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# CHRIST CHURCH CENTRAL LEEDS SAFEGUARDING POLICY

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## SECTION 1 – DETAILS OF THE ORGANISATION

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|------------------------------|--|
| CHRIST CHURCH CENTRAL LEEDS: | Overdale, Timble, near Otley, West Yorkshire, LS21 2NN |
| Email address:               | admin@centralleeds.church                              |
| Membership of Denomination:  | International Presbyterian Church                      |
| Charity Number:              | 1171484  |
| Regulators details:          | Charity Commission; Companies House                    |
| Insurance Company:           | Ansvar Insurance Church Connect                        |

### MAIN ACTIVITIES

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Christ Church Central Leeds ('CCCL') is an evangelical church in the centre of Leeds, and part of the International Presbyterian Church ('IPC'). Our main service is on Sundays from 10.30am, during which we run a crèche each week. From 9.30am, prior to our Sunday service, we run Sunday School for adults and a separate group for primary school aged children.

### COMMITMENT TO KEEPING PEOPLE SAFE

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The trustees of CCCL (the '**Leadership**') recognise the importance of our ministry with children, young people and adults with care and support needs and our responsibility to protect everyone entrusted to our care.

We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. 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'*, and the UN

Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse.

We have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance and we are committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

This policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by **ThirtyOne:Eight**, an independent Christian charity that works alongside organisations to make sure that they are equipped and empowered to protect vulnerable people. The policy was also prepared in consultation with the IPC, whose safeguarding statement is as follows:

*The International Presbyterian Church has a Christian care for the welfare of each individual and seeks to make the Church a safe place for all. In particular the Church seeks to protect and safeguard all those who are especially vulnerable, both children and vulnerable adults, with whom it comes into contact through its activities and services.*

*It is the responsibility of everyone in the Church, including those working with vulnerable groups, to seek to prevent neglect or abuse.*

*The Church seeks to safeguard these vulnerable groups through its congregations, through its committees and, where appropriate, in cooperation with the statutory agencies, police and social services.*

*To this end, the Church is committed to inform those who work on its behalf, both paid workers and volunteers, with children and vulnerable adults how to recognise and report harm or abuse. The Church is also committed to operate safe recruitment and working practices and procedures with respect to all such workers and to offer them appropriate support, supervision and training.*

*The Church also undertakes to offer pastoral support to individuals in the Church who have been affected by harm or abuse.*

The IPC Statement on Care and Protection can be seen in full in Appendix 1.

The Leadership of CCCL undertakes to:

- Adhere to the UN Convention of the Rights of the Child and the UN Universal Declaration of Human Rights (including those principles set out in Appendix 2).

- Endorse and follow all UK legislation in relation to safeguarding children and adults with care and support needs.
- Keep up-to-date with national, local and denominational safeguarding developments.
- Follow safe recruitment practices for all workers and volunteers, provide on-going safeguarding training and will regularly review our operational guidelines.
- Appoint and support a Safeguarding Coordinator and Deputy in their work, including offering training, and in any action they may need to take in order to protect children and adults with care and support needs.
- Appoint an elder from CCCL to be part of the Safeguarding team, taking responsibility for safeguarding on behalf of the Leadership.
- Ensure that the premises meet the requirements of the Equality Act 2010 and that it is welcoming and inclusive.
- Review this statement and our policy and procedures annually.
- Not allow the document to be copied by other organisations.

## SECTION 2 – RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

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### UNDERSTANDING ABUSE AND NEGLECT

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Defining child abuse or abuse against an adult is a difficult and 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. Very often the abuser is known or in a trusted relationship with the child or adult. See Appendix 2 for the UN Convention on the Rights of the Child definition of abuse.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in the appendices of our policy.

- Statutory definitions of abuse (children and young people) and statutory definitions of abuse (adults with care and support needs) are set out in Appendix 2.
- Signs and symptoms of possible abuse (children and young people) and/or signs of possible abuse (adults with care and support needs) are set out in Appendix 3.
- How to respond to a child wishing to disclose abuse ('effective listening') is set out in Appendix 4.

### SAFEGUARDING AWARENESS

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The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake safeguarding training on a regular basis in-house at Christ Church Central Leeds.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

### RESPONDING TO ALLEGATIONS OF ABUSE

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Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The procedures below must be followed:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Ben Quintin (hereafter the "Safeguarding Co-ordinator"), tel. no: 07902117568, who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Helen Porteous (hereafter the "Deputy ")**, tel no: **07951 830762**. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report can be made to Christian Safeguarding Services (tel no: 0116 218 4420) with any subsequent directions provided by Christian Safeguarding Services

being acted upon immediately. Alternatively, Social Services or the police can be contacted directly.

