

KCW DOCUMENT	Safeguarding Policy
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What is this document?	<p>The policy and related information that governs KCW's approach to safeguarding. It is based on the Ten Safe and Secure Safeguarding Standards published by Thirtyone: eight.</p> <p>Note, references to Kings Church Wokingham may be shortened to KCW.</p>
Why do we need this document?	For the protection and wellbeing of children, young people, and vulnerable adults with whom the church works, and the protection of those working with them.
Who and what does this document apply to?	Trustees, Elders, Leaders, Staff and Volunteers.
Who can provide information and support regarding this policy?	<p>The Trustee with responsibility for safeguarding.</p> <p>KCW Safeguarding Co-ordinator / Lead.</p>

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Contents

1.	<u>Details of the place of worship / organisation</u>	3
1.1	<u>Description</u>	4
1.2	<u>Our commitment</u>	5
2.	<u>Prevention</u>	6
2.1	<u>Understanding abuse and neglect</u>	6
2.2	<u>Safer recruitment</u>	6
2.3	<u>Safeguarding training</u>	7
2.4	<u>Management of Workers – Codes of Conduct</u>	7
3.	<u>Practice Guidelines</u>	8
3.1	<u>Working in Partnership</u>	8
4.	<u>Responding to allegations of abuse</u>	9
4.1	<u>Detailed procedures where there is a concern about a child</u>	11
4.1.1	<u>Allegations of physical injury, neglect or emotional abuse</u>	11
4.1.2	<u>Allegations of sexual abuse</u>	11
4.2	<u>Detailed procedures where there is a concern that an adult is in need of protection</u>	12
4.2.1	<u>Suspicious or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse</u>	12
4.3	<u>Allegations of abuse against a person who works with children/young people</u>	12
4.4	<u>Allegations of abuse against a person who works with adults with care and support needs</u>	13
5.	<u>Pastoral Care</u>	14
5.1	<u>Supporting those affected by abuse</u>	14
5.2	<u>Working with offenders and those who may pose a risk</u>	14
6.	<u>APPENDICES</u>	16
6.1	<u>Appendix 1 - Statutory Definitions of Abuse (Children)</u>	16
6.1.1	<u>England</u>	16
6.1.2	<u>What is abuse and neglect?</u>	16
6.2	<u>Appendix 2 - Signs of Abuse (Children)</u>	18
6.2.1	<u>Physical</u>	18
6.2.2	<u>Sexual</u>	18

6.2.3	<u>Emotional</u>	18
6.2.4	<u>Neglect</u>	19
6.3	<u>Appendix 3 - Definitions of Abuse - Adults</u>	20
6.4	<u>Appendix 4 - Signs of Abuse (Adults)</u>	22
6.4.1	<u>Physical abuse</u>	22
6.4.2	<u>Domestic violence</u>	22
6.4.3	<u>Sexual abuse</u>	22
6.4.4	<u>Financial or material abuse</u>	23
6.4.5	<u>Modern slavery</u>	23
6.4.6	<u>Discriminatory abuse</u>	23
6.4.7	<u>Institutional Abuse</u>	24
6.4.8	<u>Neglect and acts of omission</u>	24
6.4.9	<u>Self-neglect</u>	24
6.4.10	<u>Psychological abuse</u>	25
6.4.11	<u>Financial or material abuse</u>	25
6.4.12	<u>Modern slavery</u>	25
6.4.13	<u>Discriminatory abuse</u>	25
6.4.14	<u>Organisational abuse</u>	25
6.4.15	<u>Neglect and acts of omission</u>	25
6.4.16	<u>Self-neglect</u>	25
6.5	<u>Appendix 5 - Kings Church behaviour code for working with children, young people and adults at risk of harm</u>	27
6.5.1	<u>Purpose</u>	27
6.5.2	<u>The role of workers (staff and volunteers)</u>	27
6.5.3	<u>Good practice</u>	27
6.5.4	<u>Unacceptable behaviour</u>	28
6.5.5	<u>Breaching the Code of Conduct</u>	28
7.	<u>Declaration</u>	29

1. Details of the place of worship / organisation

Name of organisation: Kings Church Wokingham

Address: Kings Place, 9 Station Road,
Wokingham, Berkshire
RG40 2AD

Tel No: 0118 961 9876

General Email address: admin@kingschurch.org.uk

Senior Lead Name: Christen Forster

Senior Lead Contact: Telephone: 07838197731
E mail: christen.forster@kingschurch.org.uk

Safeguarding Trustee Name: Annette Davies

Safeguarding Trustee Contact: Telephone: 07709 512209
E mail: annette.davies@yahoo.co.uk

Charity Number: 1190287.

