



SAFEGUARDING POLICY

VERSION 1.3 | REVIEW 18TH MAY 2020

ELDERS' SAFEGUARDING STATEMENT

The Eldership of Ivy Church recognises the importance and its responsibility to protect everyone entrusted to our care and especially its ministry/work with children, young people and vulnerable adults.

The following Statement was agreed by the Elders on 18th May 2019.

This Church is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that all church members and regular attendees have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements of UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers [both paid and volunteers] adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding via the monthly email from THIRTY ONE:EIGHT.
- Following any organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the Safeguarding Co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone who works with our children and vulnerable adults agree to abide by these recommendations and the guidelines established by this place of worship/organisation.

- Supporting parents and families as far as it is within our power or permission to do so
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the 'THIRTY ONE:EIGHT'

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the Police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our safeguarding officers.
- Safeguarding is everyone's responsibility.

We intend to review this Statement and our policy and procedures by the 18th May 2020.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as Safeguarding Co-ordinators for Ivy Church.

| | | |
|----------------|--------------|---|
| Adam Firth | 07890 261623 | (Safeguarding Coordinator) |
| Chris Jackson | 07725 730298 | (Deputy Safeguarding Coordinator - 0-5s) |
| Katy Herrera | 07506 584297 | (Deputy Safeguarding Coordinator - 5-11s) |
| Emma Gaze | 07714 270641 | (Deputy Safeguarding Coordinator - Youth) |
| Steve Small | 07729 281243 | (Deputy Safeguarding Coordinator - Merseybank) |
| Pete Dawson | 07709 340089 | (Deputy Safeguarding Coordinator - Fuse) |
| Hannah Bettany | 07738 458078 | (Deputy Safeguarding Coordinator - Sharston) |
| Olli Davis | 07963 530355 | (Deputy Safeguarding Coordinator - Academy) |
| Matt Round | 07845 532856 | (Deputy Safeguarding Coordinator - Didsbury) |
| Gail Jackson | 07913 426670 | (Deputy Safeguarding Coordinator - CAP Officer) |

A copy of the full Policy and procedures is available from the Church office and should be requested via telephone on 0161 434 5505 or email to info@ivychurch.org

Signed on behalf of the Elders

Signed



Adam Firth

Date

SECTION 1: DETAILS OF THE PLACE OF WORSHIP / ORGANISATION

Name of Organisation: Ivy Manchester Limited

Address: Ivy Church Centre, 97 Barlow Moor Road, Didsbury,
Manchester, M20 2GP

Tel No: 0161 434 5505

Email address: info@ivychurch.org

Charity Number: 1134458

Company Number: 7109404

Ivy Church is a large Christian community which meets in numerous venues across the city. As an organisation we are committed to expressing our DNA which centres on the idea of 'knowing' God, 'growing' in community with one another and 'going' into the world to love and serve the people we meet. Our work with children and young people reflects this DNA and involves everything from running 'Ivy Kids' and youth groups during our Sunday services to hosting youth events and a variety of children's groups on a regular basis.

As a growing church we also have increasing opportunities to support vulnerable adults and, working with numerous partner organisations in Manchester and beyond, we support ministries such as Safe Families, CAP, The Message Trust, The Oaks and Betel UK's Manchester work, who provide practical support to individuals and families in need. Our commitment

Ivy Church's Eldership team recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". 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."

The Policy and related Practice Guidelines are based on the ten Safe and Secure safeguarding standards published by the Churches' Child Protection Advisory Service (THIRTY ONE:EIGHT).

SECTION 2: PREVENTION

SAFE RECRUITMENT

The Elders will ensure all workers both paid and unpaid are appointed, trained, supported and supervised in accordance with Government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for paid staff.
- Those applying have completed an application form and a self-declaration form.
- Those short listed, for paid posts, have been interviewed.
- In roles relating to vulnerable adults and under 18s safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where appropriate.
- A Disclosure & Barring Service (DBS) screen has been completed (we will comply with the THIRTY ONE:EIGHT Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant completes a probationary period and is given appropriate feedback on performance
- The applicant has been given a copy of the Church's safeguarding policy and knows how to report concerns.