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services.
  - During office hours (8am – 6pm), phone **0113 376 0336**
  - During evenings or weekends, if the issue can't wait until the next working day, please contact the Children's Emergency Duty Team on **0113 535 0600** and provide them with as much information as possible
  - You can also email [childrensedt@leeds.gov.uk](mailto:childrensedt@leeds.gov.uk)
  - If you are ever concerned that a child is in immediate danger please call the police on 999
- Where the concern is regarding an adult in need of protection, please contact Adult Social Care.
  - During office hours (9am – 5pm), phone **0113 222 4401**
  - During evenings or weekends, phone **0771 210 6378** or e-mail [edt.ss@leeds.gov.uk](mailto:edt.ss@leeds.gov.uk) to contact the Emergency Duty Team
  - If you are ever concerned that an adult is in immediate danger please call the police on 999
- The Safeguarding Co-ordinator **may** need to inform others depending on the circumstances and/or nature of the concern, for example:
  - the Safeguarding Elder to log that a safeguarding concern is being dealt with
  - the Insurance company to log that there is a possibility of a serious incident concerning safeguarding
  - a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere or another denominational officer e.g. Diocesan Safeguarding Adviser or similar
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from Christian Safeguarding Services.
- The Leadership will support the Safeguarding Co-ordinator/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.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Christian Safeguarding Services, although the Leadership hope that members of CCCL will use the procedure outlined above. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrate its commitment to effective

safeguarding and the protection of everyone (both children and adults) who may be at risk of harm or abuse.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.

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## DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD

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### ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

- Contact Children’s Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children’s Social Services direct for advice.
- Seek and follow any advice given by Christian Safeguarding Services (who will confirm their advice in writing) if unsure whether or not to refer a case to Children’s Social Services.

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### ALLEGATIONS OF SEXUAL ABUSE

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In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by Christian Safeguarding Services if, for any reason they are unsure whether or not to contact Children’s Social Services or the Police. Christian Safeguarding Services will confirm its advice in writing for future reference.

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## DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT AN ADULT

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### SUSPICIONS OR ALLEGATIONS OF ABUSE OR HARM

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Including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, the Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, Christian Safeguarding Services can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

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#### ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN/YOUNG PEOPLE

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If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

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#### ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH ADULTS WITH CARE AND SUPPORT NEEDS

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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 for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to make, not CCCL.

## SECTION 3 – PREVENTION

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### SAFER RECRUITMENT

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The Leadership will ensure all **paid** workers **and volunteers** will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A Disclosure and Barring Service (DBS) check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns

Please also see the IPC Risk Assessment for new workers in Appendix 5.

### MANAGEMENT OF WORKERS – CODES OF CONDUCT

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As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. We have developed a code of conduct for those who work with children and young people; and a code of conduct for those who work with adults with care and support needs.

## SECTION 4 – PASTORAL CARE

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### SUPPORTING THOSE AFFECTED BY ABUSE

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The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of CCCL.

### WORKING WITH OFFENDERS

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When someone attending CCCL is known to have abused children, or is known to be a risk to adults, the Leadership will supervise the individual concerned and offer pastoral care. However, in its safeguarding commitment to the protection of everyone who may be at risk of harm, we will set boundaries for that person which they will be expected to keep, agreed in a contract.

## SECTION 5 – PRACTICE GUIDELINES

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At CCCL we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

We keep registers for all of our work with children, and have accident, consent, and concern forms on hand for workers at every activity. There is a code of conduct for workers, and our role profiles for volunteers working with children detail best practice in each area.

### WORKING IN PARTNERSHIP

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When we work in partnership with an organisation, whether in the UK or not, or where an organisation uses our premises, we will have a partnership agreement for safeguarding, and insist that their safeguarding policy meets the same standards as promoted here.

Signed on behalf of **CHRIST CHURCH CENTRAL LEEDS**

Signed by \_\_\_\_\_

Date \_\_\_\_\_

## APPENDICES

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### APPENDIX 1 – IPC STATEMENT ON CARE AND PROTECTION

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The IPC is committed to the creation of a caring environment for children (and indeed for vulnerable adults). We recognize the need to safeguard children from all forms of abuse and neglect, be they passive or active. We recognize that child protection is the responsibility of all who work with children and families, regardless of whether that work brings them into direct contact with children. Specifically:

1. IPC churches will incorporate into church practice the civil legal requirements in respect of child protection in so far as they remain compatible with the teaching of the Bible.
2. IPC churches will ensure that those working with children are appointed through a clear process established under authority of the Session which includes the checks required by civil authorities appropriate to such roles.
3. Each IPC church Session shall agree a child protection policy and nominate a designated team (including at least one elder) to be responsible for monitoring its implementation.
4. Each IPC church Session shall make every effort to minimize the opportunity for temptation to sin in respect of child protection. There should never be occasion for children to go unsupervised, nor should there be occasion for one adult to be left alone with children for a significant period.
5. It is part of the Christian duty of every member of our churches to be aware of the child protection policy and to make whatever contribution they can to create a safe and caring environment for children (and vulnerable adults).
6. Each IPC church shall pay due attention to the confidentiality of its members (including children) whilst recognising the absolute need to share information when concerns are raised or disclosed that identify a child's wellbeing is or has been at risk.

