



Safeguarding Children, Young People and Vulnerable Adults Policy

Introduction

Safeguarding is taken seriously by Immanuel Church.

We acknowledge children's and adults right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our church.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.

We will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to abuse.

We will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator, who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the Deputy Safeguarding Coordinator should be contacted. Their contact details can be found in Key Contacts (pages 7 and 8).

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid, lay or ordained.

We are committed to providing support, supervision, resources and training to those who work with children and adults.

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing contracts with known offenders and those who have been assessed as posing a risk.

We believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living and recognise that it can affect both adults and children.

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary.

We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.

Our Safeguarding Policy Statement is attached as Appendix 1.

Aim and Purpose of this Policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk, volunteers and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our church, or those who attend our activities and events.

Who this Policy Applies to

This policy is approved and endorsed by the Elders and applies to:

- all those who attend our church
- our Elders and staff (both paid and voluntary)
- organisations who hire our building with the agreement to operate under the church safeguarding policy

The policy and procedures should be interpreted in the light of the most recent URC good practice guidance. Children and parents/carers will be informed of this policy and our procedures.

The term 'children' refers to those under the age of 18 years.

Duty of Care and Confidentiality

We have a duty of care to all beneficiaries of the church, whether adults or children. We will maintain confidentiality at all times, except in circumstances where to do so would place the individual or another individual at risk of harm.

Preventing Abuse

The church will appoint Safeguarding and Deputy Safeguarding Coordinator(s) for safeguarding children and adults. A job description is attached as Appendix 2.

Activities will be organised in accordance with URC good practice guidelines so as to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation. For each event, risk assessments will be carried out, appropriate consent forms will be used (for children's activities), appropriate records will be kept and adequate insurance will be in place.

We are committed to safer recruitment and selection of all paid staff and volunteers and will ensure that these procedures are followed, which include:

- asking applicants to complete an application form
- providing workers with job descriptions and person specifications
- obtaining Disclosure and Barring Service (DBS) checks wherever legally entitled to do so
- taking up two references (not from family members)
- interviewing candidates

Safeguarding training will be provided and volunteers and paid staff will be given support and supervision in their role.

All trustees, paid staff and volunteers will work within a code of conduct (code for workers, attached as Appendix 3) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working with us.

If we become aware of someone within our congregation known to have harmed children or adults in the past, we will inform the Synod Safeguarding Officer and co-operate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children and adults.

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to provide a copy and this should be approved by the church Safeguarding Coordinator(s) and Elders. If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire, or may agree that they can follow the church safeguarding policy and procedures.

What are we Protecting People From?

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 4. The definitions of abuse in relation to adults is attached as Appendix 5.

How to Recognise Abuse

It is important to be aware of the possible signs and symptoms of abuse. Please see Appendix 6 for those relating to children and Appendix 7 for those relating to adults at risk. Some signs could be indicators of a number of different categories of abuse.

It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

What to do if there is a Disclosure or Allegation of Abuse

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- does not promise to keep secret what they have been told
- informs the church Safeguarding Coordinator as soon as possible (if they are implicated in the allegation, informs the Deputy or the Synod Safeguarding Officer)
- makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix 8). This should be given to the church Safeguarding Coordinator and stored securely in a locked filing cabinet.

Procedure in the Event of a Concern of Abuse

If there is an immediate threat of harm, the Police should be contacted without delay.

Where it is judged that there is no immediate threat of harm, the following will occur:

- The concern should be discussed with the church Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to the statutory authorities (see Key Contacts, pages 5 and 6 for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix 8. This record will be kept securely and a copy passed to statutory authorities if a referral is made.
- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at increased risk. If it is judged that informing the person about whom the allegation is made would not place a child or adult at increased risk, then that person should be consulted before the statutory authorities are involved.
- The Synod Safeguarding Officer should be kept informed of any serious concerns.

If Someone in the Church is Alleged or Known to have Harmed Children or Adults

We will inform the Synod Safeguarding Officer so that they can offer advice and support, and we will contact the relevant statutory authority.

If the Allegation Concerns a Church Staff Member or Volunteer

For any concerns relating to children, the Local Authority Designated Officer (LADO) will be contacted. The timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the church will follow this advice. For LADO contact details, see Key Contacts (page 5).

For concerns relating to adults, Adult Social Care will be contacted. See Key Contacts (page 5) for details.

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if the church withdraws permission for an individual to engage in work with children/adults at risk OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a different position because the employer believes that the individual has engaged in relevant conduct, satisfied the harm test, or committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and therefore require notification.