Appendix 1 contains details of the staff and volunteer checking within the application process used at Ivy Church.

MANAGEMENT OF WORKERS – CODES OF CONDUCT

As a Church we are committed to all workers and ensuring they receive appropriate support and supervision. The Eldership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office; in summary, it is clearly unacceptable for those in a position of trust to engage in any behaviour which might allow, for example, a sexual relationship to develop for as long as the relationship of trust continues. All adults working with children, young people and vulnerable adults are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers should always maintain appropriate boundaries and avoid behaviour which could be misinterpreted. Any kind of sexual relationship between an adult worker and a child is never acceptable, and if concerns arise in this area, these should be recorded and reported to the Safeguarding Coordinator following the guidance set out below.

The trusting relationship between worker and child, young person or vulnerable adult means the worker should never:

- Use their position to gain access to information for their own or others' advantage
- Use their position to intimidate, bully, humiliate, threaten, coerce or undermine
- Use their status and standing to form or promote relationships that are or may become sexual, or exploitative

SAFEGUARDING AWARENESS

The Eldership 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 paid and volunteer workers will receive induction training and be responsible for undertaking annual refresher training either face-to-face or online. (Appendix 2)

The Elders 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.

SECTION 3: RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

UNDERSTANDING ABUSE AND NEGLECT

Defining child abuse or abuse against a vulnerable 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 vulnerable adult.

In order to safeguard those in our places of worship and the third party venues we use, 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 which states:

“1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.”

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

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

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

RESPONDING TO ALLEGATIONS OF ABUSE

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

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. In all instances the procedures below and in Appendix 3 should be followed:

- A person making, or in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Adam Firth on 07890 261623 (hereafter the "Safeguarding Co-ordinator") who is nominated by the Elders 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. Alternatively, 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 Chris Jackson, Katy Herrera, Emma Gaze or any other Deputy safeguarding Officer, (hereafter

the “Deputies,” contact numbers listed above). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputies, then the report should be made to Anthony Delaney in the first instance who support liaison directly with THIRTY ONE:EIGHT PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the Police.

- Where the concern is about a child or vulnerable adult the Safeguarding Co-ordinator will contact an officer at Manchester Contact Centre. Where the concern is regarding an adult in need of protection, advice from THIRTY ONE:EIGHT may be required. The Manchester Contact Centre telephone number is 0161 234 5001 and the National Helpline is 0845 120 4550.
- If a child is considered as being in immediate danger of harm it may be necessary to contact the Police Child Protection Team on telephone number 0161 856 6137.
- Suspicions should not be discussed with anyone other than those nominated above. A written record of the concerns should be made to the Co-ordinators in accordance with these procedures and this will be kept in a secure place. Appendix 3 contains a form which should be used for recording incidents and any action taken.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police, or taking advice from Thirty one
- :Eight
- The Eldership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- A written report of every allegation should is kept either electronically in a secure location or in a locked filing cabinet for future reference and kept in accordance with the Church’s policy on the retention of documents.

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 THIRTY ONE:EIGHT, although the Elders hope that members of the organisation will use the procedure outlined above in order that the Church is fully informed of any problems arising and may be able to assist in clarifying issues. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct.

SECTION 4: PASTORAL CARE

SUPPORTING THOSE AFFECTED BY ABUSE

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

Confidentiality is crucial within the counselling/pastoral care relationship and this includes written records. Information should only be divulged to a third party with the permission of the counsellee or because they:

- are considered a danger to themselves or others
- give information relating to significant harm to another child, young person or vulnerable adult

If a staff or volunteer is given information about a risk of significant harm to a child or young person, it should be explained to the informant that the statutory agencies may need to be advised. How this is done will depend on whether the alleged victim is an adult or a child, whether they are disclosing information about someone else or they are admitting to being responsible for abusing another person. Whatever the circumstances, any proposed action or referral should be explained carefully and sensitively with the offer of continued support.

Support will be tailored on an individual basis with links to external, professional, counselling support available.

