



KEEPING EVERYONE SAFE

October 17, 2016 Safeguarding and Childcare policy



Safeguarding Policy

Horringer Court Community Church

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Charity Number: 1142307 Company Number: 7641594

Public Liability Insurance Policy with Congregational & General Insurance.

The following is a brief description of our place of worship / organisation and the type of work and activities we undertake with children, young people and vulnerable adults:

- Providing worship services and prayer meetings for all ages. Children as well as vulnerable adults participate in these activities, which are principally held at Horringer Court Middle School, Glastonbury Road, Bury St Edmunds.
- A social activity club for children and young people, JIF and A2J meets on Friday evenings and also operates as a teaching group on Sunday mornings. These activities normally take place in Horringer Court Middle School. Trips, outings and other events for children and young people are organised from time to time.
- Regular mid-week meetings on Wednesdays for bible study, worship, prayer and fellowship (House Groups) take place in designated houses.
- A monthly prayer meeting takes place which is held in a designated house.
- A monthly service takes place on a Sunday afternoon which is held at Glastonbury Court residential home.
- A Pastoral Care team exists to support and help those in particular need. Their work may include visiting the sick in their homes as well as in hospital, providing transport to the elderly and inform and carrying out tasks such as running errands or shopping.

Our commitment

As a Church Leadership we 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 bullying, 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.” 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. See Leadership Safeguarding Statement – Appendix 1.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with Suffolk Social Care Services.

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 regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- File a copy of the policy and practice guidelines with CCPAS and Suffolk Social Care Services, and any amendments subsequently published.
- The Leadership agrees not to allow the document to be copied by other organisations.

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 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 which states:

- 1. States 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 as an appendix to this policy.

Statutory definitions of abuse (Children and Young People): see Appendix 2

Statutory definitions of abuse (Vulnerable Adults): see Appendix 3

How to respond to disclosure: see Appendix 4

Effective listening: see Appendix 5

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers*, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and thereafter undertake additional safeguarding training on a regular basis either by way of "in house" training or through an appropriate external training organisation. The safeguarding training will be repeated every 2 years for all workers.

*Workers – defined as those who meet the recruiting/approved criteria set out in this document. Workers include those involved in church activities such as Crèche, JiF and A2J and who work directly with children, young people and vulnerable adults.

The Leadership will also ensure that children, young people 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.

Responding to allegations of abuse

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Hayley Sykes (hereafter the "Safeguarding Co-ordinator") telephone no: 07834 345667 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Michele Tozer (hereafter the "Deputy ") telephone no: 07443 460583. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Suffolk Children and Young Peoples' Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children and Young Peoples' Services. Where the concern is regarding an adult in need of protection please contact Adult Social Care or take advice from CCPAS as above.

The local Children and Young Peoples' Services office telephone number, at any time, is 0808 800 4005.

The local Adult Social Care office telephone number, at any time is 0808 800 4005.

The Police Child Protection Team

In emergency please dial 999. Otherwise the telephone numbers is 101, and ask for The Child Protection Team for Suffolk.

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company

Congregational & General Insurance

Tel no: 01274 700 700

Policy number RC 01003177

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Care Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Co-ordinator / Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, 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 / 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. 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/ deputy 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.

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 there are concerns about emotional abuse, the Safeguarding Co-ordinator / Deputy will:

- Contact Children and Young Peoples' Services (or CCPAS) 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 and Young Peoples' Services' 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 and Young Peoples' Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children and Young Peoples' Services.

ALLEGATIONS OF SEXUAL ABUSE

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

- Contact the Children and Young Peoples' Services Department 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 CCPAS if, for any reason they are unsure whether or not to contact Children's and Young Peoples Services/Police. CCPAS will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

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 Adults Services 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, CCPAS 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 need to liaise with Children's and Young Peoples Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

Prevention

Safer recruitment

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

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 code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

The Home Office issued guidance in 'Abuse of Trust Caring for young people and the vulnerable? Guidance for preventing abuse of trust'. This guidance is intended to apply to those caring for young people or vulnerable adults in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important that places of worship and organisations have clear boundaries in regards to the personal relationships which can develop.

Pastoral Care

Supporting those affected by abuse

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

Working with offenders

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

Where appropriate the Leadership will consider implementing a written contract to define such boundaries and expectations. The exact terms and conditions of such a contract will depend on the individual circumstances.

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 a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached.