Concerns, Complaints and Compliments

Should anyone have any concerns, complaints or compliments, please contact:

NAME: MARTIN BOWER
TELEPHONE NUMBER: 01202 428124
EMAIL: BOWER2A@TALKTALK.NET

It would be helpful to have complaints in writing, as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon. Any written complaint will be responded to within 10 days.

Key Contacts: Sources of Advice and Support

The church **SAFEGUARDING COORDINATOR** is the person to whom all concerns or allegations should be addressed:

NAME: LENA HIRST
TELEPHONE NUMBER: 01202 432155
EMAIL: A_L_HIRST@HOTMAIL.COM

In the absence of the Safeguarding Coordinator, the **DEPUTY SAFEGUARDING COORDINATOR** can be contacted:

NAME: LISA MIDGLEY
TELEPHONE NUMBER: 01202 463428
EMAIL: LMIDGLEY@YAHOO.CO.UK

SYNOD SAFEGUARDING OFFICER CHILDREN & YOUTH

NAME: RUTH WHITE
TELEPHONE NUMBER: 07918647955
EMAIL: cydo-s@urcwessex.org.uk

SYNOD SAFEGUARDING OFFICER ADULT

NAME:
TELEPHONE NUMBER: 01722 411379
EMAIL: SAFEGUARDING@URCWESSEX.ORG.UK

CHURCHES CHILD PROTECTION ADVISORY SERVICE (CCPAS) This should only be used for urgent advice if you are unable to contact your Synod Safeguarding Officer
24 hour helpline: 0845 120 4550

LOCAL AUTHORITY DESIGNATED OFFICER (LADO) Any disclosure by children or staff that abuse by a member of staff or volunteer or anyone living or working on the premises must be reported to the LADO

NAME: LAURA BALDWIN
TELEPHONE NUMBER: 01202 446708
EMAIL: Lado@bournemouth.gcsx.gov.uk

STATUTORY CONTACTS

CHILDREN'S SOCIAL CARE: 01202 458101
ADULT SOCIAL CARE: 01202 454979
24 HOURS: 01202 657279

National Society for the Prevention of Cruelty to Children (NSPCC)
24 hour helpline: 0808 8005000

Signed (on behalf of Elders)..... Date.....

APPENDIX 1) SAFEGUARDING POLICY STATEMENT

The following statement has been agreed by the leadership of IMMANUEL CHURCH SOUTHBOURNE

This church is committed to the safeguarding of children and adults at risk, and to ensuring their well-being.

- We believe that all children and adults at risk should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our church.
- We respect the personal dignity and rights of children and adults at risk (for example, as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child) and will ensure that our policies and procedures reflect this.
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk.
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.
- We will report any abuse of children or adults at risk that we discover or suspect.
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency.
- We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child, and that Adult Services do so for adults at risk.
- We acknowledge that Local Authority Designated Officers (LADOs) have responsibility for dealing with all allegations and concerns about people working with children, whether paid or voluntary workers, lay or ordained.
- We recognise that safeguarding is a whole church responsibility.

We are committed to:

- The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse.
- Following the relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk.
- Ensuring that we keep up to date with national and local developments relating to safeguarding.
- Building constructive links with the relevant Voluntary and Statutory Authorities.
- Taking all reasonable steps to ensure that as a church, everyone works within the agreed procedures of our safeguarding policies.
- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect children and adults at risk.
- Following safer recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff, lay or ordained.
- Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk.
- Ensuring we provide the right environment that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm.
- Reporting any abuse of children or adults at risk that we discover or suspect.
- Supporting all those in our church who are affected by abuse.
- Supporting and supervising those who pose a risk to children or adults at risk, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount.

- If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support.

Signed (on behalf of Elders)..... Date.....

APPENDIX 2) THE ROLE OF A CHURCH SAFEGUARDING COORDINATOR

Context

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved. We recognise and give thanks for the time and devotion given by anyone carrying out this role.

Purpose of the role:

- To coordinate safeguarding policy and procedure in the church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

Responsibilities

To coordinate safeguarding policy and procedure in the church

- To familiarise themselves with church policies and procedures and URC good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the church aware of the church safeguarding policies and procedures, as well as URC guidelines.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) checks.

To be the first point of contact for safeguarding issues

- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.
- To inform the Synod Safeguarding Officer at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- To report summary safeguarding information annually to the Synod Safeguarding Officer to enable them to monitor safeguarding in the Synod.

To be an advocate for good safeguarding practice in the church

- To promote sensitivity within the church towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers.