WORKING WITH OFFENDERS

When someone attending Ivy Church is known to be a risk to children or vulnerable adults, the Eldership will ensure there is appropriate supervision for the individual concerned and offer pastoral care. In its safeguarding commitment to the protection of children and vulnerable adults, it will set boundaries or prohibitions for that person which they will be expected to keep. Written contracts will be utilised where required outlining both the boundaries required and any support that may be available.

Ex-Offenders cannot work with young people or children if their offence is violence or sex related.

SECTION 5 – GOOD PRACTICE GUIDELINES

As an organisation 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 accusation.

As well as this general Code of Conduct for workers we also have specific Good Practice Guidelines for activities in which we are involved (See Appendix 4).

GENERIC GOOD PRACTICE GUIDELINES FOR CHILDREN/YOUNG PEOPLE’S WORK:

Adult / Child Ratios - In order to supervise children’s activities safely it is necessary to have sufficient adult leaders and helpers. Since the introduction of the statutory framework for the Early Years Foundation Stage (EYFS), the following ratios should be applied:

- For 0 to 2 years - 1 leader to every 3 children (1:3)
- For 2 to 3 years - 1 leader to every 4 children (1:4)
- For 4 to 8 years - 1 leader to every 6 children (1:6)
- For 9 to 12 years – 1 leader to every 8 children (1:8)
- For 13 to 18 years - 1 leader for every 10 children (1:10) (NSPCC recommendations)
- Where possible there should always be more than one leader for any group.
- If possible have at least one male and one female leader if the group is mixed

Facilities - Group areas should be warm, adequately lit and ventilated. High standards of cleanliness should be maintained.

Equipment - It is the responsibility of the activity lead present at the time an activity is being undertaken to ensure that toys and other equipment are appropriate for the age group with which they are being used and in good working order.

Registration - Where activities take place for more than 2 hours in any one day, or if a holiday club runs for more than 6 days a year, registration of the provision with Ofsted is required.

Administration - Keep an up-to-date register and record of children, their parents and contact phone numbers, attendance and other specific information (such as asthma, epilepsy, diabetes, allergies and medication, permission to photograph etc.) in line with GDPR regulations.

Children with Special Educational Needs - Any specific requirements need to be documented when a child is registered and the activity lead is responsible for identifying whether they are able to safely supervise all children taking part in an activity.

Time alone - Minimise time alone with any child or young person. If it is vital to be isolated with an individual ensure that another leader is informed of where you will be and why. If possible remain in the view of another leader. Try never to be behind a closed door but if necessary tell someone that you are there.

Touch - Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress. However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of

situations in which their actions, however well intentioned, could be misconstrued by others or be harmful.

General Good Practice for staff/team- Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and where you put your body.

Do not engage in any of the following:

- Invading the privacy of children when they are showering or toileting
- Rough, physical or sexually provocative games
- Making sexually suggestive comments about or to a young person, even in fun
- Inappropriate and intrusive touching of any form
- Any scapegoating, ridiculing, or rejecting a child or young person
- Controlling and discipline children using physical punishment
- Let youngsters involve you in excessive attention-seeking that is overtly sexual or physical in nature
- Invite a child or young person to your home alone: instead you should invite a group, or ensure that someone else is in the home. Make sure the parents know where the child is and has given consent to this.
- Share sleeping accommodation with children or young people if you take a group away.

Good Practice with Colleagues - If you see another member of staff/team acting in ways which might be misconstrued, be prepared to speak first to the person and your safeguarding supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

Casual Visitors - Casual visitors, i.e. those who have not been authorised by the Church as leaders or helpers, should not have access to children without presence of an adult who is deemed to be responsible for the group.

HEALTH AND SAFETY

- All leaders should know the location of the nearest telephone/have an adequately charged mobile.
- Workers must be aware of the safety/fire procedure in each building/venue. Fire extinguishers should be available and regularly checked by the management responsible for the venue.
- Children with infectious illnesses must not attend.
- No smoking should be permitted near the areas children will be in.
- Accidents should be recorded in an Accident Book with a note of any action taken and signed by the leader involved, and reported as soon as possible afterwards to the Church office Health and Safety officer.
- A First Aid Kit should always be available and its location must be well known to all workers.
- No medication should be administered without written parental consent.
- Risk assessment should take into account the provision of First Aid cover.

