



King's Church[®]
Eastbourne

Love Jesus
Love Eastbourne
Love our World

Safeguarding Policies & Practice Guidelines

April 2023 edition

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**Kings Centre, 27 Edison Road,
Eastbourne, East Sussex
BN23 6PT**

Contents

Page 3-10.....Safeguarding Policy

Page 11.....Practice Guidelines

Page 12.....Definitions of abuse

Page 14.....Further definitions of abuse

Page 14.....Recognising possible signs of abuse

Page 15.....How to respond to a child/vulnerable adult wanting to talk about abuse

Page 17.....Safeguarding Procedure flowchart: children

Page 18.....Supporting people with additional needs and vulnerable adults

Page 20.....Safeguarding Procedure flowchart: vulnerable adults

Page 21.....Guidelines for Pastoral care

Page 22.....Acknowledgement

Page 22.....Telephone numbers

Page 23.....List of appendices and contents of Team Leader's Pack

Page 24-27.....Appendices (1), (2) & (3)

Separate document Appendix (4) Team Leader's Pack

Safeguarding Policy

CHURCH DETAILS

Name: Kings Church Eastbourne (hereafter "The Church")

Address: Kings Centre, 27 Edison Road, Eastbourne, East Sussex BN23 6PT

Tel No: 01323 521125 Email address: info@kings-centre.co.uk

Elder: Oli Stevens tel: 01323 521125 oli.stevens@kings-centre.co.uk

Safeguarding Lead: Sarah Le Poidevin tel: 07902010933 sarah.lepoidevin@kings-centre.co.uk

The Frontiers Charitable Trust: Charity No. 1065086

Company Registered No. 3404789 VAT Registered No. 803770735

Kings Church is affiliated to New Frontiers and is a member of the Evangelical Alliance

Ansvar Insurance tel: 0345 602 0999 policy no:CHP2110668

MISSION STATEMENT

The Church Leadership (hereafter referred to as CL) recognises the importance of its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the church's care.

As part of its mission, the Church is committed to:

- Valuing, listening to and respecting children, young people and vulnerable adults, as well as promoting their welfare and protection
- Safe recruitment, supervision and training for all the children's/youth/vulnerable adult's workers within the church
- Adopting a procedure for dealing with concerns about possible abuse
- Encouraging and supporting parents/carers
- Supporting those affected by abuse in the church
- Maintaining good links with the statutory authorities and other organisations

CHURCH POLICY

The CL recognises the need to provide a safe and caring environment for children and vulnerable adults. For the purposes of this policy, a child or young person is defined as anyone under the age of 18. The CL acknowledges that children and vulnerable adults can be the victims of many types of abuse, including physical, sexual, emotional, financial, and spiritual abuse, and neglect. The CL has adopted the procedures set out in this document (hereafter "the policy"). It recognises the need to build constructive links with statutory and voluntary safeguarding agencies.

The CL undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to international conventions
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached

- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive
- support the Safeguarding Lead (hereafter referred to as SL) and Deputies (hereafter referred to as DSLs) in their work and in any action they may need to take in order to protect children and vulnerable adults
- the CL undertakes to follow the law regarding Abuse Of Trust and it is therefore unacceptable for anyone in a position of trust to engage in a sexual relationship with anyone in their care, or to behave in a manner which is abusive in any way
- the CL agrees not to allow this document to be copied by other organisations

PREVENTION

Understanding abuse and neglect

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.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child, and for adults, the UN Universal Declaration of Human Rights.

Detailed definitions and signs and indicators of abuse, and how to respond to a disclosure of abuse, are included here in our policy, pages 12-17.

SAFER RECRUITMENT

Great care should be exercised in the selection and appointment process. The CL is committed to protecting children and vulnerable adults, and to following the government's code of practice. All recruitment adverts and appeals, whether for volunteers or employed workers, should be accompanied by a safeguarding statement, see Appendix (1) page 24. Further details on recruitment procedures are in Appendix (4) the Team Leader's Pack.

All applicants for voluntary or paid positions should be a church member and:

- complete a Kings Church Volunteer helper's/Employee's application form
- complete the declaration form for the DBS application (this is part of the application form)
- supply details of suitable referees
- complete a disclosure application form for the Disclosure and Barring Service
- supply suitable identification
- be prepared to attend safeguarding training

Those applying for paid positions (working with children or vulnerable adults) will have a formal interview with the CL and a 3 month probationary period. Voluntary workers will have an informal discussion with the team leader and a trial period of 3 - 6 months. New appointees will be attached to a more experienced worker for a period of time that is deemed necessary by their supervisor. All workers will read and agree to follow the Safeguarding Policy and Practice Guidelines, and the Kings Code of Conduct (Appendix (2) p25).