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 vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

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

APPENDIX NO 1

Leadership Safeguarding Statement

The Church Leadership team which includes Pastor, Elders, Deacons and Trustees recognises the importance of its ministry and work with children, young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership on October 14th 2016.

Horringer Court Community Church is committed to the safeguarding of children, young people and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all 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 for 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 adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinators in their work and in any action they may need to take in order to protect children and vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this church.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people

APPENDIX NO 1 CONTINUED

- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the church affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children and Young Peoples' Services have lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) have 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. In addition, we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures regularly.

If you have any concerns regarding a child, young person or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Hayley Sykes Safeguarding Coordinator (Children & Adults)

Michele Tozer Deputy Child Safeguarding Coordinator (Children & Adults)

A copy of the full policy and procedures is available from Hayley Sykes, telephone number 07834 345667

A copy of our safeguarding policy has been lodged with CCPAS and Suffolk Social Care who have local safeguarding responsibility.



APPENDIX NO 1 CONTINUED

Signed by leadership

Pastor

Signed

Date

Elder

Signed

Date

Deacon

Signed

Date

Safeguarding Coordinator

Signed

Date

APPENDIX NO 2

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.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

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

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

Emotional abuse

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

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

Sexual abuse

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

APPENDIX NO 2 CONTINUED

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

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

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

APPENDIX NO 3

Statutory Definitions of Abuse (Vulnerable Adults)

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

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

Physical Abuse

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

Sexual Abuse

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

Psychological or Emotional Abuse

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

Financial or Material Abuse

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

Neglect or Act of Omission

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

APPENDIX NO 3 *CONTINUED*

Discriminatory Abuse

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

Institutional Abuse

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

APPENDIX NO 4

HOW TO RESPOND TO A CHILD, YOUNG PERSON OR VULNERABLE ADULT MAKING A DISCLOURE

It is not easy to give precise guidance but the following may be of help

General Points

- Accept what the person says (however unlikely it sounds)
- Keep calm
- Look at the person directly
- Be honest
- Let them know you need to tell someone else - don't promise confidentiality
- Even when someone has broken a rule they are not to blame for abuse
- Be aware that the person may have been threatened
- Never push for information

Helpful things to say or show

- I believe you (or showing acceptance of what the person says)
- I am glad you have told me
- It's not your fault
- I will help you

Avoid saying

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

Concluding

- Again, reassure the person that they were right to tell you and that you believe them
- Let the person know what you are going to do next and that you will let them know what happens
- Immediately refer to someone appropriately qualified

APPENDIX NO 4 *CONTINUED*

Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the person said and when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed up.

Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated, then report to the deputy co-ordinator. If both are implicated report to Suffolk Social Care Services.

You should not discuss your suspicions or allegations with anyone other than those nominated above.

You should not discuss your suspicions or allegations with anyone other than those nominated above.

APPENDIX NO 5

Effective Listening

It is important that we listen carefully when a person, whether they be a child or an adult, wishes to talk about an issue or problem that they may be experiencing. We must make it as easy for them to do so as possible so that they feel that their concerns have been properly listened to.

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
 - Above everything else listen without interrupting
 - Be attentive and look at them whilst they are speaking
 - Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
 - Try to remain calm, even if on the inside you are feeling something different
 - Be honest and don't make promises you can't keep regarding confidentiality
 - If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership in this place of worship/organisation to respond to any safeguarding concerns.

Signed _____ Date _____
 Leadership of place of worship/organisation

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

MindinfoLine
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141

CHURCHES' Child Protection ADVISORY SERVICE

The Churches' Child Protection Advisory Service is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:
0845 120 45 50



Horringer Court Community Church

Child Protection Policy

General Guidelines for Children's / Young People's Activities

These guidelines have been drawn up to protect children from harm. The interests of children are paramount at all times and consequently these guidelines should not be departed from except in exceptional circumstances. Where it is necessary to do so it should only be with the prior consent of the workers supervisor, or in an emergency, reported in writing after the event.

