



# Bowthorpe Church

## Safeguarding policy for children and adults at risk

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## Safeguarding Policy Bowthorpe Church

## Introduction

We acknowledge children's and adults' right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice to protect vulnerable people in our church.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse. We will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to abuse.

We will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator, who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the Deputy Safeguarding Coordinator should be contacted. Their contact details can be found in Key Contacts.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults. We will follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid, lay or ordained.

We are committed to providing support, supervision, resources and training to those who work with children and adults. We will use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing contracts with known offenders and those who have been assessed as posing a risk.

We believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living and recognise that it can affect both adults and children.

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary. We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.

We will refer concerns about staff – volunteers and paid, lay and ordained - that meet the relevant criteria to the Local Authority Designated Officer.

Our Safeguarding Policy Statement is attached as Appendix 1.

## Aim and purpose of this policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our church, or those who attend our activities and events.

## Who this policy applies to

This policy is approved and endorsed by the Church Council and applies to:

- all those who attend our church
- our trustees and staff (both paid and voluntary)
- organisations who hire our building with the agreement to operate under the church safeguarding policy

The policy and procedures should be interpreted in the light of the most recent sponsoring denominations good practice guidance. Children and parents/carers will be informed of this policy and our procedures.

The term 'children' refers to those under the age of 18 years.

## Duty of care and confidentiality

We have a duty of care to all beneficiaries of the church, whether adults or children. We will always maintain confidentiality, except in circumstances where to do so would place the individual or another individual at risk of harm.

## Preventing abuse

The church will appoint Safeguarding and Deputy Safeguarding Coordinator(s) for safeguarding children and adults. A job description is attached as Appendix 2.

Activities will be organised in accordance with good practice guidelines to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation. For each event, risk assessments will be carried out, appropriate consent forms will be used (for children's activities), appropriate records will be kept, and adequate insurance will be in place.

We are committed to safer recruitment and selection of all paid staff and volunteers and will ensure that these procedures are followed, which include:

- asking applicants to complete an application form
- providing workers with job descriptions and person specifications
- completion of self-declaration forms
- obtaining Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks wherever legally entitled to do so
- taking up two references (not from family members)
- interviewing candidates

Safeguarding training will be provided, and volunteers and paid staff will be given support and supervision in their role.

All trustees, paid staff and volunteers will work within a code of conduct (code for workers attached as Appendix 3) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working with us.

If we become aware of someone within our congregation known to have harmed children or adults in the past, we will inform the sponsoring denominations Safeguarding Officers and co-operate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children and adults.

## Building Hire

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement.

If they have their own safeguarding policy, they will be asked to provide a copy. If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire or may agree that they can follow the church safeguarding policy and procedures.

## What are we protecting people from?

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 4. The definitions of abuse in relation to adults is attached as Appendix 5.

## How to recognise abuse

It is important to be aware of the possible signs and symptoms of abuse. Please see Appendix 6 for those relating to children and Appendix 7 for those relating to adults at risk. Some signs could be indicators of several different categories of abuse. It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child's or adult's behaviour.

## What to do if there is a disclosure or allegation of abuse

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions
- explains that they will need to tell someone else if anyone is at risk of harm, to help them
- does not promise to keep secret what they have been told
- informs the church Safeguarding Coordinator as soon as possible (if they are implicated in the allegation, informs the Deputy or the denominational Safeguarding Adviser/Officer)
- makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix 8). This should be given to the church Safeguarding Coordinator and stored securely in a locked filing cabinet.

## Procedure in the event of a concern of abuse

If there is an immediate threat of harm, the Police should be contacted without delay.

Where it is judged that there is no immediate threat of harm, the following will occur:

- The concern should be discussed with the church Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to the statutory authorities (see Key Contacts for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix 8. This record will be kept securely, and a copy passed to statutory authorities if a referral is made.
- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand.
- The denominational Safeguarding Adviser/Officers should be kept informed of any serious concerns.

## If someone in the church is alleged or known to have harmed children or adults

We will inform the denominational Safeguarding Adviser/Officers so that they can offer advice and support, and we will contact the relevant statutory authority.

## If the allegation concerns a church staff member or volunteer

For any concerns relating to children, the Local Authority Designated Officer (LADO) or the equivalent will be informed and the timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the church will follow this advice. For LADO contact details, see Key Contacts.

For concerns relating to adults, Adult Social Care will be contacted. See Key Contacts for details.

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS).

## Concerns, Complaints and Compliments

Should anyone have any concerns, complaints or compliments, please contact either the minister or the named person:

Minister	Named Person
Rev Mark Elvin 10603 07500 660837 Email: <a href="mailto:mark.elvin2@btinternet.com">mark.elvin2@btinternet.com</a>	Dr. Michael Acaster 01603 464018 07941 971044 Email: <a href="mailto:acaster17@gmail.com">acaster17@gmail.com</a>

It would be helpful to have complaints in writing, as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon. Any written complaint will be responded to within 10 days.