Transport - If at all possible do not give lifts to children and young people on their own. If they are alone ask them to sit in the back seat. Check that the driver's insurance covers the vehicle and passengers. Seat belts must be worn. Always check with the parent/guardian if they are happy to allow their child to travel in your car.

APPENDICES

APPENDIX 1 – PROCEDURES FOR APPOINTING STAFF AND VOLUNTEERS

For all staff and volunteers who will be working with children, young people and vulnerable adults (Ivy Kids & Ivy Youth team members and CAP) the following procedures apply.

1. On application to join the team a self-disclosure form will be completed.
2. DBS checks will be undertaken prior to appointment and updated on 3 yearly basis.
3. A copy of The Ivy Church Safeguarding policy will be provided and the accompanying video is to be watched to aid familiarisation with Ivy Church procedures.
4. On receipt of a satisfactory DBS clearance and at least one reference the individual will be cleared for working in the role to which they have been appointed.
5. Volunteers are cleared to help in the presence of a of another DBS cleared adult on the receipt of a self-disclosure form.



CHILD PROTECTION PERSONAL DISCLOSURE FORM

Ivy Church is committed to safeguarding the welfare of children and young people. As part of this commitment, Ivy Church requires you to complete this form in the following circumstances:-

- You work in a position which does not usually involve working with children but may, from time to time, involve supervised contact with children; or
- You work in a position where working with children will be part of your role and you are awaiting the return of a satisfactory DBS check.

Please take the time to familiarise yourself with the Ivy Church Safeguarding Policy.

| <i>Please complete the following:</i> | |
|---|----------------------|
| I declare that I have never been: | |
| 1. Cautioned or convicted of any offence relating to children or young people; and/or | |
| 2. Subject to any disciplinary action or sanction relating to children* | |
| *(this means if your name is on the Sex Offenders Register or you are otherwise known to the police or any Local Authority Social Services Department, or any employer, as being an actual or potential risk to children). | |
| I also understand the following:- | |
| 3. If I am awaiting the return of a satisfactory DBS (CRB) check, I understand that I will only be able to carry out restricted duties which means that I cannot work unsupervised or in a Regulated Activity (your manager will be responsible for ensuring a restricted duties plan is in place, and this will be authorised by a more senior manager). | |
| 4. I also understand that any false or misleading information I knowingly provide on this form may result in the refusal to volunteer with or for Ivy Church. | |
| 5. If I subsequently meet the criteria outlined in point 1 or 2 above I will inform a member of staff at Ivy Church. | |
| 6. I consent to a criminal records check and to this personal data being processed and kept by Ivy for the purpose of child protection in accordance with the Data Protection Act 1998. | |
| Surname: | First Name: |
| Address: | D:O:B |
| | Telephone No: |
| Date: | Signature: |

Ivy Church reserves the right to verify the information you have given on this form. To make a false declaration is a serious offence, and you may be referred to the appropriate authorities. Please hand this form to a member of staff who will hold this form locally in a secure location for the duration of your engagement or until a satisfactory DBS (CRB) check has been received. If you are unable to complete this declaration you must inform your site/ministry lead and you will not be permitted to work on any project which involves contact with children.

APPENDIX 2 – SAFEGUARDING TRAINING

Regular safeguarding updates will be provided via email and cascading through team leaders with an annual compulsory update event for all staff and volunteers who work with children and vulnerable adults. The following provides an example of content covered:

SIGNS OF POSSIBLE ABUSE (CHILDREN & YOUNG PEOPLE)

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

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

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

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

NEGLECT

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

SIGNS OF POSSIBLE ABUSE (VULNERABLE ADULTS – SEE DEFINITION):

