

## Aldridge Parish Church

# Policy for Safeguarding Children, Young People & Adults at Risk

## Details of the Place of Worship: Aldridge Parish Church

**Address:** The Green, Aldridge,  
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**Tel No:** 01922 455229

**Email address:** apcoffice@aldridgeparish.org.uk

**Denomination:** Church of England

**Diocese:** Lichfield

**Charity Number:** 1139511

**Insurance Company:** Ecclesiastical Insurance

## SECTION 1 Leadership Safeguarding Statement

The Leadership of Aldridge Parish Church recognises the importance of its ministry and work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.

**The following statement was agreed at the APC Parish Church Meeting on: 4<sup>th</sup> November 2024**

## Our Commitment and Biblical Mandate

As a Leadership we believe that under God we have a responsibility to provide a safe and caring environment for children, young people and adults in need of support, to protect them from harm, exploitation and abuse and to protect their rights.

God, as revealed in scripture, is personal and relational. He created and sustains the world and He is actively involved, particularly in the person of Jesus, in the ongoing human story. The single attribute of God that is most prominent throughout scripture is His steadfast love. John writes ***'See what great love the Father has lavished on us, that we should be called children of God!'***

Within the larger theme of God's love for the world, another consistent strand is that of safety. Psalm 46 reminds us ***'God is our refuge and strength, an ever-present help in trouble.'***

A third strand in the doctrine of God that relates to protecting the vulnerable is God's passion for justice. God humbles the proud and exalts the meek. He rescues the abandoned, favours the oppressed. This is a major theme in the book of Isaiah '*Learn to do right; seek justice. Defend the oppressed.*' At the root of all oppression is abuse, the abuse of power.

We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, neglect and other forms of abuse including spiritual abuse.

As a Leadership we have adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in safeguarding and to supporting those who have been harmed.

- We are committed to the safeguarding of children and adults and ensuring their well-being.
- 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 abuse and neglect of children and young people ( under 18 years of age) and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults in need of care and protection 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 recognise that we all have a responsibility to help prevent the abuse and neglect of adults and to report any such abuse that we discover or suspect.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children, young people and adults in need of care and protection.

**We are committed to:**

- Respecting the rights of children and adults as described in the international Conventions listed in this policy.
- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Implementing the requirements of legislation in regard to people with disabilities..
- Keeping up to date with national and local developments relating to safeguarding.
- Following the Church of England guidelines in relation to safeguarding children and adults in need of protection.
- Appointing the Designated Safeguarding Persons and supporting them in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Recruiting workers and volunteers safely and ensuring they undergo safeguarding training at least every three years.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Nurturing, protecting and safeguarding children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake work with the young and the vulnerable.

- Supporting all in the place of worship who have been affected by abuse.
- Reviewing the Policy and operational guidelines at least annually.
- Ensuring that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation.

**We recognise:**

- Children’s Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult in need of protection.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- When working with partners outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency’s headquarters.
- **Safeguarding is everyone’s responsibility.**

The Safeguarding policy and procedures will be reviewed annually. A copy of the full policy and procedures is available from the Aldridge Parish Church Office or the Designated Safeguarding Persons.

**It is the responsibility of the Incumbent and PCC to pay due attention to safeguarding Policy and procedure. Changes recently taking effect mean that failure to comply and show diligence may result in Clergy Discipline Measure processes.**

**Signed on behalf of the leadership of Aldridge Parish Church**

Signature

Position

Date

## About this Policy

Whilst this Policy is based on the Church's Child Protection Advisory Service "Thirtyone:eight" model policy, it also takes account of the safeguarding policies of the Church of England.

It should be read in conjunction with Policies for **Safer Recruitment** and **e.safety and the Safe use of Mobile Technology**.

