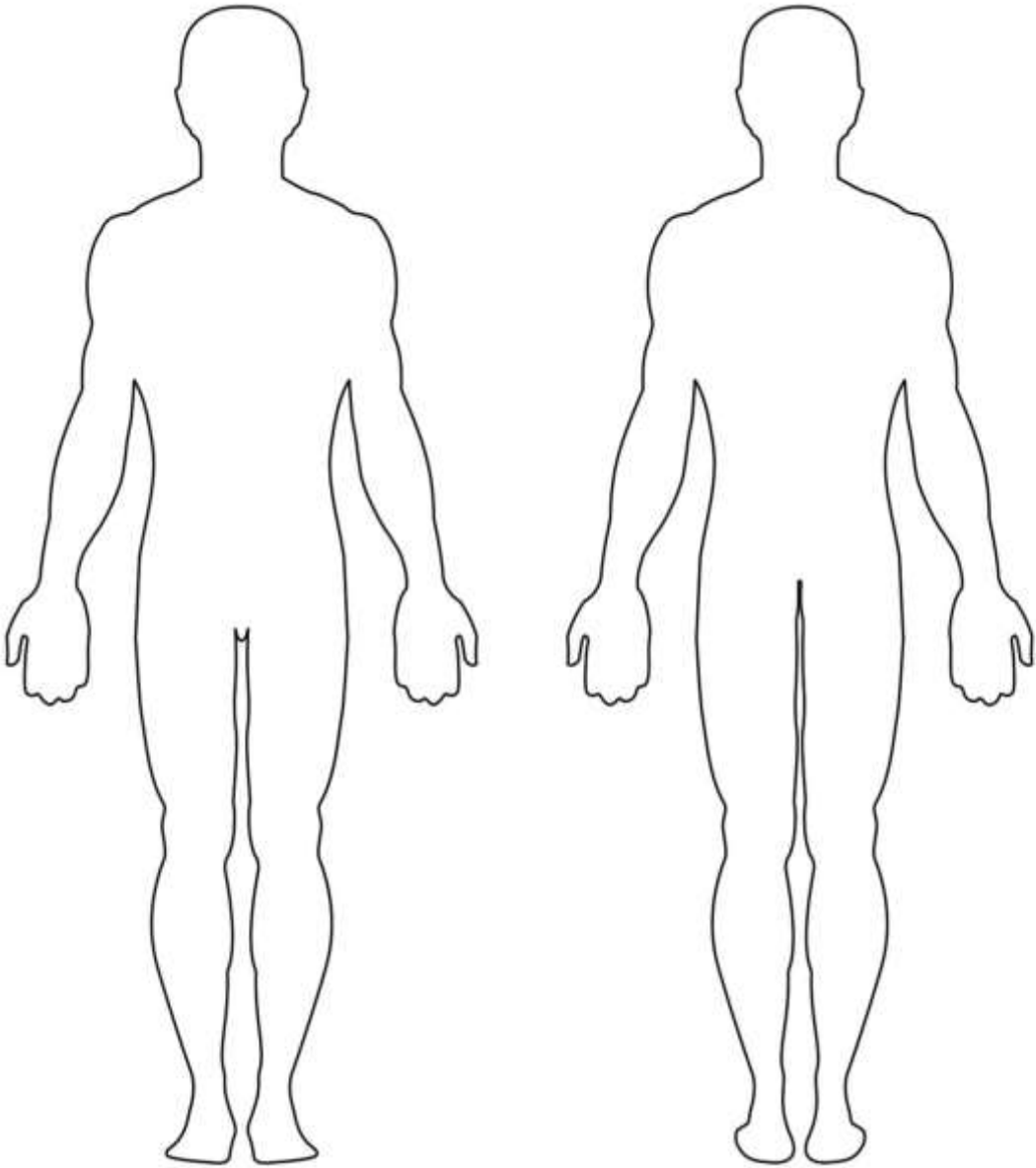
Appendix 5 - Child Incident/Accident Body Map - mark the location of cuts, bruising, etc.

Recorded by:

Body Map of (Initials only):

Date:

Appendix 5 - Adult Incident/Accident Body Map - mark the location of cuts, bruising, etc.