- 1 A register of children attending JIF club or Youth activities should be kept to record attendance, this should include leaders too.
- 2 All records of names and addresses etc. need to be afforded secure and confidential storage to meet the requirements of the Data Protection Act.
- 3 General parental consent forms agreeing to participation in normal activities should be held. Where unusual activities (such as swimming, residential camps, trips or other activities where a higher degree of risk may be entailed) are to be undertaken specific written parental consent must be obtained. This should include consent to essential emergency medical treatment if required.
- 4 In the event of an accident or other incident that involves any injury to a child or worker an accident report form should be completed alongside completing the First Aid book if first aid is administered.
- 5 An adequate first aid kit should be available at any venue where we have children's/ youth activities. A nominated individual should be responsible for checking that the kit is fully stocked on a monthly basis and should annotate the logbook to confirm this check.
- 6 If children are to be transported (other than by their own parents or by parents making their own private arrangements between each other) a specific parental written consent should be obtained. Any driver must have a DBS check. All drivers must be qualified and fully licensed. Seat belts should be worn at all times. Any vehicles used must be taxed, roadworthy and have adequate insurance.
- 7 Where meals are being prepared (e.g. weekends away/ camps) at least one person in attendance should hold a basic food hygiene certificate.
- 8 All potential workers, whether paid or voluntary, must complete an application form/voluntary disclosure form giving details of their past experiences working with children and any allegations of abuse. References will be obtained except where we have known individuals for a sufficiently long period as to be satisfied as to their integrity and ability.
- 9 All workers who will have any involvement with children and young people must have a search made at the Disclosure Baring Service (DBS). Where such workers will have regular contact with children and may be in sole charge or responsibility for children (including transport drivers) they must have an "Enhanced DBS" check. DBS Certificates obtained by other organisations may be accepted provided that they are not more than 6 months old at the time of application and the individual has been known to the Church Leadership for at least 12 months. Photocopy certificates will not be accepted.

- 10 All activities for children and young people will be supervised by at least two workers, one of each gender. Where groups exceed 20 children there should be at least one worker per 10 children. However, for small group activities such as teaching groups on a Sunday morning and for transport purposes a single leader may be in charge of a group. A one to one meeting may also be appropriate for mentoring or listening to a child. Where such a situation applies the worker should inform another responsible person and know how and where to summon help if required. No person under the age of 16 should be left in sole charge of children of any age. Children under the age of 16 attending a group should not be left alone at any time.
- 11 Any activities should be organised in such a way as to not to expose children to unnecessary risk of injury or other harm. Equipment and premises should be checked periodically for any signs of damage that might pose a danger to users. Any electrical equipment used should be subjected to PAT testing at least once every 5 years.
- 12 Parental consent should be obtained before any photographs are taken. Care should be taken to ensure that individual rights under the data protection act are not breached. Photographs must not be published in any form without specific written consent.
- 13 From time to time it may be appropriate to visit a child/young person in his or her own home. A supervisor or fellow worker should be informed of the proposed visit before it takes place. Never enter the house if the child's parent/carer is absent. Keep a written record of the visit detailing the date, time, purpose and what was discussed.
- 14 Where telephone contact is to be made with a child this should normally be only to the home telephone. Contact with younger children by means of SMS Text messaging, mobile phone or e-mail should not normally be made. Where such contact is necessary the group leader/supervisor should be made aware of the circumstances, preferably before contact is made. Such means of contact may be utilised with older youth (e.g. teenagers and young adults) but care should be taken to ensure that all content is appropriate, cannot in any way be misinterpreted and does not compromise the worker/child relationship. If in doubt use home telephone only or ensure that someone else is listening. Any e-mail contact should be via the official church e-mail accounts and copies of any e-mail should be kept. Any inappropriate contacts received by workers from children should be reported to the group leader /supervisor or the Child Protection Policy Co-ordinator.
- 15 Any physical contact with a child / young person must be age appropriate and generally should be initiated by the child/young person not the worker. Touching must be related to the child / young person's needs, not the workers and should only be in public. Any physical activity that is, or may be construed as, sexually stimulating to any party must be avoided. Team members should take responsibility for monitoring one another in the area of physical contact and should feel free to challenge a colleague if necessary.
- 16 Anyone experiencing any problems with these guidelines, either in understanding or application, should speak to their group leader or the Church Child Protection Policy Co-ordinator / deputy Co-ordinator. Further guidance on child protection may be found in the CCPAS publication "Guidance to Churches" a copy of which is held by the Co-ordinator.
- 17 This policy should be reviewed annually.

Horringer Court Community Church

General Information and Consent Form

Group: _____

Full name of child/young person _____

Date of Birth: ____/____/____

Address: _____

Postcode: _____

Name of GP: _____

Tel No (GP): _____

Address (GP): _____

NHS No: _____

Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

Name of parent/carer _____

Tel No: Day _____ Eve _____ Mobile _____

Additional contact (grandparent etc. or other holding parental responsibility)

Name _____ Tel no: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc.) please give details of those with parental responsibility

Name(s): _____

Tel no: _____

Address: _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

I give permission for _____ to receive first aid from a person who is trained in basic first aid.