- To update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.

APPENDIX 3) CODE OF CONDUCT FOR WORKING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children or young people. Therefore, all workers should agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model within Immanuel Church Southbourne.

All workers should agree to the following code of conduct when working with children and young people:

- Do treat all people with dignity and respect
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- Do act inclusively, seeking to make everyone feel welcome and valued
- Don't exclude other children or workers from conversations and activities unless there is a good reason
- Do treat people with equal care and concern
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child (e.g. gifts)
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Don't threaten or use sanctions which have not been agreed, or make empty threats
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences
- Don't feel you have to deal with every problem on your own
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Don't use physical restraint except as a last resort to prevent injury. This should use minimum force
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- Don't spend time alone with children out of sight of other people
- Do make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies
- Don't keep communication with children secret, while still respecting appropriate confidences
- Do have a designated photographer to take, store and share photos of your group's activities, in line with URC good practice guidelines
- Don't take photos or videos without consent, store them in a safe place designated by the church and only use them in the ways agreed, in line with URC good practice guidelines
- Do use physical contact wisely; it should be:
 - in public
 - appropriate to the situation and to the age, gender and culture of the child
 - in response to the needs of the child, not the adult
 - respectful of the child's privacy, feelings and dignity
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual
- Do respect children's privacy
- Don't assume that children should tell you anything you ask just because you are a worker
- Do respect the right of children to wash, change and use the toilet in private
- Don't walk in unnecessarily or unannounced
- Do listen to children and tell the church Safeguarding Officer if you have any concerns about a child's welfare

- Don't promise to keep something secret if it is about a child being harmed or at risk of harm, but only tell those who need to know
- Do respect and promote the rights of children to make their own decisions and choices
- Don't work in ways that put your needs and interests before those of the children you work with
- Do encourage respect for difference, diversity, beliefs and culture
- Don't discriminate or leave discrimination or bullying unchallenged

I agree to abide by the above code of conduct while working with children and young people on behalf of Immanuel Church Southbourne

Name of worker:

Signed:

Date:

APPENDIX 4) WHAT IS ABUSE AND NEGLECT OF CHILDREN?

The below definitions are taken from Working Together to Safeguard Children 2013 and apply to England. Please note that there are national variations for Scotland (National Guidance for Child Protection in Scotland 2010) and Wales (All Wales Child Protection Procedures 2008).

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 a child 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 from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

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

NEGLECT

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)
- ensure access to appropriate medical care or treatment

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

APPENDIX 5) WHAT IS ABUSE OF ADULTS AT RISK?

Abuse is a violation of an individual's human and civil rights by any other person or persons. 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.

PSYCHOLOGICAL OR EMOTIONAL ABUSE

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

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.

NEGLECT, OR ACT OF OMISSION

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

FINANCIAL OR MATERIAL ABUSE

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

DISCRIMINATORY ABUSE

This is the inappropriate treatment of an adult at risk 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 an adult at risk 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 6) SIGNS OF POSSIBLE ABUSE IN CHILDREN

PHYSICAL ABUSE

Physical signs include:

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or fingertip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures, especially spiral
- Swelling and lack of normal use of limbs
- Serious injury with lack of/inconsistent explanation
- Untreated injuries

Psychological/emotional signs include:

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

Fictitious illness by proxy:

- This is a psychiatric illness, whereby a parent or carer deliberately inflicts harm onto a child, normally the child's mother. The child has commonly had genuine serious illness in the first year of life and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.

Female Genital Mutilation:

- A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision. This is normally undertaken on pre-pubescent girls, who are either taken abroad for procedure or "practitioners" come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

EMOTIONAL ABUSE

The classic description of emotional abuse is a "Low Warmth, High Criticism" style of parenting.

Signs include:

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
- Self-harm

- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

NEGLECT

Physical signs include:

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

Psychological/emotional signs include:

- Constant hunger
- Constant tiredness
- Frequent lateness/non-attendance at school
- Destructive tendencies
- Low self-esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

SEXUAL ABUSE

Physical signs include:

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

Psychological/emotional signs include:

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity

- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self-mutilation, self-disgust
- Eating disorders

APPENDIX 7) SIGNS OF POSSIBLE ABUSE IN ADULTS

PHYSICAL

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

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

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

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

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

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 8) SAFEGUARDING INCIDENT RECORDING FORM