## Review

The Church Council will review this policy annually, amending and updating it as required, and informing the Church Meeting that this has been done.

Date of the most recent review: 16<sup>th</sup> February 2021

Date of the next review: 2022

Signed:

(on behalf of the Church Council)

## Key Contacts: Sources of advice and support

1. The church Safeguarding Coordinator is the person to whom all concerns, or allegations should be addressed:

Name	Mike Acaster
Telephone No	01603 464018 or 07941 971044
Email	<a href="mailto:acaster17@gmail.com">acaster17@gmail.com</a>

2. In the absence of the Safeguarding Coordinator, the Children's Advocate/Deputy Safeguarding Coordinator can be contacted:

Name	Margaret Gibbs
Telephone No	01603 734524 or 07748 691154
Email	<a href="mailto:Margaret.Gibbs@Anchor.org.uk">Margaret.Gibbs@Anchor.org.uk</a>

3. Safeguarding Officers

### 3.1. URC

Name	Nicola Grieves
Telephone No	07515 721172
Email	<a href="mailto:cydo@urceastern.org.uk">cydo@urceastern.org.uk</a>

### 3.2. Church of England Diocesan Safeguarding Adviser

Name	Sue Brice
Telephone No	07958 377079
Email	<a href="mailto:sue.brice@dioceseofnorwich.org">sue.brice@dioceseofnorwich.org</a>

### 3.3. Methodist

Name	Jane Gay
Telephone No	07787 225 230
Email	<a href="mailto:east.safeguarding@gmail.com">east.safeguarding@gmail.com</a>
Name	National contact
Telephone No	020 7467 5189
Email	<a href="mailto:safeguarding@methodistchurch.org.uk">safeguarding@methodistchurch.org.uk</a>

### 3.4. Baptist

Name	Diane Forsyth (Safeguarding Lead) – Eastern Baptist Association
Telephone No	07735 860804
Email	<a href="mailto:safeguarding@easternbaptist.org.uk">safeguarding@easternbaptist.org.uk</a>
Weblink	<a href="https://www.baptist.org.uk/Articles/370600/North_Sector_and.aspx">https://www.baptist.org.uk/Articles/370600/North_Sector_and.aspx</a>

4. THIRTYONE:EIGHT (Was Churches Child Protection Advisory Service (CCPAS))  
(This should only be used for urgent advice if you are unable to contact one of the denominational Safeguarding Officers) 24-hour helpline: 0303 003 1111

Website address: <https://thirtyoneeight.org/>

5. Local Authority Designated Officer (LADO)

Web address for further details: <https://www.norfolk.gov.uk/children-and-families/keeping-children-safe/local-authority-designated-officer>

If no support from elsewhere email [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk) or phone 0344 800 8020 (child safeguarding queries)

6. Local Authority Multi-Agency Safeguarding Hub

Phone: 0344 800 8020

7. NSPCC

Website address: <https://www.nspcc.org.uk/>

**NSPCC Helpline 0808 800 5000**

## Appendix 1 Safeguarding Policy Statement

### The Child Protection and Vulnerable Adult Policy Statement for Bowthorpe Church

- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children, young people and vulnerable adults
- It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children, young people and vulnerable adults, and to report any abuse discovered or suspected.
- We recognise that our work with children, young people and vulnerable adults is the responsibility of the whole church.
- We undertake to exercise proper care in the selection and appointment of those working with children, young people and vulnerable adults, whether paid or volunteer.
- The church is committed to supporting, resourcing and training those who work with children, young people and vulnerable adults, and to providing supervision. It is our aim to encourage these workers to undertake any relevant and necessary training.
- The church is committed to the guidelines and procedures published by the sponsoring bodies and made available on their websites.
- Our intention is to ensure that each worker with children, young people and vulnerable adults knows the recommendations of the Church's policy and undertakes to observe them. Each worker is expected to be familiar with the church's agreed procedures. Copies of these will be distributed to those who require them for their work either in a paid or voluntary capacity.
- As part of our commitment to children, young people and vulnerable adults the church has appointed Margaret Gibbs to be their advocate and deputy safeguarding coordinator. This role will be regularly explained to children. Mike Acaster is the named safeguarding coordinator responsible for ensuring all church workers have the necessary DBS clearance.

As agreed by the Church council Meeting in March 2021 and ratified by the Church meeting on 18<sup>th</sup> April 2021

Signed:

## Appendix 2 The Role of a Church Safeguarding Coordinator Context

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved. We recognise and give thanks for the time and devotion given by anyone carrying out this role.