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic (please tick)

YES NO

At times members/leaders will take photographs or videos of your son/daughter to be used in the newsletter or on the church website. No names will be added next to the photo/video. Please delete as necessary below.

I give/do not give permission for _____ to have photographs or videos taken of them.

If there are any changes to the above information then you must inform the leaders as soon as possible.

Signed (parent/or adult with parental responsibility) _____

PROTECTION OF VULNERABLE ADULTS

Abuse of Vulnerable Adults' Policy Statement

Horringer Court Community Church (hereinafter referred to as 'The Church') believes that every person has the right to live free from abuse. We will work in collaboration with other agencies to uphold the rights of vulnerable adults and to protect them from harm and exploitation.

Purpose

This policy is intended to give guidance for working with those deemed to be 'vulnerable adults' in order to recognise and deal with incidents of abuse whilst respecting the dignity, privacy, independence and individuality of the vulnerable adult.

The purpose of this policy is to:

- Set out the values, principles, and policies underpinning all work with abused adults
- Define the procedure to be followed if abuse is suspected
- Define the different types and signs of abuse of vulnerable adults and indicate their possible causes and associations
- Indicate the legal framework within which abuse can be tackled.

Introduction

These procedures cover abuse of vulnerable adults by anyone who may be in a relationship of trust with them, including but not limited to friends, relatives, volunteers, leadership and members of the Church, whether this be through organised Church activities, worship services, home group meetings, the provision of pastoral care or otherwise. These procedures do not apply to incidents and relationships occurring outside of the Church context but if anyone has concerns about any individual connected to the church in any way please refer to the Church Leadership for guidance.

Responsibility

Anyone who is suspicious that abuse is occurring, either within the Church or affecting someone connected to the Church, is responsible for implementing these policies and procedures, in association with the Church Leadership and with other external agencies such as the police and Social Care.

Definitions

" Abuse" is a violation of the civil and human rights of an individual which may entail a single or repeated act, or neglect of appropriate action, usually occurring within a relationship, where there is an expectation of trust and which causes harm or distress to a vulnerable person.

" Vulnerable adult:" - An adult who is or may be in need of care services by reason of mental or other disability, age, infirmity or illness: and/or who may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. This definition may also include someone who becomes vulnerable due to temporary circumstances such as homelessness, unemployment, bereavement, imprisonment or other distressing situations; those with drug and alcohol dependency problems, issues with illiteracy, low self-esteem or self-worth, social exclusion, victims of domestic violence, immigrants, refugees and asylum seekers, those who have a limited command of the English language, victims of crime.

“Staff” and/or “Team Member” Any person involved in leadership or ministry in or on behalf of the church, including but not limited to, Pastor, Elders, Deacons, House Group or other Ministry Group Leaders, Trustees, Home Visitors, Pastoral Care Team, other ministry volunteers.

“Ministry Leader” Person responsible for overseeing the various ministries of the church. This will normally be the Pastor, Elders or the leader of the Pastoral Care Team.

“Church Leadership” The Elders (or equivalent) holding responsibility for Spiritual oversight and pastoral guidance.

“Trustees” Those appointed to the role of Trustee and having legal responsibility for management under the Church’s constitutional documents.

Recognising Different Types of Abuse

Physical abuse

Physical abuse is the deliberate infliction of pain, physical harm or injury including: hitting, slapping, punching, pushing, kicking, hair pulling, restraint, withholding or misuse of medication.

Indicators include:

- Multiple bruising
- A history of unexplained falls and /or minor injuries
- Fractures not consistent with falls or explanations of the injury
- Unexplained loss of hair, particularly in clumps
- Cuts that are not likely to be explained by self-injury or accident
- Finger marks, scratches or welts
- Burns and/or other injuries not consistent with possible explanations
- Excessive consumption of alcohol which is unusual

Psychological and emotional abuse

Any pattern of behaviour by another that results in psychological or emotional harm to a vulnerable adult and may include: verbal abuse, humiliation, insults, ridicule, bullying, threats, enforced isolation, coercion, lack of privacy or choice, denial of dignity, conveying to the individual that they are unloved, worthless or inadequate. Causing fear, emotional distress or insecurity, the feeling of being in danger.