PHYSICAL

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

SEXUAL

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

PSYCHOLOGICAL

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

FINANCIAL OR MATERIAL

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

NEGLECT OR OMISSION

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

DISCRIMINATORY

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

INSTITUTIONAL

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

APPENDIX 3 – DETAILED PROCEDURES WHEN A CONCERN IS IDENTIFIED

DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

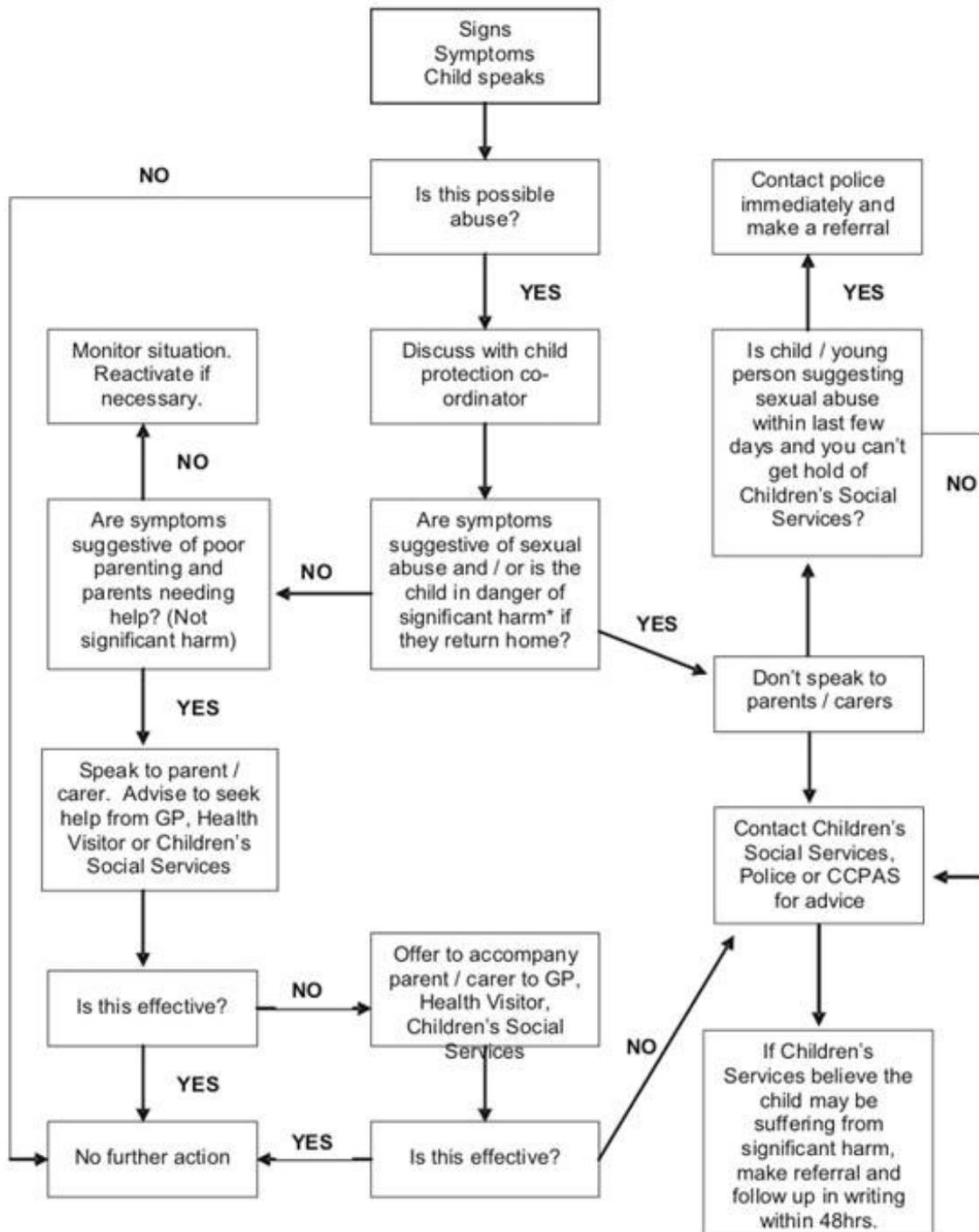
- Contact Children's Social Services, the Police (or THIRTY ONE:EIGHT) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers implicated in abuse unless advised to do so, having contacted Children's Social 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 THIRTY ONE:EIGHT (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.
- Fill in a Cause for Concern/Disclosure Form...<https://form.jotformeu.com/90035926422352>