Recorded by:	
Body Map of (Initials only):	Date:

Appendix 6 - Indicators of Child Abuse and Neglect

All volunteers working with children at KSCC should be aware that abuse is either being harmed or not properly looked after; safeguarding issues are rarely standalone events. In most cases, multiple issues will overlap with one another.

Once a child is born, neglect may involve a parent or carer failing to provide:

- inadequate food
- clothing and shelter,
- protect a child from physical and emotional harm or danger;
- adequate supervision (including the use of inadequate caregivers); or
- access to appropriate medical care or treatment.

The four main types of neglect are:

❖ Physical neglect: not meeting a child's basic needs, such as food, clothing or shelter; not supervising a child adequately or providing for their safety (including exclusion from home or abandonment).	❖ Emotional neglect: unresponsive to a child's basic emotional needs; not providing nurture and stimulation e.g. ignoring , humiliating, intimidating or isolating.
❖ Educational neglect: not making sure a child receives an education.	❖ Medical neglect: not providing appropriate health care or treatment (including dental care), refusing care or ignoring medical recommendations (Horwath, 2007).

Signs too look out for:

- live in an unsuitable home environment, for example in a house that isn't heated throughout winter
- have a lack of, or inappropriate, stimulation, activities or toys
- not have enough sleep or a sleep routine
- be left alone for a long time
- struggle with personal hygiene and washing
- struggle with poor oral and dental health
- wear clothing that hasn't been washed or is inadequate (for example, not having a winter coat)
- seem particularly hungry, seem not to have eaten breakfast or have no packed lunch or lunch money
- not be brought to medical appointments such as vaccinations or check-ups
- not be given the prescribed medication, treatment or adaptations needed for a diagnosed illness or disability.

Poor health including:

- untreated injuries
- medical and dental issues
- repeated accidental injuries due to lack of supervision
- untreated or recurring illnesses or infections
- long term or recurring skin sores, rashes, flea bites, scabies or ringworm
- anaemia.

Physical abuse

Physical abuse is defined as deliberately hurting a child or young person, causing physical harm (Department of Health, 2017; Department for Education, 2023). This includes when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Examples of Physical Abuse:	Signs and symptoms of physical abuse
• hitting, slapping, shaking or throwing • burning or scalding • drowning, suffocating or choking • pushing or kicking • inappropriate restraint or false imprisonment • using physical force to discipline • misusing medication • fabricating or inducing an illness or ill health	• unexplained recurrent injuries, marks or burns • covering injuries with clothing even in hot weather • fear of physical contact and shrinking back if touched

Child Sexual Abuse (CAS)

CAS is when a child is enticed, forced or persuaded to take part in sexual activities. This may involve physical contact, or non-contact activities, it does not always involve a high level of violence and can happen online or offline. Very young children and babies can experience sexual abuse and therefore they may not be aware of what is happening. The abuse may be committed by adult men and women, or by other children.

Examples of Sexual Abuse:	Signs and symptoms of sexual abuse
Contact abuse – making physical contact with a child including: • Sexual touching of any part of the body, clothed or not • Forcing or encouraging a child to watch or take part in sexual activities, including flashing. • Making a child take their clothes off or touching someone else's genitals • Rape or penetration; putting an object of body part inside a child's mouth, vagina, anus ▪ encouraging a child to behave in sexually inappropriate ways – masturbation, ▪ involving a child to look at sexual images, pornographic video, listen to sexual activity, or distribute images ▪ involving a child in the production of sexual images or videos ▪ grooming a child in preparation for abuse (including via the internet)	Physical signs: • Bruising, bleeding, discharge, wetting or soiling • medical problems such as chronic itching, pain in the genitals or anal area and STI's, venereal diseases • vomiting, not eating, secretive, pregnancy Emotional signs: ▪ nightmares, unable to sleep ▪ isolated or withdrawn ▪ avoiding a person ▪ personality changes such as becoming insecure or clinging ▪ self harm