Indicators may include:

- Strain within the relationship
- Indications that the abuser acts differently with the worker present than at other times with the vulnerable adult
- An air of silence in the home or other situation when the alleged or suspected abuser is present
- A general lack of consideration for the vulnerable adult’s needs or welfare
- Refusal to allow the vulnerable adult an opinion of their own

- Denial of privacy in relation to their care, feelings or other aspects of their life
- A denial of access to the vulnerable adult, especially where the adult is in need of assistance which they will consequently not receive
- Sudden mood swings, aggressiveness or depression
- Undue nervousness or anxiety, inability to concentrate, obsessions or phobias

Note: These last two indicators can also be due to other factors such as mental health issues or dementia.

Sexual abuse

Sexual abuse is any sexual act carried out without the informed consent of a vulnerable adult, and may include fondling, sexual intercourse, offensive or suggestive language, inappropriate touching or other sexualised acts, whether penetrative or non-penetrative.

Indicators include:

- Unexplained bruising around anus, vaginal or genital areas
- Unexplained difficulties in walking
- Reluctance of the person to be alone with an individual known to them
- Unexplained behaviour change
- Unexplained bleeding
- Stained or bloody clothing

Financial abuse

Financial abuse is the misappropriation of the funds of a vulnerable adult and may include misuse of finances, exploitation, theft or fraudulent use of money, embezzlement, misuse of property or possessions

Indicators include:

- Situations where, despite having a personal income/pension, the vulnerable adult is without money soon after its receipt, particularly where that person is not able to spend money without assistance
- Unexplained shortage of money despite a seemingly adequate income
- Unexplained withdrawals from saving accounts
- Unexplained disappearance of financial documents e.g. building society books or bank statements, cheque books, bank cards or other valuable possessions such as furniture, ornaments and jewellery

Neglect

Neglect may be deliberate or by default where the abuser is not able to provide the care needed and may not recognise the need for that care to be given. The abuser may also be neglecting themselves.

Indicators include:

- Persistent hunger
- Loss of weight

- Poor hygiene
- Inappropriate dress
- Consistent lack of supervision for long periods, especially during activities which hold danger for them
- Denial of social, religious or cultural needs
- Constant fatigue or listlessness
- Physical problems and medical needs that are not attended to

Discrimination

Discriminatory Abuse has been added to the list in the “No Secrets” government guidance issued March 2000. What differentiates it from other categories is that the abuse is motivated by prejudice and discrimination against the individual because he or she is perceived to belong to a specific group; this may be gender, sexual orientation, race, ethnicity, religion or disability, amongst others.

Spiritual Abuse

Whilst not included in government guidance Spiritual Abuse has been recognised in some child abuse cases. It can also arise with vulnerable adults. Spiritual abuse is closely linked to emotional abuse and may be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting an individual’s right to choose for themselves

Indicators may include:

- An intimidating leader exercising spiritual authority or ministry in an overly authoritarian or heavy shepherding way. Imposing his or her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed.
- Individuals afraid of challenging or disagreeing with leadership, believing they will lose the leaders (or more seriously God’s) acceptance or approval.

Related Policies and Procedures

This policy should be read in conjunction with the Church’s ‘General Safeguarding Policy’ and any guidelines produced for specific Church ministries.

Collaboration with Other Agencies

Protecting vulnerable adults from abuse is a complex process. Assessment and action on abuse must almost always be in co-operation and collaboration with other agencies, such as Social Care, doctors and the police. The Church is committed to working with these and other agencies in accordance with ‘No Secrets’ government guidance.

Confidentiality

Confidentiality must be respected and information given in confidence should not be disclosed unless

- justified by assessed risk to the vulnerable adult,
- required by law
- or agreed through inter-agency protocols

Risk and Protection

We acknowledge individuals' rights to independent lives, which may sometimes involve a degree of risk. Where an individual chooses to accept this risk, their wishes should be respected within the context of their capacity to anticipate and understand the risk. Where a number of individuals are at risk, a decision may need to be made to protect others that goes against an individual's wishes. We will work with other agencies to uphold the right of vulnerable adults to protection from harm and exploitation making constructive use of the law as appropriate.

Equal Opportunities

Sometimes people are the victims of abuse because they belong to a particular group in society. These policies and procedures take account of ethnic origins, gender, sexuality, age, religious and cultural background and are designed to counteract abuse and discrimination, whatever its underlying motivation. We believe that all people are equal in the eyes of God and should be treated accordingly.