People who are not members of the church but want to help in certain areas of church life can complete a non-member's application form, but they CANNOT help in groups/activities for under

18s or vulnerable adults. They can be considered for areas such as car park/tea and coffee teams etc. More information is in Appendix (4) the Team Leader's Pack.

The CL and SL reserve the right to make any character checks deemed necessary. Any applicant, whether paid or voluntary, will only begin working/serving with children once the SL has a satisfactory reference and a certificate from the Disclosure and Barring Service which does not contain any information to indicate that the applicant is unsuitable to work with children or vulnerable adults. All disclosure information and records are handled and stored in accordance with General Data Protection Regulation 2018 and in line with the expectations of the Disclosure and Barring Service.

The CL and SL will not appoint individuals, whether paid or voluntary, to work with children or vulnerable adults, where the individuals have previously acted inappropriately towards or abused in any way a child or vulnerable adult; or known to have accessed inappropriate material involving children; or where it is known that the individual has a record of violent or sexual behaviour. Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children/vulnerable adults to knowingly apply for, accept, or offer to work with children/vulnerable adults.

SUPERVISION OF WORKERS

The CL is committed to supporting all workers and ensuring they receive support and supervision. All workers are issued with a code of conduct towards children, young people and vulnerable adults.

Any paid worker should have a written contract, clear job description and lines of accountability to the CL and an assigned supervisor. Voluntary workers should be given clear directions as to the nature of their work, the person to whom they are accountable, and the responsibilities associated with their work. For example: toileting of young children, fire alarm procedures, home visiting policies etc. The Team Leader's pack (Appendix 4) contains the induction form that should be used to record these details.

There is a minimum age of 14 years for young people who wish to 'help' with children's work. The young person must be in school year 10, and have a mature and responsible attitude. Workers under 16 are not included in the child to adult ratios. Once turned 16, a worker must submit a DBS application and ID within 6 months in order to continue serving. If he/she is new to the church, then they should also complete a volunteer helper's application form. Even though DBS checked, helpers aged 16-17yrs old are still regarded as children and are not responsible for duties such as supervising, disciplining, restraining, administering first aid, or mentoring children or young people. They are young helpers only, and not to be regarded as adults.

Children who wish to serve in any other area of church life must be at least 13 yrs old, and can only serve for a maximum of 3 hours on a Sunday, or younger children may 'help' in some groups by special arrangement alongside a parent. Any young person under 16 must have parental permission in order to serve. The guidelines and consent form are in the Team Leader's Pack. Any adult supervising a child serving must have a DBS check and have read and signed the Kings Code of Conduct (Appendix 2, p25).

Regular worker's meetings should be held to pray, review procedures, share any concerns and plan for the tasks ahead. The CL will meet with the supervisors regularly to discuss future planning, appointment of workers, and any areas of concern.

No one should be working in isolation, but as part of a team showing mutual respect for each team member. It should be accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual or the supervisor, or the SL about the concern.

Workers are encouraged to join the DBS Update Service, otherwise DBS certificates will be renewed every 3 years for those continuing to work with under 18s. DBS certificates obtained through other authorities or organisations will only be accepted where the person has joined the DBS update service and the role is at the same level. The person must complete the written consent form for the SL to check the update service, and supply their ID and DBS certificate. A reference will still be obtained before the person can serve.

SAFEGUARDING TRAINING

The CL 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 workers will receive induction training and undertake safeguarding training on a regular basis.

The CL will also ensure that children and vulnerable adults 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.

PRACTICE GUIDELINES

As a place of worship working with children, young people and vulnerable adults, 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.