Insurance Company: Ansvar. Church connect insurance.

1.1 Description

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults including those who have care and support needs. Kings Church Wokingham meets for worship on a Sunday at Kings Place, 9 Station Road, Wokingham, Berkshire RG40 2AD. The morning commences with refreshments from 10:00 – 10:30am and the service is from 10:30 – 12:00 noon on zoom and in the hall.

During the service time there are age-appropriate groups for the children (over 2) and youth. Currently there are very few children, and one group meets in a separate room at within Kings Place. The group has a leader and at least one other helper. In addition, Youth sessions may be held occasionally for secondary aged children/youth. This takes place at our premises – Kings Place, 9 Station Road, Wokingham RG40 2AD

At the end of the Sunday service, we have groups for chats on zoom for those online.

Our youth group meet on occasionally (monthly or less) on a weekday evening or during school holidays at Kings Place or at various locations e.g., Golf centre for various activities.

On Monday mornings we have a parent/carer group, 'Kings Kiddies' which takes place at Kings Place, 9 Station Road, Wokingham, Berkshire RG40 2AD from 10:00am to 11:15am during term time. It is manned by DBS checked volunteers from the church.

On Friday evening a church service dedicated to families "Kings FM" takes place at Kings Place, 9 Station Road, Wokingham, Berkshire RG40 2AD from 5:00pm to 6:30am and is structured around a meal together. Meetings are fortnightly during term time. It is led by DBS checked volunteers from the church, though families attending will all participate in the meeting.

We hold other meetings including prayer meetings, life group meetings and teaching/discussion meetings.

Approximately once a year we may join with other local churches and take a group of youth away to a Christian camp along with groups from other churches around the UK. Our group is staffed by DBS checked youth workers and leaders/volunteers from Kings Church and other local churches who are DBS checked and who help supervise and cater for the youth.

From time to time, we host other events which are open to members of the public.

1.2 Our commitment

As a leadership we recognise the need to provide a safe and caring environment for all. We acknowledge that children, young people, and adults can be the victims of physical, sexual, spiritual, 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, gender, language, religion, political or other opinion, national, or social origin, property, birth or other status”. We also concur with the 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. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by Thirtyone: eight.

The leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will review at least annually 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 Co-ordinator(s) in their work and in any action, they may need to take to protect children and adults.
- the leadership agrees not to allow the document to be copied by other organisations.

2. Prevention

2.1 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 have as our starting point as a definition of abuse, Article 19:

- 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.*

In addition, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

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

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

2.2 Safer recruitment

The leadership will ensure all employed workers 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 for the post
- Those applying have sent in a CV, a covering letter and a self-declaration form
- Those short listed have been interviewed

- Safeguarding has been discussed at interview
- Written and/or verbal references have been obtained, and followed up where appropriate
- A disclosure and barring check have been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications have been verified where necessary
- A suitable development programme is provided for the successful applicant
- The successful applicant will complete a probationary period
- The successful applicant will be given a copy of the organisation's safeguarding policy and will know how to report concerns.

2.3 Safeguarding training

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 and undertake recognised safeguarding training on a regular basis.

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.

2.4 Management of Workers – Codes of Conduct

As a leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a staff handbook which contains standards of performance and behaviour at work.

3. Practice Guidelines

As an organisation / place of worship working with children, young people and adults with care and support needs 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 a general code of conduct for workers we are developing specific good practice guidelines for every activity we are involved in.

3.1 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.

It is our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone: eight's safeguarding standards.

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

4. Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

The worker or volunteer should make a report of the concern in the following way:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: June Hawkins (hereafter the "Safeguarding Co-ordinator")

Tel: 07786 586814

Email: j.hawkins2@ntlworld.com

The above 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:

Name: Annette Davies (hereafter the "Safeguarding Trustee")

Tel: 07709 512209

Email: annette.davies@yahoo.co.uk

If the suspicions implicate both the Safeguarding Co-ordinator and the Safeguarding Trustee, then the report should be made in the first instance to:

Thirtyone: eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the Police.