Recording

A suitable record should be made of any suspicions, incidents or allegations of abuse and any action taken as a consequence. Staff must ensure that the recording of facts, incidents, assessments, referrals; case discussions are sufficient, accurate, concise, up-to-date, legible, dated and factual. Opinions should be kept to a minimum and backed up by factual evidence. These records must be stored securely in a manner that safeguards the individual's right to privacy and security and may be used as evidence in civil or criminal prosecutions or in disciplinary proceedings. Responsibility for the storage of records rests with the Church Leadership.

Staff support

Support will be provided to ministry staff dealing with serious abuse

Training

Appropriate training on abuse will be provided to staff working with vulnerable adults.

Whistle-blowing

Everyone associated with The Church is encouraged to take action when suspicious that abuse is occurring, no matter what the setting, who the perpetrator is or who the victim is. The Church will respect and not penalise those who stand up for anyone who is suspected of being abused. If in doubt please refer to any member of the Church Leadership for guidance.

Procedures for Dealing with Incidents and Allegations of Abuse

Listening to Allegations of Abuse

- All allegations should be taken seriously even if the story sounds unlikely.
- Do not say things like 'I can't believe it'
- Stay calm and listen to everything that is said.
- Be aware that a vulnerable adult may have been threatened not to tell.
- Do not interrogate, push for information, or ask 'leading questions' that might put words into the mind of the individual.
- As soon as possible write down what has been shared.
- Respect the dignity and privacy of the individual. Do not discuss the matter with anyone else except as specified in this policy document.

Taking Action Following a 'Disclosure' of Abuse

Remember: It is not your job to investigate allegations or to deal with the abusers.

Step 1: Establish consent by talking to the victim

(Note - Someone who is unconscious clearly lacks capacity to consent. Go straight to Step 3)

Within the limits of your relationship with the alleged victim, their mental capacity and the complexities of the situation, talk to them about your concerns and the risks involved and seek their consent for any subsequent steps you feel are necessary.

Whether and how you do this needs to be a matter of judgement, the underlying principle being that individuals should normally have a right to decide if and how they wish to be helped.

If the victim wishes, try to involve close relatives who maintain an interest, unless they are the alleged perpetrator of the abuse. However, where an individual has capacity to do so, the decision-making power rests with the individual, not the relatives.

If consent is not given, follow step 2 to decide on self-determination and capacity

If language is a barrier to communication, it is important to use an interpreter, NOT a family member or someone from a local cultural or religious organisation of which the victim or suspected abuser is a member. Social Care usually have details of interpreting organisations. .

Step 2: Exceptions to honouring the victim's wishes: establishing capacity and self-determination

If the vulnerable adult does not want a referral to be made then their wishes should be honoured unless:

- They or others are in physical danger and/ or
- It is considered that they are unable/incapable of making an informed decision for themselves. If in doubt please refer to a member of the Church Leadership for guidance.
- They are not the only person affected and risk to others needs to be considered

Step 3: Contact Emergency Services

Timing: immediately

Having obtained consent or ascertained incapacity, contact emergency services (usually police first) if a vulnerable adult appears to be in immediate physical danger or there is evidence of sexual abuse. If no immediate danger is apparent, proceed to step 4.

Under no circumstances should anyone put themselves at risk

Step 4: Consultation with Ministry Leader

Discuss suspected abuse or allegation of abuse with the appropriate Ministry Leader at the earliest opportunity. If the Ministry Leader is not available and the matter is considered sufficiently urgent, discuss your concerns with another member of the Church leadership. The full facts and circumstances of the situation together with all available options and courses of action should be identified and discussed. The following points amongst others may need to be considered:

- The level of the victim's capacity to be involved in decision making
- Whether independent advice from experts, whilst protecting victim's identity, would be useful before proceeding
- Whether a referral to Social Care is appropriate (it will be in most cases)
- Whether the police should be brought in at this stage (in the case of sexual abuse immediate referral is essential to ensure that vital evidence is not destroyed)
- Whether a doctor needs to be called

Step 5: Referral to Social Care

See Useful Contacts page below for telephone numbers

Person Responsible – Team Member as appropriate

Timing: Within 24 hours of the vulnerable adult's consent or decision that he/she lacks capacity

If there is a suspicion of abuse, or clear evidence of it, a referral to Social Care should be made without delay, subject to the consent of the vulnerable adult if applicable

The referral to Social Care should include:

- Personal details of the victim (name, address, age, ethnic origin, religion, type of accommodation, family circumstances, support networks, physical and mental health, any communication difficulties)
- The referrer's name and involvement with the case
- Substance of the allegation
- Details of care givers
- Details of alleged abuser and current whereabouts and likely movements within the next 24 hours if known
- Details of any specific incidents e.g. dates, times, injuries, witnesses, evidence such as bruising
- Background of any previous concerns
- Awareness or not / consent or not by the abused, carers, alleged abusers of the referral

Step 6: Referral to Police

In situations where there is evidence of a criminal offence, a referral to the police should normally be made – guidance may be sought from the person taking the referral in Social Care.