Emotional abuse

Emotional abuse is the ongoing emotional maltreatment of a child, which can have a severe and persistent negative effect on the child's emotional health and development. Emotional abuse happens in many different ways; it can affect how a young person or child feels about their self, or how they fit in with friends, at school, or where they live. Children can be emotionally abused by anyone; parents or carers, family members, adults, other children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. Examples of emotional abuse could involve:

- being made to feel inadequate, worthless or unloved
- being unfairly blamed
- being bullied, including over the internet (cyber-bullying)

- being made to feel frightened or in danger
- witnessing the abuse of others such as domestic abuse

Signs and symptoms of emotional abuse in children can include:

- reduced physical, mental and emotional development
- continual self-depreciation, e.g. 'I'm stupid', 'I'm ugly', 'I'm worthless'
- inappropriate response to pain, e.g. 'I deserve this'
- neurotic behaviour, e.g. rocking, hair twisting or self-mutilation
- conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- age or developmentally inappropriate expectations being imposed on children, such as interactions that are beyond a child's developmental capability
- overprotection or the limitation of exploration and learning, or preventing the child from participating in normal social interaction
- seeing or hearing the ill-treatment of another
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger

Emotional abuse signs and indicators vary for children of different ages and developmental stages

An Infant or young child may demonstrate developmental delay e.g. speech and language, also the following:

passive behaviour around their caregiver	withdrawn behaviour around their caregiver	not upset when separated from caregiver	anger or disinterested when playing
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Older children may demonstrate:

lack of confidence	withdrawn, very quiet	mental health issues	language delay
lack of concentration	poor peer friendship	perceived aggression	lack of social skills

Domestic Abuse

Domestic abuse is any type of controlling, coercive, threatening, violence or abuse between people who are, or who have been in a relationship, regardless of gender or sexuality. It can be difficult to tell if domestic abuse is happening, because perpetrator can act very different when around other people.

All the following have been found to have commonly formed patterns of behaviour and links to domestic abuse:

school grades suffering	challenging behavior	anxiety
fear	stress	on high alert

Online Harm and Abuse

Online harm and abuse exposure to harmful content can have a long-lasting impact on a child and young person's wellbeing. Every child deserves to be, and to feel, safe online however some are more vulnerable to abuse. Factors may include:

age	gender	Being LGBTQ+	loneliness	social isolation
living in care	mental health issues	Previous abuse	SEND (Special education needs and disabilities)	

The online world is important to children and young people keep conversations open; look out for the following behaviour and emotional changes:

Angry or irritable	Low or anxious	Changes to eating habits
Changes to sleeping habits	Inappropriate language for their age	Secretive - talking to/device(s)

Child Criminal Exploitation

Child Criminal exploitation is a form of child abuse where a child or young person is forced or coerced to engage in criminal activity and can be exposed to many types of harms:

- County lines is often in the form of gangs, persuasion, coerce or forcing children and young people to store or move drugs and money in the local area, outside their local area to suburban areas, market towns and coastal towns.
- exposed to, or forced to use, a wide variety of weapons. This includes knives, firearms and harmful sprays and liquids such as CS spray or acids. They can be made to store weapons or transport them from one area to another.

The following signs may indicate that a child is experiencing child criminal exploitation:

- frequently going missing from school, home or care
- travelling to locations, or being found in areas they have no obvious connections with, including seaside or market towns or locations within their urban area that they are unfamiliar with
- unwillingness to explain their whereabouts
- acquiring money, clothes, accessories or mobile phones which they seem unable to account for
- receiving excessive texts or phone calls at all hours of the day
- having multiple mobile phone handsets or sim cards. This might also include smart phones which can use applications for communication that don't need a phone number
- appearing anxious or secretive about their online activities and receiving or sending money, gifts or gaming currency to someone online
- withdrawing or having sudden changes in personality, behaviour or the language they use
- having relationships with controlling or older individuals and groups
- unexplained injuries
- carrying weapons
- significant decline in school results or performance
- being isolated from peers or social networks
- associating with or being interested in gang culture
- self-harming or having significant changes in mental health.