ALLEGATIONS OF SEXUAL ABUSE

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. In the case that the accused is their parent/ carer they will NOT speak to the parent/carer.
- Seek and follow the advice given by THIRTY ONE:EIGHT if, for any reason they are unsure whether or not to contact Children's Social Services/Police. will confirm its advice in writing for future reference.
- Fill in a Cause for Concern /Disclosure Form...<https://form.jotformeu.com/90035926422352>

The following flow chart provides an overview of the actions that will be taken when concerns regarding possible abuse are raised:



DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A VULNERABLE ADULT:

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively THIRTY ONE:EIGHT can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

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 in regards to the need to refer the case to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO) who will advise on any requirements for immediate suspension.

CAUSE FOR CONCERN/ DISCLOSURE FORM

Date of Disclosure/Event * _____ Month/ Day /Year

Names of People Involved. *

Describe Incident: *

Any Advice or Follow Up Required or Found?

Name *

First Name / Last Name

Email

Phone Number

Thank you so much for filling this in and looking after our community. If you need any more support please get in contact with your site/ team leader.

Many thanks

Ivy Church

**Record of Safeguarding
Concern To be completed By
Safeguard Lead on Follow Up**

| | | | |
|--|--|---|--|
| Name of child/young person/ vulnerable adult | | | |
| Address | | D.O.B | |
| | | Age | |
| | | | |
| Nature of concern (Brief outline, record in detail below) | | Date that concern was raised | |
| | | Time that concern was raised | |
| | | | |
| Name of person raising concern | | Relationship to child/young person/ vulnerable adult | |
| Who have you passed this information to? | | On what date? | |
| <p>Detail of concern (Please include as much detailed information in this section as possible. Remember - the quality of your information will inform the level of intervention initiated.)</p> | | | |

| | | | | | |
|--|--|------------------|--|----------------------------------|--|
| Signature of person raising concern | | Date | | Time | |
| Details of all actions/ decisions taken in respect of this concern – (To be completed by Safeguarding Coordinator/Deputy) | | | | | |
| Record details of any previous concerns here: | | | | | |
| Action Taken | | By who | | Date & time Completed | |
| Outcome | | | | | |
| Action Taken | | By who | | Date & time Completed | |
| Outcome | | | | | |
| Action Taken | | By who | | Date & time Completed | |
| Outcome | | | | | |
| Name of Safeguarding coordinator | | Signature | | | |
| Name of Parent | | Signature | | | |

APPENDIX 4 – SPECIFIC GOOD PRACTICE GUIDANCE

FILMING/PHOTOGRAPHY

Since the introduction of the Data Protection Act in 1998, organisations must be careful if they want to take photographs or film footage of people, and how images are used. This does not mean that photographs should not be taken or filming prohibited but there are certain protocols that must be followed to comply with data protection legislation as well as safeguard children, young people and vulnerable adults.

Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. Parents/carers can let the Church know if they do NOT want their child photographed or filmed. The worker should contact the parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.
- When using photographs of children and young people, use group pictures and never identify them by name (which includes not tagging on social media) or other personal details,. These details include e-mail or postal addresses, telephone or fax numbers, or social media contacts.
- Toileting

Treat everyone with dignity and respect and ensure privacy appropriate to age and situation.

The issue of privacy is an important one and everyone has a right to it. Some aspects of intimate care, of necessity, are carried out by a single adult. Having an adult working alone does increase the opportunity for possible abuse, but this has to be balanced by the loss of privacy and lack of trust implied if two people have to be present at all times.

As far as possible, involve the child or adult in their own intimate care.

Always avoid doing things for the child or adult if they are able to do it alone or for themselves. If they are able to help, encourage them to do so. If the person is dependent on you for help, talk to them about what you are doing and offer choices where this is possible.

Be aware and responsive to the person's reactions.

Always check what you are doing by involving the person. Ask questions such as 'Can you wash there?', 'How do you normally do that?', 'Is it all right to do it like this?' If the person expresses dislike, or shows concern at a certain person carrying out their intimate care, try and find out why and share this with a leader. If the person you are providing intimate care to has a 'grudge' against you, or dislikes you for some reason, ensure that another leader is aware of this.