See Police involvement: crime or suspected crime on below, supporting information. If immediate referral to the police, as in step 3 above, is not indicated, the decision to do so should normally be ratified by the Ministry Leader. To prevent undue delay, alternative Church Leader ratification should be sought if the relevant Ministry Leader is unavailable.

Step 7: Following Social Care Inter-Agency Guidelines

Person responsible: As appropriate, usually Ministry Leader

Once a referral has been made to Social Care, that department should then work within their own inter-agency guidelines on abuse of vulnerable adults. Church staff should co-operate with Social Care and, if they are involved, the police and/or doctors, in accordance with these guidelines. The inter-agency guidelines may include the referrer's continued involvement through:

- Assistance with any communication difficulties (e.g. sensory impairment, language or speech problems)
- Verbal or written clarification and amplification of initial referral details
- Request for further monitoring
- Attendance at a case conference
- Discussions with police
- Request to be a key worker / advocate or point of contact

In rare circumstances staff may feel that Social Care are being inappropriately inactive.

In such circumstances the team member should discuss with their Ministry Leader whether The Church should take the initiative, for example by chasing up the Social Care social worker, contacting a more senior officer at Social Care or arranging a meeting ourselves.

Step 8: Exploring alternative courses of action

Person responsible: team member in consultation with Ministry leader

If no referral is made to Social Care in line with the vulnerable adult's wishes, then other courses of action should be considered including utilising the help-line advice services provided by other agencies (see useful contacts below) and the situation regularly monitored and reviewed by the front line worker and their Ministry Leader

Step 9: Ongoing work with vulnerable adult

Person responsible: team member in consultation with Ministry Leader

Staff should agree with their Ministry Leader a framework for working with the vulnerable adult, whether or not the referral to Social Care has been made or accepted. Within this framework, staff should continue to support and ensure the safety of the vulnerable adult as well as work with other agencies towards the elimination of the abuse.

Step 10: Locating an independent advocate

Person responsible: Ministry Leader

Where it is felt that a vulnerable adult would benefit from having an independent person to represent their interest, and is in agreement, one of the organisations listed (see useful contacts) should be contacted on the victim's behalf

Step 11: Minimal action option

Person responsible: All

We should be prepared to accept that in some circumstances little action apart from

Continued support, recording and monitoring may be the only option due to current legal limitations or the victim's wishes.

Step 12: Support of team member

Person responsible: Ministry Leader of team member involved

The Ministry Leader should clarify the team member's role and extent of their responsibility providing the necessary support to the team member either directly or through an agreed other source.

Step 13: Recording

Person responsible: team member and Ministry Leaders

Timing: immediately after each event

Record. in ways that reflect the words and phrases used by the affected individual, the assessment, options identified and decisions and actions taken (including no further action) and continue to maintain accurate, legible, concise, factual and up-to-date records during all stages as appropriate. Keep records confidential.

Step 14: Keeping Church Leadership informed

Person responsible: team member and Ministry Leader

In situations of suspicion of abuse, or a series of possibly related incidents, team members should appraise their Ministry Leader of the situation. They in turn should appraise the Church Leadership and Trustees.

NB in the event of a serious situation, which is likely to excite media interest, the procedures for dealing with potential/actual media crisis must be followed. Such matters should be referred to the Trustees immediately. If no Trustees are available contact a member of the Church Leadership.

Step 15: Implications for policy, systems and procedures

Persons responsible: Trustees and Church Leadership

The Trustees, in conjunction with the Church Leadership need to consider whether the abuse, whether alleged or actual, raises organisational issues, which need addressing.

Step 16: Implications in partnership settings:

Persons responsible: Church Leadership

In the case of collaborative projects, Ministry Leaders should consider:

- Whether the abuse raises issues that need to be jointly handled (for example publicity)
- Whether the abuse throws up issues related to joint arrangements and agreements
- If there has been a breach in service standards
- If so a meeting of appropriate managers from each stakeholder organisation should be arranged to address these.