As well as general practice guidelines for workers (p11-12), we also have specific good practice guidelines for working with children, in the Team Leader's Pack. There are specific practice guidelines for working with vulnerable adults on p18-19 of this policy.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss our safeguarding expectations with all partners, and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement, will have their own safeguarding policy and standards, relevant to the activity or event.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults, and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a church worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to:
the Safeguarding Lead (SL) Sarah Le Poidevin tel no: 07902010933
Or to the Deputy Safeguarding Leads (DSLs):
Ruth Butler tel no: 07721901575
Adz Brennan tel no:07910016130
Dom Streek tel no:07799865505
who are nominated by the CL 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.
- The volunteer or worker or person in receipt of allegations or suspicions can make a report by contacting the SL or DSLs by telephone if urgent, or email (if non-urgent), and by completing a concern form (see Appendix (4) Team Leader's Pack).
- In the absence of the SL, or if the suspicions in any way involve the SL or DSLs, then the report should be made to CL Oli Stevens tel no: 01323 521125, who will then contact Thirtyone:eight tel: 0303 003 1111 for advice and contact Social Services/Police/LADO.
- The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern:
 - Trustee Safeguarding Link: Jeanette Williams, Chair of Trustees, who may need to liaise with the insurance company or the Charity Commission to report a serious incident
 - LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18 or with a vulnerable adult
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with church procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the SL, the absence of the SL or DSLs should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.
- The CL will support the SL/DSLs in their roles, 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 Social Services or seek advice from Thirtyone:eight, although the CL hopes that members of the church will use the procedure above. If, however, the individual with the concern feels that the SL/DSLs have not responded appropriately, or where they have a disagreement with the SL/CL as to the appropriateness of a referral, they are free to contact an outside

agency direct. We hope by making this statement, the CL demonstrates the commitment of the church to effective safeguarding.

The role of the SL/DSLs is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory authorities who will investigate.

PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury or symptom of neglect, or where there are concerns about emotional abuse, the SL/DSLs 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. (Telephone numbers are at the end of this document.)
- Will not tell the parents or carers unless advised to do so having contacted 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 injury.
- 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 advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the SL/DSLs will:

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

PROCEDURES WHERE THERE IS A CONCERN THAT AN ADULT IS IN NEED OF PROTECTION: Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse etc.

If there is concern about any of the above, the SL will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse, and Thirtyone:eight 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.

If there is a concern regarding spiritual abuse, the SL will:

- Identify support services for the victim i.e. counselling or other pastoral support.
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the SL, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Make a referral to the Children's Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people, whether in a paid or voluntary capacity
- Liaise with the Children's LADO in regards to the suspension of the worker
- Follow instructions and advice from the Children's LADO, police and Thirtyone:eight regarding any actions to be taken
- Make a referral to the DBS on advice from the Children's LADO

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH VULNERABLE ADULTS (VA)

The SL will:

- Make a referral to Adult Social Services
- Liaise with social services in regards to the suspension of the worker
- Follow instructions and advice from social services, police and Thirtyone:eight regarding any actions to be taken
- Make a referral to the DBS on advice from social services

The Care Act places the duty upon Adult Services to investigate situations of harm to vulnerable adults. 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 decide not the church.

SUPPORT TO THOSE AFFECTED BY ABUSE

The CL is committed to offering pastoral care, and to working with statutory agencies as appropriate, and to support those attending the church who have been affected by abuse.

WORKING WITH OFFENDERS AND THOSE WHO MAY POSE A RISK

When someone attending the church is known to have abused children, is under investigation, or is known to be a risk to vulnerable adults; the CL will arrange appropriate supervision for the individual concerned and offer pastoral care. But in its safeguarding commitment to the protection of children, and vulnerable adults, the CL and SL will set boundaries for that person which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and thorough consultation with appropriate parties, and a contract will be drawn up. The contract and clauses are in Appendix (3), p26-27 of this policy document.

This policy was agreed by the church leadership and trustees, and will be reviewed annually, or more frequently as any amendments are needed.

Signed: _____ Date: _____

Print Name: _____

Position: Elder

Signed: _____ Date: _____

Print Name: _____

Position: Safeguarding Lead

Signed: _____ Date: _____

Print Name: _____

Position: Trustee Safeguarding Link

Practice Guidelines

AN OVERVIEW

It is important that clear guidance of expectations is given to all workers in order to ensure quality care, protect children and vulnerable adults (VA) from possible abuse and protect workers from false accusation. As well as this general code of conduct for workers, we have specific good practice guidelines, for example: visiting children at home, praying for children, managing behaviour etc. These are in the Team Leader's Pack, Appendix (4).