Child Sexual Exploitation (CSE)

CSE is when someone **takes advantage** of a child or young person (under 18) **for sexual purposes**. CSE involves **exploitative situations**, contexts and relationships **where young people receive something** - for

example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection - **as a result of engaging in sexual activities**.

The key element is the imbalance of power. Perpetrators use their authority, age, resources or circumstances to manipulate children into sexual activity. This can include:

- Sexual touching or assault
- Being forced or manipulated into sexual acts
- Being photographed or filmed in sexual ways
- Being made to watch sexual acts or images
- Being trafficked for sexual purposes

Problematic Sexual Behaviour (PSB)

PSB is developmentally **inappropriate or socially unexpected sexualised behaviour** which doesn't have an overt element of victimisation or abuse.

Harmful Sexual Behaviour (HSB)

HSB is developing **inappropriate sexual behaviour** displayed by children and young people which is harmful or abusive

Peer-on-peer sexual abuse

Peer-on-peer sexual abuse is a form of HSB where **sexual abuse takes place between children of a similar age** or stage of development. Child-on-child sexual abuse is a form of HSB that takes place between children of any age or stage of development.

Spiritual Abuse

Spiritual abuse is a form of emotional and psychological abuse. It is **not about faith itself**, but about the **harmful use of belief systems** to control, punish, or exploit children. It is characterised by a systematic pattern of **coercive and controlling behaviour in a religious context** which could include; **censorship of decision-making**, the requirement of **secrecy and silence**, **coercion to conform**, **control through the use of sacred texts or teaching**, the requirement of **obedience to the abuser**, and a **suggestion that the abuser has a 'divine' position**. Spiritual abuse occurs when a child is harmed through practices or beliefs associated with religion, faith, or the supernatural. This can include **exorcisms, accusations of witchcraft, or belief in spirit possession**, where children are blamed for misfortune or perceived as being controlled by evil forces.

Female genital mutilation (FGM)

FGM is child abuse and is illegal in the UK. It is the total or partial removal of the external female genitalia for non-medical reasons. Also known as female circumcision or cutting; anesthetic is rarely given. The child is often restrained and the procedure usually performed by someone with no medical training using instruments such as a knife, scissors or razor blade. FGM can be extremely dangerous, causing long-term health and mental problems. You may become aware of, a relative or 'cutter' visiting from abroad

- a special occasion or ceremony to 'become a woman' or prepare for marriage
- a female relative being cut – a sister, cousin, or an older female relative such as a mother or aunt
- a family arranging a long holiday or visit to family overseas during the summer holidays
- unexpected, repeated or prolonged absence from school
- a girl struggling to keep up in school and the quality of her academic work declining
- a child running away from or planning to leave home.

Trafficking and Modern Slavery

Child trafficking is a form of modern slavery (*HM Government, 2014*). It's defined as moving, receiving and harboring children for the purpose of exploitation (*HM Department of Education D of E and Home Office, 2011*) Children are trafficked into the UK from overseas and/or from one part of the UK to another. Children are trafficked for many reasons including; child sexual exploitation, criminal activity, street crime, moving drugs, cannabis cultivation, benefit fraud, immigration fraud, selling pirated goods, illegal adoption.

Traffickers might use grooming techniques to **gain the trust of a child, family or community**. They may **trick, force or persuade children** to leave their homes. **Children** may be **trafficked** into a **forced marriage** or **domestic servitude**, including:

- have to do excessive housework, cooking, child care
- forced labour; restaurant, nail bar, factories, agriculture
- limited freedom of movement; not registered with a school or a GP practice
- not have any documents (or have falsified documents)
- reluctance to give details of accommodation or personal details
- cared for by adults, not parents or carers; poor relationship with carers
- be one of several unrelated children found at one address
- unexplained or unidentified phone calls

Child trafficking can involve a network of organised criminals, and can also be organised by individuals and children's own families.

Appendix 7 - Adults at Risk of Abuse and Neglect

Safeguarding is everyone's responsibility. Six principles set out how to protect people's rights, dignity, and safety. They are the foundation for good practice across health, social care, education, housing, policing, and the voluntary sector.