### APPENDIX 2 – STATUTORY REFERENCES AND DEFINITIONS

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#### UN CONVENTION ON THE RIGHTS OF THE CHILD

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- A. The UN Convention on the Rights of the Child Article 19 states:
1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
  2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

B. The UN Universal Declaration of Human Rights Article 5 states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

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## STATUTORY DEFINITIONS OF ABUSE (CHILDREN)

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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. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

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## WHAT IS ABUSE AND NEGLECT?

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The definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. 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 children 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 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males.

Women can also commit acts of sexual abuse, as can other children.

### *Child sexual exploitation*

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### *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 as a result 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); or
- ensure access to appropriate medical care or treatment

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

### *Extremism*

Extremism goes beyond terrorism and includes advocating the physical harm of individuals or communities. It is most clearly seen as abusive when it calls for the murder of any individuals, including the death of members of our armed forces.

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## DEFINITIONS OF ADULT ABUSE

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The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000). The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who:

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and

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

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

- Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

## APPENDIX 3 – SIGNS OF ABUSE

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### POSSIBLE SIGNS OF ABUSE IN CHILDREN

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When considering whether there is evidence to suggest a child or young person has been abused, there are a number of possible indicators. However, there may be other explanations, so it is important not to jump to conclusions. Seek advice from Children's Social Services, the Police or Christian Safeguarding Services. There may also be no signs or symptoms. This does not mean that a report of abuse is false.

#### *Signs of physical abuse*

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc, or injuries in a non-mobile infant
- Injuries that have not received medical attention
- Neglect – under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc that do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*
- Changes in routine

#### *Signs suggesting emotional abuse*

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Depression/aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

#### *Indicators of possible sexual abuse*

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home

- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*
- Bed wetting and soiling

\*These signs may indicate the possibility that the person is self-harming, mostly by cutting, burning, self-poisoning.

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## POSSIBLE SIGNS OF ABUSE IN ADULTS

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### *Signs suggesting physical abuse*

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

### *Signs suggesting domestic violence*

- Unexplained injuries or 'excuses' for marks or scars
- Controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation

### *Sexual abuse*

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

### *Psychological abuse*

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

### *Financial or material abuse*

- 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

### *Modern slavery*

- Physical appearance; unkempt, inappropriate clothing, malnourished
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

### *Discriminatory abuse*

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

### *Organisational abuse*

- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

### *Neglect and acts of omission*

- Deteriorating despite apparent care
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention

### *Self-neglect*

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs

## APPENDIX 4 – GUIDELINES FOR RESPONDING TO A CHILD WHO MAY HAVE BEEN ABUSED

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- Avoid asking questions unless necessary in order to clarify key pieces of information.
- Don't make promises you may not be able to keep e.g. not telling anyone else.
- Accept what you hear without passing judgement.
- Try and keep your expression calm and reassuring even if what you hear is upsetting. Reassure the child that they have done the right thing by talking to you.
- Tell the child what you are going to do.
- Make careful notes (the circumstances, what the child said, what you said etc) as soon as possible, preferably within an hour- include dates and times of incident/recording.
- Keep the notes safe and secure.
- Listen and pass on to the CCCL Safeguarding Co-ordinator immediately - do not question or investigate. The Child Safeguarding Co-ordinator will contact Children's Social Services, the police or Christian Safeguarding Services, as relevant.

## APPENDIX 5 – IPC RISK ASSESSMENT

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The underlying principle of the policy is to minimise risk. The Trustees/Elders have responsibility to undertake a risk assessment of a given applicant with respect to the individual responsibilities of the role under question. This responsibility may be delegated to a Safeguarding team. It should be borne in mind that this process is for the protection of all involved – including the applicant. There is no implication of inappropriate behaviour or concern by scrutiny of the risks associated with children's work. In broad terms a risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can evaluate whether you have taken enough precautions or should do more to prevent harm.

There are 5 principles:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your findings and implement them
5. Review your assessment and update if necessary

In the safeguarding context consideration will be given specifically to:

1. Identify situations where a given individual's role will bring them into contact with children and protected adults.
2. Evaluate the level of supervision by a responsible adult who has undergone registration and the risk of unsupervised contact.
3. Ensure those involved are aware of their responsibilities (as set out in the job descriptions) and lines of communication for reporting concerns.

Whilst the Elders/Trustees may delegate this responsibility for risk assessment to the safeguarding team, the Elders/Trustees nevertheless retain the ultimate responsibility for decisions taken. Elders/Trustees therefore need to have confidence in the processes in place and the Safeguarding team should regularly report to the Session and urgently on any specific concerns that arise.

## VERSION CONTROL

| Version | Date           | Significant changes   |
|---------|----------------|---|
| 1.1     | February 2020  | <ul style="list-style-type: none"> <li>• Updated contact numbers for children’s social care</li> <li>• Clearer articulation of action that should be taken when a concern is identified</li> <li>• Updated definitions of abuse (children), including two new categories – sexual exploitation and extremism</li> <li>• Expanded guidelines for responding to a child who may have been abused</li> </ul> |
| 1.2     | June 2020      | References to ThirtyOne:Eight replaced with references to Christian Safeguarding Services, to reflect change of support provider  |
| 1.21    | September 2021 | Name and contact details of deputy Safeguarding Co-ordinator updated.   |
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