Some general good practices are outlined below:

- Workers should treat all children /VA with dignity and respect in attitude, language and actions.
- Consideration should be given to how many workers should be involved with the group and whether they should be male and/or female workers or both.
- Have a clear strategy for summoning additional adult help (if needed) in situations where a worker is alone with a child/VA (e.g. small groups).
- 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.
- The privacy of children should be respected, avoiding questionable activity such as rough or sexually provocative games and comments.
- Where confidentiality is important, e.g. counselling or discipleship on a 1:1 basis, ensure that other workers are aware and/or near at hand. Any 1:1 should only take place with male to male, or female to female.
- No person under 18 years of age should be left in charge of any children of any age. Nor should children or young people attending a group be left alone at any time.
- Ensure that the only people allowed to participate in a children's activity are the workers assigned to that group. Other adults or older children should not be allowed free access. Visitors or parents staying with their children should be identified by the team leaders, and wear a visitor's badge. Their names should be recorded in the register, and they are not to be left alone with children (who are not their own) or to carry out duties ie. disciplining children, toileting etc.
- Tickets must be issued for parents collecting children from the crèche, and up to and including school year 2.

KEEPING RECORDS

A register of children or vulnerable adults attending a club or activity should be maintained, together with a register of helpers and visitors.

There is a logbook system for all activities involving children and young people. Workers should write down unusual events or conversations, recording what they witnessed. This may be very helpful, for example, if leaders have to deal with a difficult child who subsequently makes an accusation of assault. A young person who repeatedly makes throwaway sexual comments about workers may, at a later date, make an allegation of abuse. In this situation, records of previous examples of this behaviour would enable any allegations to be seen in context. Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious. For example, bruising noted on a regular basis, or a number of young people making similar comments about one worker that raise concerns. Other information might include records of incidents such as fights and the action taken. Log books can protect both children and workers.

RATIOS

0 - 2 years - one adult to three children

2 - 3 years - one adult to four children

4 - 8 years - one adult to six children

9 - 12 years - one adult to eight children

13 - 18 years - one adult to ten children

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

Definitions of abuse

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child/VA. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is described using the term Fabricated or Induced Illness by Carers (FII).

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment of a child or vulnerable adult, such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children/VA. It may involve causing children/VA to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child or vulnerable adult, though it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child/young person/VA to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT

Neglect is the persistent failure to meet a child/VA's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child/VA from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or vulnerable adult's basic emotional needs.

SPIRITUAL ABUSE

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Further definitions of abuse

As well as the following, there needs to be awareness that technology is a significant component in many safeguarding issues, including abusive and harassing messages, and sharing of indecent images. There can be abuse in intimate personal relationships between peers, and it is abusive to cause anyone to engage in any sexual activity without their consent.

SIGNIFICANT HARM

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

DOMESTIC VIOLENCE

The UN defines this as: Any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to a person, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life. The Care Act broadened this to be violence between any family members not just intimate partners. In 2013 the definition of domestic abuse in the UK was changed to include 16 and 17 year olds. These changes reflect the growing understanding of the nature of domestic abuse and of how domestic abuse impacts individuals. Where the focus was historically on physical violence, the definition has now been broadened to include controlling and coercive behaviour. Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover. Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence.

ORGANISED ABUSE

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

SEXUALLY EXPLOITED CHILDREN AND YOUNG PEOPLE

The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties. They include: paying for the sexual services of a child, causing or inciting child prostitution, arranging or facilitating child prostitution, and controlling a child prostitute. Children involved in prostitution and other forms of commercial sexual exploitation should be treated as the victims of abuse and their needs require careful assessment.

FEMALE GENITAL MUTILATION (FGM)

Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other non therapeutic reasons.

The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal.

A mandatory reporting duty for FGM requires regulated health and social care professionals and teachers in England and Wales to report known cases of FGM in under 18-year-olds to the police.

Recognising possible signs of abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

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

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 which do not have an accidental explanation

Cuts/scratches/substance abuse

SIGNS OF NEGLECT

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc. Poor hygiene, dirty clothing.

INDICATORS OF POSSIBLE SEXUAL ABUSE

Any allegations made by a child/VA 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

SIGNS OF EMOTIONAL ABUSE

Changes or regression in mood or behaviour, particularly where a child/VA withdraws or becomes clingy. Also 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

SIGNS OF SPIRITUAL ABUSE

Child/VA shows great anxiety and nervousness around church leaders/children's leaders

They have a warped view of their relationship with God and how God feels about them, and may have an unhealthy fear of God

They will often be desperate for the leader's approval and affirmation, seeking constant reassurance and attention

They have a poor self-image

RACE, CULTURE & RELIGION

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects.

Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children and vulnerable adults have basic human rights. Differences in child-rearing do not justify child abuse.

How to respond to a child/vulnerable adult (VA) wanting to talk about abuse

GENERAL POINTS

- Above everything else listen, listen, listen
- Reflect back what the child/VA is saying to you, by repeating it gently back to them
- Show acceptance of what the child/VA says (however unlikely the story may sound)
- Keep calm
- Look at the child/VA directly
- Be honest
- Tell the child/VA you will need to let someone else know - don't promise confidentiality
- Even when a child/VA has broken a rule, they are not to be blamed for the abuse
- Be aware that the child/VA may have been threatened or bribed not to tell
- Never push for information. If the child/VA decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared

HELPFUL RESPONSES

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

CONCLUDING

Again reassure the child that they were right to tell you and show acceptance.

Let the child/VA know what you are going to do next and that you will let them know what happens. (The SL/DSLs/CL will refer immediately to Social Services or the Police to prevent a child or young person or vulnerable adult returning home if they are considered to be seriously at risk of further abuse).

Contact SL Sarah Le Poidevin/ DSLs/CL with your concerns, who will then contact Thirtyone:eight or will go directly to Social Services/Police.

MAKING NOTES

Make notes as soon as possible, preferably within one hour of the child/VA talking to you. Write down exactly what the child/VA said and when s/he said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. A concern report form is included in the Team Leader's Pack, and these are available in the children's/youth safeguarding folders, containing policies and blank paperwork etc. The

completed records should be passed to the SL, who will ensure that they are kept for an indefinite period in a secure place.

WHAT NEXT?

Don't discuss the matter with anyone other than the person to whom you reported it, unless you are unhappy with the action that they have taken, in which case you should consult with another person or another authority, such as the SL/DSLs/CL, or Thirtyone:eight or Social Services. Do not discuss anything with the child's/VA's parents, or relatives or friends. Such an action could prejudice any enquiry by police/social services. Consider your own feelings and seek help and pastoral support if needed from the CL or Thirtyone:eight.

Children's Safeguarding Procedure

Child speaks out/ worker has concerns / signs or symptoms of abuse

Talk to SL (if not available - DSLs, or CL Oli Stevens)

Is it poor parenting?
(Child not at risk of harm)

SL to speak to elder/leader;
pastoral care might include help from
GP, Health Visitor, Social Services,
counselling, parenting courses,
school nurse, etc

Is this effective? Have the causes
for concern gone? Have the
parenting skills improved?

No

SL to contact 31:8 for
advice.
Elders/leaders to
support parents as appropriate.
Liaise with social services.

Yes

Continue support and
monitor for as long as necessary

Is it possibly abuse?

SL to speak to 31:8 re contacting
social services/police/LADO. No-one else
to be informed

If social services require, SL
completes statement of
referral. Social services may
investigate and will come
back to SL

Pastoral care and support to
be organised by elders/leaders
if situation is ongoing. SL to
liaise with social services etc.

Notes: If any person named here is involved in allegations or is close to the child/family, then the next person in the reporting chain should be contacted. In an emergency situation, where a child is at immediate risk of harm, out-of-hours social services or police should be contacted and the SL/CL informed immediately. Absolute confidentiality is key to ensuring that any investigation by social services is accurate and not compromised.

Supporting People with Additional Needs and Vulnerable Adults

INTRODUCTION

At Kings we believe in being a church for everyone which means that people whatever their disability are welcome.

The purpose of this document is to give an overview of the approach that Kings Church will take in regard to supporting and safeguarding people with additional needs and vulnerable adults. It is not intended to be fully comprehensive and may be backed up with more detailed guidelines as appropriate.

DEFINITIONS

In this context we would define people with additional needs as any person who needs extra support in some way due to:

1. A learning disability (note that this could be classed as mild, moderate or severe)
Some people with a mild learning disability are able to communicate well and look after themselves, but take a bit longer than usual to learn new skills. Others may not be able to communicate at all and have more than one disability (known as profound and multiple (e.g. physical, speech and learning).
A learning disability is not the same as mental illness. A learning disability occurs when a person's brain is affected either before or after birth.
2. Hearing impairment This may vary from partial to total hearing loss.
3. Visual impairment This may vary from partial to total sight loss.
4. Mental Illness This can be anything that interferes with an individual's ability to function normally, e.g. depression, anxiety and schizophrenia.
5. Physical Impairment A condition that substantially limits one or more basic physical activities, such as walking, climbing stairs, reaching, lifting, or carrying.
6. Vulnerable Adults: The adult safeguarding duties under the Care Act 2014 apply to an adult, aged 18 or over, who:
 - has needs 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.