- **Empowerment**
- **Prevention**
- **Protection**
- **Proportionality**
- **Partnership**
- **Accountability**

The six safeguarding principles embed human rights, dignity and social justice in practice. They drive culture change by shifting the focus from doing to people, to working with them, and they provide the golden thread that links adult and child safeguarding, supporting transitional safeguarding for young people.

An **adult at risk** (sometimes called a *vulnerable adult*) is defined in UK safeguarding guidance, including the Care Act 2014, as a person who meets **all three** criteria:

1. **Is aged 18 or over.**
2. **Has care and support needs** (for example, due to age, frailty, disability, illness, mental health needs, or substance misuse).
3. **Is experiencing, or is at risk of, abuse or neglect**, and because of their **care and support needs**, **cannot protect themselves** from the risk or experience of abuse or neglect.

Adults at higher risk

Adults at higher risk may include those who:

- Are elderly or frail due to ill health or cognitive impairment.
- Have learning disabilities.
- Have physical disabilities or sensory impairments.
- Have mental health conditions, including dementia.
- Have long-term illnesses.
- Misuse alcohol or drugs.
- Are carers who may themselves be subject to abuse.
- Lack capacity to make certain decisions and rely on others for care.

Abuse and neglect can occur anywhere: in your own home or a public place, while you are in hospital or attending a day centre, or in a college or care home. You may be living alone or with others. The person causing the harm may be a stranger but, more often than not, they are in a position of trust and power, such as a health or care professional, relative or neighbour.

Adults at risk may experience many forms of abuse, including:

- **Physical abuse** (hitting, restraint)
- **Sexual abuse** (non-consensual acts, harassment)
- **Psychological abuse** (threats, intimidation)
- **Financial abuse** (theft, coercion)
- **Neglect or acts of omission** (failure to provide care)
- **Domestic abuse**
- **Discriminatory abuse**
- **Modern slavery**
- **Organisational abuse**

Different forms of abuse and neglect

Physical Abuse

- physical punishments; assault, hitting, slapping, punching, pushed
- rough handling
- inappropriate or unlawful use of restraint
- not being helped to go to the bathroom when needed
- misuse of medication (e.g. over sedation)
- making someone purposefully uncomfortable (e.g. removing blankets)
- isolation or confinement
- forcible feeding or withholding food

Signs and indicators:

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

Sexual abuse

- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- being forced to watch pornography or sexual acts
- being forced or pressured to take part in sexual acts
- rape

Signs and indicators:

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

Psychological abuse

- emotional abuse
- threats to hurt or abandon you
- stopping you from seeing people

- humiliating, blaming, controlling, intimidating or harassing you
- verbal abuse
- cyber bullying and isolation
- an unreasonable and unjustified withdrawal of services or support networks

Signs and indicators:

- silence when a particular person is present
- withdrawal or change in the psychological state of the person
- insomnia
- low self-esteem
- uncooperative and aggressive behaviour
- a change of appetite, weight loss/gain
- signs of distress: tearfulness, anger
- apparent false claims, by someone involved with the person, to attract unnecessary treatment

Financial Abuse

- stealing money or other valuables
- someone using your money inappropriately or coercing you to use/spend
- Internet scams and doorstep crime are also common forms of financial abuse

Signs and indicators:

- missing personal possessions
- unexplained lack of money or inability to maintain lifestyle
- unexplained withdrawal of funds from accounts
- power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- the person allocated to manage financial affairs is evasive or uncooperative
- the family or others show unusual interest in the assets of the person
- signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- recent changes in deeds or title to property
- rent arrears and eviction notices
- a lack of clear financial accounts held by a care home or service
- failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- unnecessary property repairs

Neglect or acts of omission

- Not taking account of individuals' cultural, religious or ethnic needs
- Ignoring medical, emotional or physical needs e.g. personal care, not administering medication
- Failure to provide access to appropriate health care or access to hearing aids, glasses, dentures
- Failure to provide access to care, food, shelter, clothing, adaptive equipment
- Withholding the necessities; medication, clothing, nutrition, heating, lighting
- Not allowing stimulation, educational, social and recreational needs
- Environmental condition
- Ignoring, isolation, refusing access to visitors
- Prevention the person from making their own decisions
- Failure to ensure privacy and dignity