**The following is a brief outline of the type of work / activities we undertake:**

Sunday and Midweek Worship  
Pastoral Support and Prayer Ministry  
Visiting – Home, Hospital and Nursing Home visits  
Activities for the Elderly  
Support for Carers  
Place of Welcome  
Youth Activities including residential  
Children's Activities including residential  
Pre-School Activities  
Transporting Children and Young People

In order to safeguard those in our place of worship we furthermore adhere to:

**1. 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. State 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.*

**2. 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.*

**3. The International Covenant of Civil 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".*

Our Safeguarding Policies are based on the ten Safe and Secure safeguarding standards published by Thirtyone:eight and prepared with reference to:

- The Universal Declaration of Human Rights (1948)
- The European Convention on Human Rights
- The Human Rights Act (1998)
- The UN Convention on the Rights of Persons with Disabilities (2008)
- The Children Acts of 1989 and 2004 and other Amendments
- The Data Protection Act
- The NHS and Community Care Act 1990 as amended
- The Care Act 2014
- The Mental Health Act 1983 & Subsequent amendments
- Disability Discrimination Act and Race Relations Acts as applicable
- Working Together to Safeguard Children (2006),
- Safeguarding Vulnerable Groups act (2006),
- Children and Families Act (2014),
- Female Genital Mutilation Act (2003),
- Children and Young Persons Act (2008)
- The National Assistance Act (1948)
- ***Promoting a Safe Church 2006 (Church of England)***
- ***Protecting All Gods Children 2010 (Church of England)***
- ***Lichfield Diocesan Safeguarding Policy***

Any concerns for a child or adult at risk should be reported to one of the following who have been approved as safeguarding officers for this place of worship/organisation.

Gareth Powell	07866 987290	Designated Safeguarding Person
Janet Lee	07849 663609	Designated Safeguarding Person
Alison Roberts	07828 407622	Warden with oversight of Safeguarding

## **SECTION 2 - Recognising and responding appropriately to an allegation or suspicion of abuse**

### **Understanding abuse and neglect**

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

### **Definition of Child and Adult at Risk**

#### **Definition of a child**

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland define a child as someone under 18.

Throughout this policy when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

#### **Definition of adult at risk / adult in need of protection or care and support**

An adult is someone 18 or over (unless specific legislation states otherwise). Over the years, there have been a number of pieces of legislation dealing with adults of different ages and circumstances. These can now be summarised in the **Care Act 2014**.

The term Vulnerable adults has changed to **adults at risk** or **adults with care and support needs**. Some adults, because of circumstance or particular vulnerability or risk, may be in need of protection.

When considering the safeguarding issues regarding adults, we recognise the relevance of other pieces of legislation that apply to England and Wales, such as the Anti-social Behaviour, Crime and Policing Act 2014 which deals with Forced Marriage, the Modern Slavery Act 2015 which deals with trafficking and abuse, the Domestic Violence Crime and Victims Act 2004 which extends definitions of domestic abuse to include coercive and controlling behaviour.

When dealing with safeguarding adults we also take into account the Mental Capacity Act 2005. Where decisions are being considered regarding the welfare of adults, under the Care Act 2014 they have to be full participants in the process and those who are involved in the investigations and assessments will form a view of the adult's capacity to make decisions for themselves. This means that where there are safeguarding concerns, referrals must be made to Adult Services so that this level of capacity can be assessed.

There is no standard single definition for an adult at risk. For our policy we are using the following simple definition taken from Thirtyone:eight .

**Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.**

## **Statutory Definitions of Abuse (Children and Young People)**

### **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, or via the internet. 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' (Revised 2015).

### **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 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 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); or
- ensure access to appropriate medical care or treatment.

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

## **There are also other kinds of abuse that are becoming increasingly well researched and documented:**

**Online Abuse** is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

**Radicalisation** Children and young people may meet people online or visit websites that could lead them to adopting extreme views and becoming radicalised. Curiosity could cause children and young people to seek out such people or they might be befriended in order to encourage them to adopt such beliefs or join groups whose views and actions would be considered extreme.