Supporting Information

Involvement of Social Care

Social Care departments are complex organisations and in some of our schemes we may have different relationships with them:

Social Care as Assessors of Vulnerable People

They have a duty in collaboration with all other involved agencies to assess the needs and provide care to vulnerable adults. With the launch of government guidance entitled “No Secrets”, Social Care departments have been appointed as the lead agency for protecting vulnerable adults. It is usually the ‘field care’ side of the department – social workers (care managers), care assessors or care-coordinators that fulfil this function for individual victims of abuse.

It is to them that a referral should be made if a person appears to have been abused. This might be via a link social worker, a social worker already working with an individual, the local area team via a duty social worker or intake team, or a hospital social worker if the volunteer is in hospital.

You might expect a social worker from Social Care to undertake any or all of the following:

- Act as a key worker coordinating the involvement of appropriate parties and if necessary organising multi-agency case conferences
- Arrange a package of care which might include home care, day care, meals provision etc.
- Assess the needs of the victim’s carer and provide services including carer relief to support the situation
- Monitor the situation and provide emotional support to the victim and the family
- Instigate Court of Protection or other methods of handling the victim’s finances
- Work with other agencies to resolve accommodation issues

Social Care as our Partners

They may be our partners in overseeing a collaborative project in which they are responsible for commissioning care services and our ministry staff; their staff and care staff (if provided independently) need to work closely together.

Therefore, if the incident of abuse has wider implications for joint arrangements or illustrates non-compliance with standards in the care service specification, there needs to be communication between senior managers at Social Care and the Church Leadership to consider the issues from a

management perspective. This may be through an already arranged liaison /monitoring meeting or via a meeting called especially. Social Care managers may in turn need to involve other parts of their department, for example, their Contract Managers

Social Care as Care Providers

Social Care may be providers of care when volunteering. In this case they are our partners on the ground and issues of concern about the care needs should be directed to the provider managers in the first instance. However, under no circumstances should they be seen as a mouthpiece for Social Care, or have too much sway in what steps should be taken if there is any suspicion of one of their staff being involved in the alleged abuse.

Police Involvement – Crime or Suspected Crime - Early Referral or Consultation

Sexual abuse, physical abuse, some forms of psychological abuse, financial exploitation, theft or fraud, harassment, discrimination and victimisation constitute criminal offences. In such cases, early referral and consultation with the police is essential, either directly or through the Social Care.

The police must always be informed immediately if sexual abuse is suspected.

The police have a duty to the victim to assist, support and obtain evidence of alleged offences and a responsibility to investigate a reported crime as well as interview and identify suspects. The best interests of the victim as well as their wishes should be taken into consideration. This process may not always result in criminal proceedings.

The following points should be borne in mind:

- Early referral or consultation with the police will enable them to establish whether a criminal act has been committed and this will give them the opportunity of determining if, and at what stage, they need to become involved.
- Early involvement of the police will help ensure that important forensic evidence is not lost or contaminated.
- Police officers have considerable skill in investigating and interviewing, and early involvement may prevent the abused person being interviewed unnecessarily on subsequent occasions
- A higher standard of proof is required in criminal proceedings (beyond reasonable doubt) than is required in civil, disciplinary or regulatory proceedings.

Useful Contacts

Suffolk Social Care:

Telephone Freephone 0808 800 4005 (24 hours)

Website: <http://www.suffolk.gov.uk>

Suffolk Police Headquarters (in emergency dial 999)

Main Switchboard for non-emergency dial 101

Minicom phone (for hearing impaired users) 01473 611160

Website: <http://www.suffolk.police.uk/>

Action on Elder Abuse helpline (charity giving free and confidential advice for those at risk of abuse)

Freephone 0808 808 8141.

Website: <http://www.elderabuse.org.uk>

Family Action (national charity supporting families in need)

501-505 Kingsland Road, London, E8 4AU

Tel: 020 7254 6251

Website: <http://www.family-action.org.uk>

NHS Direct helpline

24 hour a day health information and advice 101

Website: www.nhsdirect.nhs.uk

Speaking Up (charity providing advocacy services for people with learning difficulties, mental; health and other disabilities)

1a Fortescue Road, Cambridge, CB4 2JS

Telephone 01223 555800

Website: <http://www.speakingup.org>

Churches Child Protection Services (CCPAS) Our "Umbrella Body" for protection issues also able to advise of issues with Vulnerable Adults.

PO Box 133, Swanley, Kent, BR8 7UQ

Tel 0845 120 4550 Email info@ccpas.co.uk

Website www.ccpas.co.uk