### Purpose of the role:

- To coordinate safeguarding policy and procedure in the church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

### Responsibilities

#### To coordinate safeguarding policy and procedure in the church

- To familiarise themselves with church policies and procedures and URC good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the church aware of the church safeguarding policies and procedures, as well as URC guidelines.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks.

#### To be the first point of contact for safeguarding issues

- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO).
- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.
- To inform the denominational Safeguarding Adviser/Officers at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- To report summary safeguarding information annually to the denominational Safeguarding Adviser/Officers to enable them to monitor safeguarding in the denominations.

#### To be an advocate for good safeguarding practice in the church

- To promote sensitivity within the church towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.

- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers.
- To update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role.
- To delegate to a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.

## Appendix 3A Declaration of Conduct for working with children or young people

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children or young people. Therefore, all workers should agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model within Bowthorpe Church.

### Code of conduct

All workers should agree to the following code of conduct when working with children and young people:

- To treat all people with dignity and respect
- Not to abuse the power and responsibility of your role. Not to belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and not to use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- To act inclusively, seeking to make everyone feel welcome and valued
- Not to exclude other children or workers from conversations and activities unless there is a good reason
- To treat people with equal care and concern
- Not to show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a child (e.g. gifts)
- To encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Not to threaten or use sanctions which have not been agreed, or make empty threats
- To refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences
- Not to feel you have to deal with every problem on your own
  - To seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Not to use physical restraint except as a last resort to prevent injury then this should be minimum force only
- To relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- Not to spend time alone with children out of sight of other people
- To make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding and GDPR policies
- Not to keep communication with children secret, while still respecting appropriate confidences
- To have a designated photographer to take, store and share photos of your group's activities, in line with good practice guidelines
- Not to take photos or videos without consent, store them in a safe place designated by the church and only use them in the ways agreed, in line with good practice guidelines
- To use physical contact wisely; it should be:
  - in public
  - appropriate to the situation and to the age, gender and culture of the child
  - in response to the needs of the child, not the adult
  - respectful of the child's privacy, feelings and dignity
- Not to use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual
- To respect children's privacy
- Not to assume that children should tell you anything you ask just because you are a worker

- To respect the right of children to wash, change and use the toilet in private and not to walk in unnecessarily or unannounced
- To listen to children and tell the church Safeguarding Coordinator if you have any concerns about a child's welfare
- Not to promise to keep something secret if it is about a child being harmed or at risk of harm, but only tell those who need to know
- To respect and promote the rights of children to make their own decisions and choices
- Not to work in ways that put your needs and interests before those of the children you work with
- To encourage respect for difference, diversity, beliefs and culture
- Not to discriminate or leave discrimination or bullying unchallenged

I agree to abide by the above code of conduct while working with children and young people

on behalf of

Bowthorpe Church

Name of worker or volunteer:

Signed:

Date:

## Appendix 3B Declaration of conduct for working with adults at risk

The church will work to ensure that building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

### Code of conduct

All workers should agree to the following code of conduct when working with adults or risk (also referred to as vulnerable adults):

- To treat all people with dignity and respect
  - Not to abuse the power and responsibility of your role.
  - Not to belittle, scapegoat, put down, or ridicule and adult at risk (even in 'fun') and Not to use language or behaviour with sexual connotations (e.g. flirting or innuendo)
  - To act inclusively, seeking to make everyone feel welcome and valued
  - Not to exclude other adults at risk or co-workers from conversations and activities unless there is a good reason
  - To treat people with equal care and concern
  - Not to show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a child (e.g. gifts)
  - To encourage everyone to follow any behaviour agreement or ground rules
  - Not to threaten or use sanctions which have not been agreed, or make empty threats
  - Not to feel you have to deal with every problem on your own. Workers/volunteers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role
  - To seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Not to use physical restraint except as a last resort to prevent injury then this should be minimum force only
  - To relate to vulnerable adults in public. If an adult wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
  - Not to spend time alone with a vulnerable adult out of sight of other people
  - To make sure that any electronic communication is done with carers consent and is transparent, accountable, recorded and adheres to safeguarding and GDPR policies
  - Not to keep communication with an adult at risk secret, while still respecting appropriate confidences
  - To have a designated photographer to take, store and share photos of your group's activities, in line with good practice guidelines
  - Not to take photos or videos without consent, store them in a safe place designated by the church and only use them in the ways agreed, in line with good practice guidelines
  - To use physical contact wisely; it should be:
    - in public
    - appropriate to the situation and to the age, gender and culture of the adult at risk