**Child Marriage** Child marriage refers to any marriage of a child younger than 18 years of age in accordance with Article 1 of the Convention on the Rights of the Child. Whilst child marriage can happen to both sexes, it disproportionately affects girls. Such girls are denied their fundamental rights to health and education and are often victims of domestic abuse and sexual violence.

**Female Genital Mutilation (FGM)** includes all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons (World Health Organisation). It is also referred to as female genital cutting. It is estimated that 60,000 women and girls are affected in the UK and it is still practiced by some communities. Although it is a criminal offence there has not been one successful prosecution in the UK.

**Spiritual Abuse** Spiritual abuse occurs when someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others. It can affect children, adults and whole families. It can also involve the inappropriate use of exorcism rituals upon children who are believed to be demon-possessed.

**Signs of Possible Abuse in children & young people are detailed in Appendix 9 that is attached to this Policy and will be circulated to all workers and volunteers.**



## **Statutory Definitions of Abuse (Adults at Risk)**

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

It comes from a misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse. 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, or has pastoral responsibility, 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 negate the wishes of an adult. It is also behaviour that has a harmful effect on the 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 adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult or to others. An adult at risk may be suffering from neglect when their general well being or development is impaired.

### **Discriminatory Abuse**

This is the inappropriate treatment of an 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 or Organisational 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.

**Domestic Abuse** Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner. It includes honour crimes, forced marriage and female genital mutilation/cutting (FGM).

**Cyber Abuse** Cyber abuse is the use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to harm or harass other people in a deliberate manner. It can include communications that seek to intimidate, control, manipulate, put down, falsely discredit, or humiliate the recipient. It may also include threatening a person's earnings, employment, reputation or safety.

**Self-Harm / Self-Neglect** Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An adult at risk may also be neglecting themselves, which can result in harm to themselves.

**Mate Crime** 'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.

**Modern Slavery** Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

**Human Trafficking** Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

**Radicalisation** The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some adults are more vulnerable to the risk of being groomed into terrorism than others.

**Forced marriage** Forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.

**Historic Abuse** Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

**Spiritual Abuse** Spiritual abuse occurs when someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others. This is not recognised as a separate category under the Care Act but is becoming an increasing concern where churches are providing pastoral support for people who have experienced spiritual abuse.

**Signs of Possible Abuse in Adults are detailed in Appendix 9 that is attached to this Policy.**

## Responding to Disclosures and Allegations of Abuse

### Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or 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 them to talk. Above everything else listen without interrupting. Be attentive and look at them whilst they are speaking:

- Stay calm and try not to show shock.
- Show acceptance of what they say.
- Never ask leading questions but clarify your understanding by reflecting back words or short phrases they have used.
- Be honest and don't make promises you cannot keep regarding confidentiality. Early in the conversation you will need to tell them that you may need to tell someone else in order to get them the help they need.
- 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.
- Write detailed notes.

### HELPFUL RESPONSES

- You have done the right thing in telling me.
- This was not your fault.
- I will try to help you.
- I will need to tell someone else to get you the help you need.

### 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.

**Make notes using the child, young person or adults own words.**

### Children

If you have any concerns about a child's welfare or if a child discloses abuse to you...**YOU MUST ALWAYS PASS THIS ON!**

You have a duty of care to protect the child and an obligation to report it to your organisation's Designated Person for Safeguarding.

### Adults

If you have any concerns about an adult's welfare or an adult discloses abuse to you...**They have the right to tell you not to pass it on!**

This includes upholding their right to follow a course of action, which you may deem unwise or eccentric, including staying in a situation of abuse. Adults have the right to refuse help.

You may only report concerns against their wishes when:

- The adult lacks the mental capacity to make such a choice
- There is a risk of harm to children or others
- In order to prevent a crime
- There is a public interest concern

## **Mental Capacity**

Mental capacity is whether or not an adult has the capacity or ability to make decisions about themselves and their safety and well-being. There is a fine balance between the individual's rights to autonomy and their need for protection.