BASIC INFORMATION	
Full name of child, young person or adult concerned	
Address (including postcode)	
Email address	
Telephone Number	
Date of Birth	
Date and Time of Report	
Date and Time of Incident	
Location of Incident	
Other people present (witnesses)	
RECORD OF INCIDENT (continue on a separate sheet if necessary)	
<p>Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>Record what you said as well as what the child, young person or adult said.</p> <p>If you have formed an opinion you can chose to state it, making it clear that it is your opinion and give reasons for forming that opinion.</p>	

WHO HAS BEEN SPOKEN TO ABOUT THE INCIDENT?			
POSITION/ORGANISATION	NAME	EMAIL	TELEPHONE NO.
Church Safeguarding Coordinator			
Synod Safeguarding Officer			
Children's Services			
Adult Services			
Police			
NSPCC			
Parent/Carer			
Other (please state role And organisation)			
FEEDBACK AND FOLLOW UP ACTIONS (continue on a separate sheet if necessary)			

NAME (person who completed this report):

POSITION HELD IN THE CHURCH:

SIGNED:

DATED:

Appendix 9) Uncollected Child or Young Person Policy

Policy Statement

In the event that a child or young person is not collected by an authorised adult at the end of any activity or session, Immanuel Church Southbourne puts into practice agreed procedures. These ensure the child is cared for safely by an experienced leader or volunteer who is known to the child or young person. The child or young person will receive a high standard of care in order to cause as little distress as possible.

Our Aim

In the event that a child or young person is not collected by an authorised adult, we will ensure that the child or young person will receive a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Procedures

- Parents/carers of children and young people attending activities provided by Immanuel Church Southbourne are asked to provide the following specific information which is recorded on our Parental Consent Forms.
 - Home address and telephone number.
 - Mobile telephone number (if applicable)
 - Names and telephone numbers for an emergency contact, only contacted if parents/carers can't be.
- Parents/Carers are advised of the end times of activities and sessions.
- On occasions when parents/carers are unable to collect their child(ren) or when a mutual agreement between parents have been made for collection, the leader of the activity or session should be informed before the child(ren) are allowed to leave.
- Parents/carers are informed that if they are not able to collect their child(ren), they must inform the leader as soon as possible so that measures can start to be put in place to provide care for the child or young person.
- We also inform the parents/carers that, in the event that their child(ren) are not collected by an authorised adult and that leaders or volunteers can no longer supervise the child(ren) on the premises, the leader will contact the Immanuel Church Safeguarding Officer.
- If a child is not collected at the end of an activity or session, we follow the following procedures:
 - The child/young person's file is checked for contact information for the parents/carers and they are contacted.
 - If this is unsuccessful, the emergency contact from the Consent Form is contacted.
 - All reasonable attempts are made to contact the parents or emergency contacts.
 - The child or young person does not leave the premises with anyone other than people who have been agreed by the parent/carer and told to the leader.
 - If no-one collects the child or young person after 30 minutes from the end of the activity or event and no-one can be contacted, we apply the procedures for uncollected children.
 - The leader will contact the Immanuel Church Safeguarding Co-Ordinator, who will then contact our local authority Children's Social Care team: 01202 456202.
 - The child or young person stays on the premises with two fully-vetted workers or volunteers until the child is safely collected either by the parents/carers or by a social care worker.
 - Social Care will aim to find the parent/carer or relative if they are unable to do so, the child will become looked after by the local authority.

- Under no circumstance will a worker or volunteer go to look for the parent/carer nor do they take the child home with them.
- A full written report of the incident is recorded and given to the Immanuel Church Safeguarding Co-Ordinator.

Signed (on behalf of Elders)..... Date.....

Appendix 10) Missing Child or Young Person on the Premises

Policy Statement

Children's and young people's safety is maintained as the highest priority at all times, both on and off the premises. The purpose of this procedure is to give all staff, volunteers, users and parents/carers a clear and concise guide to managing this critical incident. Every attempt is made through carrying out the outings procedure and the entrance/exit procedure to ensure the security of children and young people is maintained at all times.

Procedures

In the unlikely event of a child going missing from the Immanuel Church premises (including the outside area) then the following will be implemented immediately:

- All staff and volunteers present will be informed and an immediate search of the premises will be made followed by a search of the surrounding area, ensuring that all other children and young people remain supervised throughout.
- As soon as it is noticed that a child or young person is missing a staff member or volunteer will inform the leader in charge, whilst other staff continue searching for the missing child.
- The activity leader will carry out a second thorough search of the building and garden.
- Doors and gates are checked to see if there has been a breach of security whereby a child or young person could wander out.
- If the activity leader is unable to find the missing child or young person then the police are contacted.
- The activity leader in charge will inform the parents/carers of the missing child or young person.
- During this period, the staff and volunteers will continue to search for the missing child or young person, whilst other staff and volunteers maintain as near normal routine as possible for the remaining children and young people.
- The register is checked to make sure no other children or young people have gone astray.
- The activity leader talks to the staff to find out when and where the child was last seen and records this.
- The activity leader will meet the police and parents/carers.
- The activity leader will then await instructions from the police.
- An incident involving a missing child or young person must be recorded and a copy of this must be given to the Immanuel Church Safeguarding Co-Ordinator.
- The activity leader also contacts their supervisor or the Minister, if they can't be reached and reports the incident. The supervisor with the Minister and Elders will carry out an investigation and may come to the premises.