Signs and indicators:

- Poor environment – dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing

Domestic abuse

Perpetrators are often the partner, ex partner, adult children

- coercive control
- threatening behaviour
- violence
- Physical, emotional, psychological, sexual, or economic abuse
- Polyvictimisation (multiple types of abuse)

Signs and indicators:

- bruises, cuts, burns, bite marks, or other injuries
- fear of outside intervention, not seeking medical attention for injuries
- clothes are not right for the occasion or temperature
- isolated, not seeing friends and family
- quiet, nervous, depressed, anxious, scared, struggles to make eye contact
- poor health, emotional distress, low self-esteem
- verbal abuse and humiliation in front of others
- change in access to money
- different standards for cleanliness and household chores

Discriminatory abuse

- harassment and deliberate exclusion on the ground of protected characteristic
- verbal abuse; slurs, derogatory remarks
- inappropriate use of language related to protected characteristic
- unequal treatment based on age or
- race or
- gender and gender identity or
- disability or
- sex and sexual orientation or
- belief and religion
- denying access to communication aids e.g. interpreter, lip reader relating to protected characteristic
- denying basic rights to healthcare, employment and criminal justice relating to protected characteristic

Signs and indicators:

- appears withdrawn and isolated
- expressions of anger, frustration, fear or anxiety
- the support on offer does not take account of the person's individual needs in terms of a protected characteristic

Modern Slavery

- Human trafficking

- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

Signs and indicators:

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

Organisational or institutional abuse

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service
- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

Signs and indicators:

- Lack of flexibility and choice for people using the service
- Inadequate staffing levels
- People being hungry or dehydrated
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Lack of adequate procedures
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

Adults at Risk - Signs and Action

Not all the signs and indicators of abuse are listed; if you feel an adult you know is showing signs of being abused, talk to them to see if there is anything you can do to help. If they are being abused, they may not want to talk about it straight away, especially if they have become used to making excuses for their injuries or there have been changes in their personality. However, if you wait, hoping the person will tell you what has been happening to them, it could delay getting support and allow the abuse to continue.

ACTION: Do not ignore your concerns, doing so could allow any abuse to carry on or escalate.

You might want to check your concerns out with someone else who knows the person.

In private talk to the adult at risk, mention some of the things that concern you – for instance, they appear withdrawn, anxious, losing weight, have bruising or money issues.

Let them talk as much as they want to. However, be mindful that if they have been abused, they may be reluctant to talk about it because they might be afraid of making the situation worse, don't want to cause trouble, or maybe they are experiencing coercion or threats.

Do not promise the person that you will not tell anyone what they tell you. If the 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 are upset by what you hear, otherwise they may become more upset themselves and stop telling you what has been going on.

Give the abused or neglected person time to talk about what has been happening to them and allow them to think about what they would want to do about it. Let them know of help available to them and tell them you can seek help on their behalf if it is difficult for them to do so themselves. If there is a concern for their immediate health and safety it may be necessary to act straight away.

ACTION: It is important to listen to what the abused or neglected person is saying and respect what next steps they want to take.

Who to contact

If a vulnerable adult has told you about their abusive situation, there are professionals you can contact.

- Pass on your concerns to the person's **GP or social worker**.
- Local authorities have social workers who deal specifically with cases of abuse and neglect.
- Call **Warrington Borough Council** and ask for the **adult safeguarding**.
- **Warrington Adult Safeguarding Team:** Tel: **01925 443322** / Out of Hours Service: **01925 444400**
- Speak to the **police**, some forms of abuse are crimes, the police will be interested.
- **Is it an emergency?**
 - ✓ Does it feel like the situation could get heated or violent very soon?
 - ✓ Is someone in immediate danger?
 - ✓ Do you need support right away?
 - ✓ If so, telephone **Police 999** now.

If the person is in danger or needs medical attention, call their GP (if known) or emergency services if immediate assistance is required. **Ambulance** call **999**

Police (non-emergency) Telephone: **101**

You can also call the free, confidential [Hourglass helpline](#) on 0808 808 8141.