- The Safeguarding Co-ordinator should contact the appropriate agency, or they may first ring the Thirtyone: eight helplines for advice. They should then contact social services in the area the child or adult lives.

Name of Kings Church local authority: Wokingham Borough Council

Children's Social Services

Tel: 0118 908 8002.

Out of hours Tel: 01344 351 999

Email edt@bracknell-forest.gov.uk

Website Address: Wokingham.gov.uk

Adult Social Services

Tel: 0300 365 1234

Out of hours Tel: 01344 351 999

Email edt@bracknell-forest.gov.uk

Website Address: Wokingham.gov.uk

Police Protection Team Tel: 0845 8505 505

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- 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 Safeguarding Trustee should not delay referral to Social Services, the Police or taking advice from Thirtyone: eight.
- The leadership will support the Safeguarding Co-ordinator/Safeguarding Trustee 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 Thirtyone: eight, although the leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/ Safeguarding Trustee 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 direct. We hope by making this statement that the leadership

demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Safeguarding Trustee is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

4.1 Detailed procedures where there is a concern about a child

4.1.1 Allegations of physical injury, neglect or emotional abuse.

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

- Contact Children's Social Services (or Thirtyone: eight) 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 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.

4.1.2 Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/ Safeguarding Trustee 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 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.

4.2 Detailed procedures where there is a concern that an adult is in need of protection

4.2.1 Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

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

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, 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 Safeguarding Co-ordinator 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.

4.3 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 Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services with regard to the suspension of the worker.
- Make a referral to a designated officer formerly called a 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.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

4.4 Allegations of abuse against a person who works with adults with care and support needs

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

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 decide not the church.

5. Pastoral Care

5.1 Supporting those affected by abuse

The leadership is committed to caring for those who have been affected by abuse who have contact with or are part of the place of worship/organisation, helping them find counselling or other support and working with statutory agencies as appropriate

5.2 Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Adoption of the policy

**This policy was agreed by the leadership and will be reviewed annually on :
August 2023.**

Signed by: 
CHRISTEN FORSTER

Position: Leader

Date: 02/08/2022

6. APPENDICES

6.1 Appendix 1 - Statutory Definitions of Abuse (Children)

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.

6.1.1 England

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

6.1.2 What is abuse and neglect?

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

Physical abuse 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 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 involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect 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 caregivers); or
- ensure access to appropriate medical care or treatment.

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

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

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

6.2 Appendix 2 - Signs of Abuse (Children)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

6.2.1 Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

6.2.2 Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate 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*

6.2.3 Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging
- 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

6.2.4 Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

6.3 Appendix 3 - Definitions of Abuse - Adults

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.

Link: The Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

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.

6.4 Appendix 4 - Signs of Abuse (Adults)

6.4.1 Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or overuse of medication and/or medical problems left unattended
- Any injuries not consistent with the explanation given for them
- Bruising and discolouration - particularly if there is a lot of bruising of different ages
- and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation
- Loss of hair, loss of weight and change of appetite
- Person flinches at physical contact &/or keeps fully covered, even in hot weather;
- Person appears frightened or subdued in the presence of a particular person or people

6.4.2 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.
- Age range extended to 16 years

6.4.3 Sexual abuse

- Pregnancy in a woman who lacks mental capacity or 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
- Emotional distress
- Mood changes

- Disturbed sleep patterns
- 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
- Changes in mood, attitude and behaviour, excessive fear or anxiety
- Changes in sleep pattern or persistent tiredness
- Loss of appetite
- Helplessness or passivity
- Confusion or disorientation
- Implausible stories and attention seeking behaviour
- Low self-esteem

6.4.4 Financial or material abuse

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money
- Sudden inability to pay bills, getting into debt
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property
- Missing personal belongings
- Inappropriate granting and / or use of Power of Attorney

6.4.5 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

6.4.6 Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance care
- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves

6.4.7 Institutional Abuse

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality
- Abuse may be observed in conversations or reports by the person of how they perceive themselves
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

6.4.8 Neglect and acts of omission

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

6.4.9 Self-neglect

- Hoarding inside or outside a property
- Neglecting personal hygiene or medical needs
- Person looking unkempt or dirty and has poor personal hygiene
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food

- Person is dressed inappropriately for the weather conditions
- Dirt, urine or faecal smells in a person's environment
- Home environment does not meet basic needs (for example not heating or lighting)
- Depression

6.4.10 Psychological abuse

Includes 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.