Care and support is the mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent – including older people, people with a disability or long-term illness, people with mental health problems, and carers.

GENERAL PRINCIPLES

People with additional needs should be treated with respect and dignity at all times. We should never impose ourselves upon people, and don't assume you know what help is needed, ask! When talking to someone who uses a wheelchair sit down next to them.

If it is apparent that someone has difficulty in communicating, ensure that you give them time to respond. Don't ever jump to conclusions that because someone has difficulty in making themselves understood that they have a learning disability, as often this is not the case.

Remember to give enough time for questions to be answered. People with learning disabilities

should be introduced to the Fusion team who have experience in different areas of needs/disabilities and will monitor their care and integration as appropriate.

SUPPORT ON A SUNDAY

1. Stewards need to be aware of where people with additional needs, who may require support in the case of an emergency, are seated. Specifically this may relate to those with physical and visual impairment and those with a severe learning disability.
2. When children are in the meeting or there is more of a celebration feel (e.g. chairs moved, balloons, etc) then wheelchair users may feel more comfortable if they are offered protection by way of chairs placed around the wheelchair so that they feel safe.
3. If a vulnerable adult is accompanied by a carer, any inappropriate behaviour exhibited during a meeting by someone with additional needs should be managed by a carer first with help being offered if needed, but all the time led by the carer and noted in the incident book afterwards. Safety and respect should be afforded at all times.
4. Sometimes autistic children may exhibit extreme and aggressive behaviour. In these circumstances the parent should be called to enable the child to be removed from the situation and allowed to calm down in an area away from others.
5. Those suffering from autism, whether child or adult, need advance warning if the meeting is going to be very different from the norm, with the option of a quiet space if at all possible.
6. At Kings we believe in being a church for everyone which means that people whatever their disability are welcome. However, some adults with learning disabilities/mental health issues require boundaries to be set in place so that any inappropriate behaviour is adequately managed. Others require practical support to help them. We have three teams available on a Sunday for this purpose:
 - a. Special Needs Support Team – Kids (Chosen - this group provides a supportive environment for children with special needs)
 - b. Special Needs Support Team – Adults (for those with learning disabilities who are part of the Fusion Group)
 - c. Sunday one to one Support for adults with additional needs (those requiring help during the meeting with physical needs)

In the event of an adult behaving inappropriately due to a learning disability or mental illness, members of the leadership or Fusion team as appropriate will step in to manage the situation.

ALLEGATIONS OF ABUSE

The Kings Church Safeguarding policy is also applicable to vulnerable adults, and specific guidelines relating to such are detailed below:

If during a conversation, someone with additional needs mentions any abuse they are experiencing then:

1. Ask if it is ok to include one of the Fusion team leaders in the conversation. Even if they are not part of Fusion it is helpful to ask if they are happy for another leader to be with you.
2. Note the importance of writing everything down.
3. Never promise confidentiality, because you will have to get the SL involved.

4. See the Flowchart below.

Vulnerable Adult's Safeguarding procedure

How to respond when a vulnerable adult reports abuse

The adult speaks out / worker has concerns / signs of abuse



Worker to write everything down

If appropriate, worker to ask carefully phrased questions

Worker to record the questions and answers word for word

Worker to read back what is recorded and check they have understood correctly



Emergency situation

Non-emergency – inform the SL or Oli Stevens



**Contact Adult Social Care and Police,
and SL or Oli Stevens**

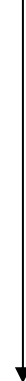


SL to contact Adult Social Care or Thirtyone:eight for advice

If appropriate, make a referral to Adult Social Care,
either with the adult, if they have the capacity,
or without the adult if they do not



Continue to observe and review concerns where possible, and
keep accurate records, communicating with Adult Social Care
where appropriate



GUIDELINES FOR PASTORAL CARE

When caring pastorally for someone, bear in mind: **'T.A.C.O.S.'**

T – Team

Q. Am I working in team?

When first meeting up with people pastorally, do so in pairs. Ensure at least one of the pair is of the same gender.