If there are any concerns about the mental capacity of an adult at risk, always refer to your local authority Adult Social Care Services for advice.

The mental capacity of the adult at risk is vital in deciding what should be done. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being.

If the adult at risk doesn't want help it may still be necessary to inform the police or Adult Social Care Services, who can put a safeguarding plan in place so that, as far as possible, the adult continues to be protected. Normally workers and volunteers should report concerns to the Designated Safeguarding Person who will seek advice.

It is also important that the individual knows where to get appropriate help and support if they should change their mind.

## **Responding to allegations of abuse**

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

- The person in receipt of allegations or suspicions of abuse relating to children should report concerns as soon as possible to the Designated Safeguarding Persons who are nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including consultation with the Diocesan Safeguarding Team and referring the matter on to the statutory authorities.
- In the absence of the Designate Safeguarding Person or, if the suspicions in any way involve the Safeguarding Person the person in receipt of allegations or suspicions of abuse should report to the Warden with oversight of Safeguarding.
- The Designated Safeguarding Persons are:
  - Gareth Powell           07866 987290
  - Janet Lee                 07849 663609
- The Warden with oversight of Safeguarding is:
  - Alison Roberts         07828 407622

- In the event of any allegations or concerns about a church officer i.e. any worker or volunteer in church ministry, the Diocesan Safeguarding Advisor must also be informed.  
Neil Spiring is the Senior Lead for Safeguarding 01543 306147  
Peter Hurd is the Deputy Lead for Safeguarding 01543 221105, mobile 07494884930  
Kim Hodgkins is the Diocesan Assistant Safeguarding Officer 01543 306099, Mobile 07944910934.  
The Out of Hours emergency number is 0303 003 1111 for Thirtyone:eight.
- Where the concern is about a child the Designate Safeguarding Person will contact Children's Social Services. The local Children's Social Services office telephone number (office hours) is 01543 306030. Walsall Children Social services 01922 658170.
- Where the concern is regarding an adult in need of protection, they will contact Adult Social Services. The local Adult Social Care and Inclusion office telephone number is 0300 555 2922 . This number can be used 24 hours a day, 7 days a week including Bank Holidays and weekends, or 01922 653 555 during working hrs, or 01922 653 555 during working hrs.

**Where anyone is felt to be in immediate danger, the police should be called on 999.**

- 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. These will need to be passed on as part of the initial evidence.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, ***the absence of the Designated Safeguarding Person should not delay referral to Social Services, the Police or taking advice from Thirtyone:eight or the Diocesan Safeguarding Team.***
- The Leadership will support the Designated Safeguarding Person 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.
- If, however, the individual with the concern feels that the Designated Safeguarding Person has not responded appropriately, or where they have a disagreement with the DSP as to the appropriateness of a referral they are free to contact an outside agency directly.

## The role of the Designated Safeguarding Persons

The Designated Safeguarding Persons (DSP) will 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.

The DSP will follow these procedures:

### ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE OF CHILDREN

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the DSP will:

- Contact Children's Social Services, Diocese safeguarding team (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- **Not tell the parents or carers unless advised to do so**, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services directly for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### ALLEGATIONS OF SEXUAL ABUSE OF CHILDREN

In the event of allegations or suspicions of sexual abuse, the Designated Safeguarding Person will:

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

### SUSPICIONS OR ALLEGATIONS OF ABUSE OF ADULTS

**This includes physical, sexual, psychological, organisational, financial, discriminatory, neglect, self neglect, modern slavery, domestic abuse including forced marriage, honour based violence and FGM.**

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

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

## **Allegations Against Workers**

- Any allegation or concern regarding a church officer, (Clergy, Lay workers or volunteers with children, young people or adults at risk) should be reported first to the Diocesan Safeguarding Advisor,
  - Neil Spiring is the Senior Lead for Safeguarding 01543 306147
  - Peter Hurd is the Deputy Lead for Safeguarding 01543 221105, mobile 07494884930
- Kim Hodgkins is the Diocesan Assistant Safeguarding Officer 01543 306099 who will advise regarding the procedures set out below.