6.4.11 Financial or material abuse

Includes 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.

6.4.12 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.

6.4.13 Discriminatory abuse

Includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

6.4.14 Organisational abuse

Includes 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.

6.4.15 Neglect and acts of omission

Includes 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.

6.4.16 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.

6.5 Appendix 5 - Kings Church Wokingham behaviour code for working with children, young people and adults at risk of harm

6.5.1 Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

6.5.2 The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Kings Church Wokingham. You will also be seen as a role model and must act appropriately.

6.5.3 Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare.
- Work in a responsible, transparent and accountable way.
- Be prepared to challenge unacceptable behaviour or to be challenged.
- Listen carefully to those you are supporting.
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures).
- Seek advice from someone with greater experience when necessary.
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Do not make inappropriate promises particularly in relation to confidentiality.
- Those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen except for circumstances where this is necessary for pastoral reasons, in which case a record of this will be made and kept (noting date, time and place of visit).
- Any church-organised transport of children or vulnerable adults will require drivers to have a current DBS disclosure and vehicles to be suitably insured.

- Activity Risk Assessments will be undertaken before any activity takes place to minimise the risk of harm to those involved. The team leader for Youth and
- Children's Work is responsible for performing or approving this if carried out by another senior worker. A record of the assessment will be retained securely in case they need to be seen at a later date.
- Each worker will have training to meet the needs of the role and be overseen by a recognised team leader. New workers will be properly supervised.
- All activities should have the appropriate ratio of adults-to-children.
- Photographs (or similar images) of children and young people should not be taken without prior written consent from a parent or guardian and the purpose specified and any sharing of such agreed.

All workers should exercise judgement in applying these guidelines. Where it is necessary, in the interests of a child, to depart from what the policy says then the child's needs should come first. However, your Children and Youth Leader and Safeguarding Co-ordinator should be informed as soon as possible.

Information outlining good practice and systems will be given to everyone who works with children, young people and vulnerable adults. This information will be reviewed annually.

6.5.4 Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Kings Church Wokingham social media policy
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

6.5.5 Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the Safeguarding Co-ordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave the organisation. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult social care departments or DBS. If you become

aware of a breach of this code, you should escalate your concerns to the Safeguarding Co-ordinator or line manager (in the case of a paid staff member).

7. Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:



CONFIDENTIAL

INFORMATION TO BE PASSED ON VERBALLY **IMMEDIATELY** TO SAFEGUARDING

CO-ORDINATOR/TRUSTEE

REPORT TO BE WRITTEN AND PASSED ON WITHIN 24 HOURS BY - person disclosed to and supported
by the Safeguarding Co-ordinator.

SAFEGUARDING REPORT/CONCERN							
NAME:							
DATE:				WRITTEN BY:			
Type							
Physical:	Emotional:	Sexual:	Neglect:	Mental Health:	Self-Harm:	Significant Event:	Other:
Passed to SAFEGUARDING CO-ORDINATOR/TRUSTEE:							
June Hawkins / Annette Davies (Delete as appropriate)							
DATE:				TIME:			

DETAILS OF ISSUES AND SHARED BY:

INITIAL ACTION TAKEN: (if any)

Signed.....Date.....

NAME:

SAFEGUARDING CO-ORDINATOR/TRUSTEE COMMENTS /ACTIONS:

Signed.....Date.....

Safeguarding Co-ordinator/Trustee



Consent Form – Youth Activities

Child's Full Name// Preferred name//.....

Date of birth// Gender//.....

Address//

.....
.....
.....
.....

Name of Person with Parental Responsibility//

.....

Relationship with child//..... Contact

number//.....

Address (if different from above)

.....

Emergency Contact Name//Contact

number//.....

Email //

Does your child have any medical or other condition, which the leaders should be aware of? If so, please give details//

.....
.....

.....
.....