If meeting up with new or vulnerable adults socially, consider doing so in groups.

Who am I accountable to? Who else can part of the solution?

A – Availability

Q. Am I making myself too available?

Think before giving out phone number / accepting on social media sites

Think before saying yes to anything.

Ensure you have a balanced diary. God and family come before others.

C – Confidentiality

Q. Am I making promises I cannot keep?

Do *not* agree to keep things in confidence.

However, you can say, I will keep what you say to me in confidence unless it is:

(a) harmful to yourself, me or others, or someone may be at risk of harm

(b) illegal

(c) beneficial to you to include others who can be part of the solution (e.g. senior leadership team/counsellors/advice services) and we will ensure you will be a part of this conversation

O – Objectivity

Q. Am I pointing people towards Jesus?

We want people to rely on Jesus, not on us. We want their dependency to be on Him.

If we are not pointing people towards Jesus in our actions and words, there is a danger that people will become dependent upon us.

S – Safety

Q. Am I in a safe space and providing a safe space for others?

It is important to meet in a neutral venue initially. Take care before you invite people into your home.

Am I putting myself in danger when offering lifts? Only give lifts to same gender or in groups.

Avoid putting yourself in a vulnerable position.

Further practice guidelines can be found in an online Safeguarding manual, which can be viewed on the Thirtyone:eight website using the members login, details of which are available from the SL on request.

Acknowledgement

The Policy has been drawn from the Thirtyone:eight model Safeguarding policy. Amendments and insertions have been made in order to produce this document to be used by Kings Church. We are grateful for the help and guidance provided by Thirtyone:eight. This document is not to be copied by any other church or organisation.

Telephone numbers

SAFEGUARDING LEAD

Sarah Le Poidevin (Lead) home: 01323 739652 mobile: 07902010933
Ruth Butler (Deputy) mobile: 07721901575
Adz Brennan (Deputy) mobile: 07910016130
Dom Streek (Deputy) mobile: 07799865505

CHURCH ELDERS

Oli Stevens Kings Centre: 01323 521125
Andy Thorpe Kings Centre: 01323 521125
Ben Holbrook mobile: 07808031719
Martin Cooper mobile: 07525777757
Clive Cernik Kings Centre: 01323 521125

FAMILY LEAD – CHILDREN, FAMILIES AND ELDERLY

Adz Brennan Mobile: 07910016130

OTHER USEFUL TELEPHONE NUMBERS

Children's Services SPOA: 01323 464222 (urgent referrals)
Email: 0-19.SPOA@eastsussex.gov.uk
Online reporting: <https://new.eastsussex.gov.uk/children-families/professional-resources/spoa>
Children's Services (out of hours): 01273 335905 or 01273 335906

Children's LADO Sam Efde Deputy Children's LADO Sue Giles
Children's LADO online referral form:
<https://new.eastsussex.gov.uk/children-families/professional-resources/allegations/referrals/form-lado-referral>
Email: LADO@eastsussex.gov.uk

Adult Social Care - Health and Social Care Connect: 0345 60 80 191
Adult Social Care online referral form:
<https://adultsocialcare.eastsussex.gov.uk/web/portal/pages/presafeguardingpage>

Thirtyone:eight tel: 0303 003 11 11
Childline: 0800 1111 (for children)

Police (non-emergency): 101
NSPCC: 0808 800 5000

Appendices

(1) Safeguarding statement for recruitment p24

(2) Kings Code of Conduct form p25

(3) Contract clauses for a person posing a risk to children p26-27

(4) Team Leader's pack for working with Children, Youth and Vulnerable adults (restarts at page 1, for easier use)

The Team Leader's pack contains:

- Short Safeguarding Policy p4-5
- Code of Conduct p6
- Induction form p7
- Home Visiting form p8
- Flowchart for recruitment processes p9-10
- Non-members serving alongside children p11
- Guidelines for under 16s serving p12
- Parental consent form for under 16s serving p13
- Children helping in children's groups p14
- Concern logs p15-17
- Concern report form p18-19
- Body Maps p20-24
- Kings Church Electronic Communication & Social Media Policy p25-26
- Filming and Taking Photographs policy and consent form p27-28
- Policy for under 18s lifegroups or youth groups meeting in homes p29
- Policies and good practice guidelines p30-35
- Policy on alcohol and drug use at Kings Youth events p36-37
- Incident report form p38
- Policy for Physical Handling and Restraint of under 18s p39-40
- Physical Handling and Restraint record sheet p41-43

Appendix (1)

RECRUITMENT SAFEGUARDING STATEMENT

To be used for all adverts, appeals and requests for volunteers or paid workers who will be working with children, young people or vulnerable adults:

The Church is committed to safeguarding children and vulnerable adults, and to following the government's code of practice.