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

If an accusation is made against a worker (whether a volunteer or paid member of staff), whilst following the procedure outlined above, the DSP, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Designated Officer, formerly called a Local Authority Designated Officer (LADO).

In addition to this, consideration will be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or vulnerable adults. Where there is liaison with a designated officer the need to refer to the DBS will be discussed with them. If a designated officer is not involved, contact will be made with the DBS if the situation is that the nature of concern leads to the end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

### **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH ADULTS WITH CARE AND SUPPORT NEEDS**

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services, not the church.

**Under no circumstances should the church carry out any investigations internally.**

## SECTION 3 - Prevention

### Safer Recruitment (See also the APC Safer Recruitment Policy)

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance and also Thirtyone:eight and Diocesan guidelines for safe recruitment. A person trained in safer recruitment will be involved in all appointments.

#### When appointing paid staff 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 an interview.
- Written references have been obtained and followed up where appropriate.
- A criminal records disclosure 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 completes a probationary period.
- The applicant receives a copy of the safeguarding policy and knows how to report concerns.

#### When appointing volunteers this includes ensuring that:

- They will not be recruited to the team unless they have worshipped regularly at Aldridge Parish Church for a *minimum* of 6 months. This includes those who have moved from other churches.
- Names of potential volunteers will be presented to the Rector and Safeguarding Co-ordinators before being approached.
- 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).
- They will be given a summary copy of the organisation's safeguarding policy and will sign to confirm reading and agreement to participate in safeguarding training.
- Volunteers will be given a Role Description which will be reviewed regularly.

### Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all paid and volunteer workers and ensuring they receive support and supervision. All workers will be issued with a code of conduct towards children, young people and 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 behavior, which might allow a sexual relationship to develop for as long as the relationship of trust continues.



## **SECTION 4 - Pastoral Care**

### **Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation. Pastoral support will be offered in addition to signposting where appropriate to professional counselling and support agencies.

Those working in any form of pastoral ministry will be required to adhere to the Safeguarding Policy, operate within a team, be accountable to a team leader and undergo Safeguarding Training as appropriate.

### **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 adults in need of protection the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults, set boundaries for that person which they will be expected to keep. This will include working with statutory agencies to complete a risk assessment and draw up an attendance agreement.

## SECTION 5 - Practice Guidelines

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

### Safeguarding Awareness and Training

**The Leadership is committed to on-going safeguarding training for all paid and volunteer workers, developing a culture of awareness of safeguarding issues to help protect everyone and ensure that all activities are run safely.**

All our workers will receive induction training and undertake recognised safeguarding training at least every three years. Since 2017 it has been a requirement of the National Safeguarding Team of the Church of England that all Clergy, Lay Ministers, Staff and Volunteers complete the appropriate Church of England Training Module.

- **Basic awareness Training** Safeguarding awareness training – accessible to all (available online)
- **Foundation Training** Required for persons working with vulnerable adults, young persons and children (available online)
- **Induction Training** = Required for Safeguarding co-ordinators and group leaders
- **Leadership Pathway Training** = required for ordained ministry including persons with Permission to Officiate and licensed readers.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

### Running Activities Safely

As well as a general code of conduct for workers we also have specific good practice guidelines for running activities safely. These and the relevant consent forms will be reviewed as needed and circulated to all those working with children, young people and adults along with this policy. This includes required standards of behaviour in the use of mobile technology and social media as well as guidance regarding lone working.