Team practice in intimate care should be as consistent as possible.

Intimate care should not be carried out without the prior permission of parents/carers, except where this may be in an emergency situation.

Ensure that as a team you have a consistent approach to the intimate care of children and adults. This does not mean that everything should be done in an identical fashion, but it is important that approaches are not markedly different between different adults. Never do something unless you are sure you know how to do it.

Intimate medical care procedures may be carried out only by nursing or medical staff unless workers have been trained and assessed as competent to carry out such

procedures. If you are not sure about something, ask; if you are still unsure or need to be shown something again, ask again. Never put children, adults or yourself at risk through lack of knowledge.

Reporting incidents and suspicions

If whilst attending to the intimate care of a child or adult you accidentally hurt them, or notice that they are sore or tender in the genital area, report this at once. If the child or adult becomes sexually aroused because of your actions, misunderstands or misrepresents something or has an emotional reaction without apparent cause, report it immediately by speaking to the Safeguarding Co-ordinator or Deputy. Make a report of the incident as soon as possible. Fill in a Cause for Concern /Disclosure Form...<https://form.jotformeu.com/90035926422352>

Seek to encourage children to have a positive image of their bodies.

The way we respond to the handling of intimate care procedures will convey lots of messages to the child or adult. We want them to value themselves and their bodies. Children and all with disabilities who are confident and feel their bodies belong to them are less vulnerable to sexual abuse.

The attitude of an adult when performing intimate care is important. Bearing in mind the person's age and understanding care should be enjoyable, relaxing and fun.

A person's right to object or say 'no' must always be fully respected.

FIRST AID

All accidents, however minor, should be recorded in an Accident Book. All workers should be aware of its location in whatever venue is being used. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the Accident Book. Whether a vulnerable adult can sign the book will depend on the nature and extent of their disability.

If the child, young person or vulnerable adult is not collected at the end of a session, a letter should be sent to the parent or carer explaining what has happened in much the same way a School would respond.

DISCIPLINE

TOP TIPS

1. Regularly review your programme to ensure children or young children are not going to get bored
2. Lay down basic ground rules about acceptable behaviours and attitudes, and what the consequences will be if the rules are not adhered to
3. Be consistent in what you say and make sure other team members know what you have said

GENERAL GUIDANCE

- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.

- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well behaved attention and resist allowing the demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children and young people in particular are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

For those who are continuously disruptive, helpers should be pro-active rather than waiting to be told to deal with a situation.

1. Challenge them to change their behaviour whilst encouraging their strengths.
2. Have them sit right in front of you or get a helper to sit next to them.
3. Remove them from the group (to the side of the room, not out of sight), and explain that you will call the parent back if the behaviour continues
4. Call the parent back/send/take them back to their parent (check on afterwards)

SOCIAL MEDIA

- Staff/Team may accept young people on Facebook, Instagram, Snapchat and Twitter if they are added by the youth.
- Staff/Team may not find and add them directly themselves.
- If communication is needed, and the youth is not on the Churchsuite database they may be contacted via social media for event/organisational purposes.
- Staff/Team are not allowed to direct message on Snapchat.
- In interacting with young people on social media, try as much as possible to do everything in a shared space - communicate on walls, or in group chats, rather than personal 1:1 private messages. This isn't always possible, but if you do have a private chat with a young person for a valid reason, keep a copy of the conversation in case of further issues.
- Try as much as possible to redirect them to shared spaces, other resources or back to Jesus in their thinking.

TEXTING

- Staff/Team can have a young person's number, but limit interaction with them in private text messages - where possible do it through group messages and platforms such as WhatsApp.
- Keep a record of communications with any under 18's
- Don't text just for fun, or in inappropriate ways. Always keep communications around organising events, or checking in with a vulnerable adult/under 18 around a certain topic or need. Rather than just acting too much like a friend.
- Never contact a vulnerable adult/under 18 between the hours of 10pm-7am, unless necessary. If they contact you around personal issues during this time frame try as much as possible to limit the communication to a different time, however it is understandable that this may not always be possible.