This role is working with children/young people/vulnerable adults (choose appropriate term) and requires the applicant to:

- be a member of Kings Church, having completed the Joining the Church course
- complete a Kings Church Volunteer helper's/Employee's application form and DBS declaration form
- supply details of suitable referees
- complete a disclosure application form for the Disclosure and Barring Service
- supply suitable identification
- be prepared to attend safeguarding training

Appendix (2)

Kings Church Code of Conduct

Thank you for serving in Kings Church

Children, young people and vulnerable adults all take part in various church activities and help in many areas of church life. We ask that all adult workers agree to a code of conduct for keeping our children and vulnerable adults (VA) safe.

For the purposes of this code, a child is anyone under 18 years old, and the child is not your own. If you serve on a 1:1 basis supporting a child/young person/VA, then this does not apply to that situation, but is applicable to other settings where you are not working 1:1.

1. I will treat all children and all vulnerable adults with respect and dignity, and will conduct myself in a manner that is appropriate, considerate and courteous at all times
2. I will not be alone with a child (unless authorised to work 1:1)
3. I will only be alone with a vulnerable adult where I am authorised to do so as part of my role and as part of my care for them
4. I will not take a child/VA anywhere in the church building where I cannot be seen at all times by other adults
5. Any duties that I ask a child/VA to carry out must be in public view, not hidden, and be appropriate for their age/abilities and the team that they are helping in
6. I will not touch a child/VA unless it is in public, in view of other adults, is initiated by them and is completely appropriate e.g. to give practical help as requested
7. I will seek to protect all children/VA in my care, or that help/serve alongside me, from any inappropriate or abusive words or actions
8. If I see or hear anything that causes concern, I will report it immediately to the church Safeguarding Lead, Sarah Le Poidevin, or to a Deputy (Ruth Butler, Adz Brennan or Dom Streek), or to a church leader

Signed: _____ Date: _____

Print Name: _____

Appendix (3)

Contract clauses for a person posing a risk to children

Any reference to a child or children in this contract relates to any individual under the age of 18.

This agreement does not apply where there are already agreements with Children's Services or court orders in place regarding natural, adopted or related children.

I agree to have no involvement (including serving or attending) in any children's activities.

I will not enter any area of the building where children's activities are in progress, or any other part of the building designated by the leadership.

I will never allow myself to be in a situation where I am alone with children and I will not babysit for any parent/carer.

I agree not to have contact with any child by letter, text message, phone, email, internet chat room, social media, or by any other means, whether physical, electronic, audio or visual.

I agree not to arrange to meet any child or group of children.

I agree not to offer or give a lift to any child or group of children.

I will decline invitations of hospitality where there are children in the home.

I will sit where directed in meetings, and will not place myself in the vicinity of children.

I will attend meetings/lifegroup as directed by the church leadership.

I accept that "x" and "y" will sit with me during church activities, accompanying me when I need to use other facilities. They will know that I pose a risk to children.

I accept that there are certain people who will need to be told of my circumstances in order for them to protect the children for whom they care.

I accept that contact will need to be made with my probation officer and any other authority, and they will meet with the church leaders as and when necessary.

I accept that "z" will provide me with pastoral care.

I understand that if I do not keep to these conditions, or to the spirit of the agreement, then the church leaders reserve the right to ask me to leave the church; to notify the statutory agencies (eg. police,

probation and Children's Services) and any other relevant organisations; and to tell the congregation why I have been asked to leave the church.

I understand that any concerns about my behaviour/motives/intentions will be taken seriously and reported.

I understand that this contract will be reviewed regularly every ___ months, or at any time deemed necessary by Kings Church leadership, and the contract will remain in force for an indefinite period.

Name: _____

Signed: _____ **Dated:** _____

Witnessed by & agreed with:-

Name: _____

Position: _____

Signed: _____ **Dated:** _____

Name: _____

Position: _____

Signed: _____ **Dated** _____