Does your child have any dietary needs including any allergies? (If yes, please give details)//

.....

Does your child have any other allergies, e.g., penicillin or other medications, pollen, insect bites/stings, sticking plasters, latex rubber, animals, etc.? (If yes, please give details)//

.....
.....
.....

I agree that in an emergency for my child to receive medical or surgical treatment, (including anesthetic, blood transfusion or any urgent dental treatment), and the sharing of relevant data, as considered necessary by the medical authorities present // YES / NO
In the event of an accident or illness requiring emergency medical treatment, every effort will be made to contact you.

I give permission for any photographs or videos of my child, taken during activities, to be used in promotion of Kings Church Wokingham and to being published on the church website// YES / NO

I would like to receive information about additional Kings Church Wokingham activities// YES / NO

I understand that youth workers may contact me if they have concerns about my child's behaviour

I consent to my child being contacted by youth media via the following methods and show contact details below.

Mobile phone number

Email address

Instagram ID -----

WhatsApp (over 16 only) -----

All communication will follow the Church safeguarding policy which promotes contact via secure groups on social media. Parents will also be notified of events and meetings where youth have been informed via email/ text/ or a messenger system

The activities detailed below are not an exhaustive list of activities but examples of the kind of activities the named young person may be involved in:

- External Functions e.g., theatre trips, cinema showings, football stadiums, zoos, farms.
- Low risk off site activities e.g., parks, skate parks, bowling, ice skating, nature walks etc.
- Trips to cities access to shopping centres, museums, restaurants etc.
- Travel to activities by walking, car, public transport e.g., bus / train

Any activities which require additional insurance will require further individual consent.

I give permission for my child to be involved in activities like and including those listed above for the usual duration of the meeting, unless timing is agreed otherwise YES / NO

We will review this information every year to ensure all records are up-to-date and when the child turns 18 years old the data will be removed.

You have the right for any or all the information we hold to be removed. To request access to or removal of data, write to us at the contact details below.

All information is held securely except when the document is in use and a digital copy will be stored on the King’s Church Wokingham secured database.

All the above data collected is in accordance with the King’s Church Wokingham Privacy Policy.

I understand I have a responsibility to inform King’s Church Wokingham as soon as possible of any data changes stated in this form.

I give my consent for (child) to participate in activities provided by King’s Church Wokingham.

Signed (Parent/Guardian)//

.....

Date//



General Information and Consent Form for Children.

Consent Form – Sunday Morning

Child's Full Name// Preferred name//.....

Date of birth// Gender//.....

Address//

.....
.....

Name of Person with Parental Responsibility//

Relationship with child//.....Contact number//.....

Address (if different from above)

Emergency Contact Name//Contact number//.....

Email //

Does your child have any medical or other condition, which the leaders should be aware of? If so, please give details//

.....
.....

Does your child have any dietary needs including any allergies? (If yes, please give details)//

.....

Does your child have any other allergies, e.g., penicillin or other medications, pollen, insect bites/stings, sticking plasters, latex rubber, animals, etc.? (If yes, please give details)//

.....
.....

I agree that in an emergency for my child to receive medical or surgical treatment, (including anesthetic, blood transfusion or any urgent dental treatment), and the sharing of relevant data, as considered necessary by the medical authorities present // YES / NO
In the event of an accident or illness requiring emergency medical treatment, every effort will be made to contact you.

I give permission for any photographs or videos of my child, taken during Sunday morning activities to be used in promotion of Kings Church Wokingham and being published on the church website YES/NO

I understand that children’s workers may contact me if they have concerns about my child’s behavior

I understand that I am responsible for any personal care that my child requires including nappy changing.

We will review this information every year to ensure all records are up-to-date and when the child turns 18 years old the data will be removed.

You have the right for any or all the information we hold to be removed. To request access to or removal of data, write to us at the contact details below.

All information is held securely except when the document is in use and a digital copy will be stored on the King’s Church Wokingham secured database.

All the above data collected is in accordance with the King’s Church Wokingham Privacy Policy.

I understand I have a responsibility to inform King’s Church Wokingham as soon as possible of any data changes stated in this form.

I give my consent for (child) to participate in activities provided by King’s Church Wokingham.

Signed (Parent/Guardian)//
.....

Date//