Investigation

- Staff and volunteers keep calm and do not let the other children or young people become anxious or worried.
- The activity leader together with their supervisor, the Minister or a representative from the Elders speaks with the parents/carers.
- The supervisor with the Minister and Elders, carry out full investigation taking written statements from all staff and volunteers on the premises.
- The activity leader write an incident report detailing:
 - The date and time of the report.
 - What staff, volunteers, children and/or young people were in the group.
 - When the child or young person was last seen in the group.

- What has taken place in the group or outing since the child or young person went missing.
- The time it is estimated that the child or young person went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff and volunteers co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing the staff and volunteers. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- Disciplinary actions may be taken (see Immanuel Church Southbourne Handbook).
- The insurance provider is informed.
- Staff and volunteers must not discuss any missing child or young person incident with the press without taking advice.

Signed (on behalf of Elders)..... Date.....

Appendix 11) Missing Child or Young Person on Outings

Policy Statement

Children's and young people's safety is maintained as the highest priority at all times, both on and off the premises. The purpose of this procedure is to give all staff, volunteers, users and parents/carers a clear and concise guide to managing this critical incident. Every attempt is made through carrying out the outings procedure and the entrance/exit procedure to ensure the security of children and young people is maintained at all times.

Procedures

Throughout an outing organised under the banner of Immanuel Church Southbourne, regular headcounts will be carried out. In the unlikely event of a child or young person going missing, whilst on an outing, then the following will be implemented immediately:

- As soon as it is noticed that a child or young person is missing, staff and volunteers on the outing ask children to stand still and carry out a headcount to ensure that no other child has gone astray. One staff member or volunteer searches the immediate vicinity but does not search beyond that.
- This will be followed by a search of the surrounding area ensuring that all other children and young people remain supervised throughout.
- The leader contacts their supervisor (if they are not already on the outing) and the incident is reported.
- If appropriate, on-site security will also be informed and an accurate description of the missing child or young person is given.
- In the event of the missing child or young person not being found, the leader in charge will immediately inform the police.
- The leader in charge will inform the parents/carers of the missing child or young person, giving details of what happened.
- During this period the staff and volunteers will continue to search for the missing child or young person, whilst other staff and volunteers maintain as near to normal routine as possible for the remaining children or young people, assisting in the safe return to the premises.
- At least one member of staff or volunteer will remain at the scene where the missing child or young person was last seen, while the others return to the premises with the children or young people if appropriate. This member of staff or volunteer will continue to search for the missing child or young person.
- The member of staff or volunteer who has remained at the scene will then meet the police and parents/carers when they arrive at the designated point and await instructions from the police.
- An incident involving a missing child or young person must be recorded and a copy of this must be given to the Immanuel Church Safeguarding Co-Ordinator.
- The activity leader also contacts their supervisor or the Minister, if they can't be reached and reports the incident. The supervisor with the Minister and Elders will carry out an investigation and may come to the premises.

Investigation

- Staff and volunteers keep calm and do not let the other children or young people become anxious or worried.
- The activity leader together with their supervisor, the Minister or a representative from the Elders speaks with the parents/carers.

- The supervisor with the Minister and Elders, carry out full investigation taking written statements from all staff and volunteers on the outing.
- The activity leader write an incident report detailing:
 - The date and time of the report.
 - What staff, volunteers, children and/or young people were on the outing.
 - When the child or young person was last seen on the outing.
 - What has taken place in the group or outing since the child or young person went missing.
 - The time it is estimated that the child or young person went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff and volunteers co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing the staff and volunteers. Children’s Social Care may be involved if it seems likely that there is a child protection issue to address.
- Disciplinary actions may be taken (see Immanuel Church Southbourne Handbook).
- The insurance provider is informed.
- Staff and volunteers must not discuss any missing child or young person incident with the press without taking advice.

Signed (on behalf of Elders)..... **Date**.....