- Not to use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual
- To respect the right of the adult at risk to wash, change and use the toilet in private
  - Not to walk in unnecessarily or unannounced
- To listen to adults at risk and tell the church Safeguarding Coordinator if you have any concerns about their welfare
- Not to promise to keep something secret if it is about an adult at risk being harmed or at risk of harm, but only tell those who need to know
- To respect and promote the rights of adults at risk to make their own decisions and choices
- Not to work in ways that put your needs and interests before those of the adults at risk you work with
- To encourage respect for difference, diversity, beliefs and culture
- Not to discriminate or leave discrimination or bullying unchallenged

I agree to abide by the above code of conduct while working with adults at risk

on behalf of

Bowthorpe Church

Name of worker or volunteer:

Signed:

Date:

## Appendix 3C Additional undertakings for key holders

Key holders are in a unique position in church as they always have independent access to the church. Given this freedom and privilege there are also responsibilities regarding children and adults at risk.

### Good practice guidance for key holders

In addition to the codes of practice for children, young people and adults at risk (see Appendix 3A and 3B) key holders further undertake to following principles and practices:

- All key holders to have a current DBS clearance
  - We do not accept third party copies of DBS clearance other than those where the person concerned has their own personal DBS account, such clearances to be no older than 1 week
- All key holders will undertake basic safeguarding awareness training every three years to ensure they remain current and up to date
- Should not be alone in the church but where it is unavoidable, such as for cleaning, or administrative purposes, the doors should be locked.
- Should respect the hirers use of the building and do not stay in the building when it is hired third parties unless
  - They are specifically invited to attend the event
  - They are responding to a request for assistance from the hirer
  - They are responding to an emergency such a water leak, alarm, etc.
  - They are responding to a safeguarding concern raised about the hirer.
- No children or adults at risk should be left alone in the building at any time even if the doors are locked.
- Children and adults at risk should not be key holders as this may put them in vulnerable situations.

on behalf of

Bowthorpe Church

Name of worker or volunteer:

Signed:

Date:

## Appendix 4 What is abuse and neglect of children?

The below definitions are taken from Working Together to Safeguard Children 2013 and apply to England. Please note that there are national variations for Scotland (National Guidance for Child Protection in Scotland 2014) and Wales (All Wales Child Protection Procedures 2008).

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children.

### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 5 What is abuse of adults at risk?

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

### Physical abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

### Psychological or emotional abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

### Sexual abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

### Neglect, or Act of Omission

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired.

### Financial or material abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

### Discriminatory abuse

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.

Discriminatory abuse links to all other forms of abuse.

### Institutional abuse

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

## Appendix 6 Signs of possible abuse in children

### Physical abuse

Physical signs include:

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or fingertip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures, especially spiral fractures
- Swelling and lack of normal use of limbs
- Serious injury with lack of / inconsistent explanation
- Untreated injuries

Psychological/emotional signs include:

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

Fictitious illness by proxy

- This is a psychiatric illness, whereby a parent or carer deliberately inflicts harm onto a child, normally the child's mother. The child has commonly had genuine serious illness in the first year of life and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.

Female Genital Mutilation

- A cultural (not religious) procedure whereby parts of female genitalia are removed – also referred to as female circumcision. This is normally undertaken on pre-pubescent girls, who are either taken abroad for procedure or “practitioners” come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

Emotional abuse

The classic description of emotional abuse is a “Low Warmth, High Criticism” style of parenting.

Signs include:

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
- Self-harm

- Extremes of passivity or aggression
- Running away
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy/fearful/withdrawn
- Sleep disorders

## Neglect

Physical signs include:

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

Psychological/emotional signs include:

- Constant hunger
- Constant tiredness
- Frequent lateness/non-attendance at school
- Destructive tendencies
- Low self-esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

## Sexual abuse

Physical signs include:

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

Psychological/emotional signs include:

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness

- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self-mutilation, self-disgust
- Eating disorders

## Appendix 7 Signs of possible abuse in adults

### Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

### Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

### Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

### Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

### Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

### Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

### Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

## Appendix 8 Safeguarding Incident Recording Form

### Safeguarding incident reporting form

<b>Basic Information</b>	
Full name of child, young person or adult concerned	
Address (including postcode)	
Email address	
Telephone Number	
Date of birth	
Date and time of incident	
Location of incident	
Other people present (witnesses)	
<b>Record of incident (continue on a separate sheet if necessary)</b>	
<p>Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>Record what you said as well as what the child, young person or adult said.</p> <p>If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.</p>	

<b>Who has been informed of this incident?</b>			
<b>Organisation/Position</b>	<b>Name</b>	<b>Email</b>	<b>Telephone number</b>
Church Safeguarding Coordinator			
Denominational Safeguarding Officers			
Children's Services			
Adult services			
Police			
NSPCC			
Parent/Carer			
Other (please state role, organisation and reason for contacting)			
<b>Feedback and follow up actions (continue on a separate sheet if necessary)</b>			