When organising activities Leaders and Helpers must consider the following:

- Sufficient Leaders/Helpers are present
- There is a First Aider onsite
- Registration forms are completed for all children/young people – contact details and medical information
- Register is kept of attendees each week
- Risk Assessments are completed for any new activities
- Make attendees and helpers aware of fire procedures
- Accident book – report any accidents to parent / carer
- All helpers must be aware of APC Safeguarding Policy
- Report any safeguarding concerns to the Designated Safeguarding Persons.
- Communication with parents

- Managing Behaviour
- New helpers and leaders are recruited in line with the Safer Recruitment Policy

### **Working in Partnership**

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

We therefore have to develop 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.

### **Other users of our Buildings**

It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone:eight's safeguarding standards or that they will sign an agreement to abide by this policy.

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

Gareth Powell  
Janet Lee

November 2024

## Appendix 1

### Aldridge Parish Church

## Special Needs and Disabilities

Workers should be aware that any child, young person or adult attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). They may behave in a non-age appropriate way. For example, a young person of 17 might behave more like a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. So it is important to set appropriate boundaries that take their needs into account, but also protect workers from false accusation.

It is important to:

- Ask the child, young person or vulnerable adult attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury. Some of these needs may be more easily met than others, so be realistic. A family may ask for changes to enable easier access to the building (ensure you meet the requirements of the Disability Discrimination Act). Listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.
- Ideally ensure that a worker of the same gender assists if they need to be taken to the toilet. However, workers and volunteers are not normally required to assist with toileting and this should be explained to parents and carers.
- Make buildings accessible (e.g. ramps, toilets for the disabled and hearing loop system) and encourage integration within the group.
- Developing appropriate disability awareness including the use of different forms of communication (e.g. sign language) and language etiquette.

### Communication and Etiquette (disabilities)

#### 1. Language

Appropriate use of language is important to avoid reinforcing negative stereotypes and incorrect assumptions of people with disabilities. Disabled people generally don't worry about the words you use - but are concerned about the attitudes people express towards them, including addressing a companion or carer as a conversational go-between or talking in childish language. Often people with disabilities have identified a vocabulary that they feel comfortable with and efforts should be made to accommodate them.

Listed below are some words or phrases that are not helpful with acceptable alternatives in bold:

- Cripple, invalid, handicapped, - handicapped has its origins in 'cap in hand', with implications of charity and begging. Invalid can be interpreted as 'not-valid'.  
**Disabled, disabled person**
- Mentally retarded, mentally handicapped. **Person with a learning disability**
- Deaf aid. **Hearing aid**
- Deaf and dumb. **Profoundly deaf, without speech**
- Disabled toilet. **Accessible toilet, wheelchair-accessible toilet**
- Victim or 'the disabled'- this is impersonal and implies a group separate from the rest of society. **Never use either expression**

- ‘Suffering from’, ‘afflicted by’. **A person with...**
- An arthritic, spastic or epileptic. **A person with arthritis, a person who has cerebral palsy or epilepsy**
- Wheelchair bound, confined to a wheelchair. **‘Wheelchair user’ (a more accurate description)**
- Physically challenged, intellectually challenged, differently abled. **Confusing terms – don’t use.**



## 2. Visual impairment

Below are some guidelines that will help someone with a visual impairment feel welcome and included:

- Identify yourself by name when you meet someone with a visual impairment.
- Make sure that all corridors, approaches and circulating areas are free from obstructions
- Reserve seats as near/at the front of any gathering, so the partially sighted person has the option to sit closer to what’s going on. Offer to assist someone who is blind to find his or her way around. Don’t push – always allow them to take your arm and if necessary provide space for a guide dog to lie down.
- Ensure large print paper versions are available for songs and other written material as well as audio recordings of talks.
- Ensure that overhead screens use the correct font and colours and are clear and simple.
- All print for partially sighted people should be in typefaces such as Arial, Universal and New Century Schoolbook. These are all good examples of clear and legible typefaces. Avoid simulated handwriting and ornate typefaces as these can be difficult to read. No single size is suitable for everyone, but most people prefer their large print in the range of 16 to 22 point but this may need to be checked with the person using the material. Printing should be on contrasting colour paper (black on white or black on pale yellow is best) and on matt (non-glossy) paper. This also helps people with dyslexia. Don’t use pale coloured type on dark colours or print over photographs. Photocopied acetates make excellent large-print song sheets
- For safety reasons, good lighting is essential for partially sighted people (Deaf people benefit too, as lip-reading is only possible in good lighting).
- Use colour contrast as much as possible to designate entrances/exits.
- The international symbol should be shown on literature, advertisements, and notice boards to indicate what facilities are provided for blind and partially sighted people.



### 3. Hearing impairments

Below are guidelines that will help those with a hearing impairment feel welcome and included:

- Always address the deaf or hard of hearing person direct, not the person who may have accompanied them.
- Ensure your face and mouth can be seen clearly. Look directly at the person and speak at normal speed and volume with clear lip patterns. Avoid exaggerated lip patterns that are harder to read. Keep your hands away from your face and remember eating whilst talking hinders effective lip reading. Don't speak directly into the person's ear.
- A hearing induction loop should be provided for talks, entertainment etc. whether you are aware of people using hearing aids or not. It is not always obvious someone has a hearing aid and most people do not like to draw attention to the fact.
- If possible, someone should be conveying what is said and sung using British Sign Language (BSL). They should stand in a visible, well-lit place (probably the front). Courses are now readily available for training in BSL including distance learning. As many people as possible should be trained so this responsibility doesn't rest on one person's shoulders.
- Be aware that background noise can make life very difficult for people who use a hearing aid because it often distorts the sounds they are trying to hear.
- Be prepared to write things down, if necessary, particularly if communication is difficult. The important thing is not to give up.
- The international symbol should be shown on literature, advertisements, and notice boards to indicate facilities are provided for the hard-of-hearing.

### 4. Speech impairment

Never finish a sentence or word for a person with speech impairment. It is also important not to get agitated or become impatient when you are waiting for words to be said. In this situation retain your interest in the person, perhaps by nodding affirmingly and/or retaining eye contact.

### 5. Impaired mobility

If possible, mark out reserved parking spaces for those with mobility difficulties as near as possible to the building entrance. Reserve seating that is the most accessible and minimises walking, but remember it is up to the person to decide where they want to sit. And always enquire if they would like assistance *before* you help.



## 6. Wheelchair Users

- All internal and external access needs to be level or ramped.
- Don't designate one area for wheelchair users - this unnecessarily draws attention to their disability.
- Make sure that at least one seat is alongside each wheelchair position for a friend to be able to sit with a wheelchair user.
- When talking to a wheelchair user, it is polite to sit down so that you are on the same level, making eye contact easier.
- Remember that a wheelchair is part of the user's personal space - so don't lean on it, hold it or attempt to move it/push it unless asked - however, offers are usually welcome, even if declined.
- The international symbol should be shown on literature, advertisements and notice boards to indicate facilities are provided for people with impaired mobility.

## 7. Learning disabilities

Adults and children with learning disabilities often experience difficulties dealing with life issues and/or adjusting to new situations. The term 'learning disability' is often used in a general way that because of people's preconceptions isn't always helpful. For example, it can include people with conditions like Dyslexia or Asperger's syndrome where intellectual capacity is unhindered or maybe exceeds the general average but may affect social skills and the ability to communicate effectively.

Equally none of these 'givens' may apply, which underlines the importance of not making assumptions about people that are known to have a learning disability and not treating them in a childish or patronising way. Below are some guidelines that will help those in this situation feel understood, valued and supported:

- Adults with learning disabilities may well have limited or no reading ability so where possible, signpost facilities and directions (e.g. fire exit) using images as well as words. Read out written material and if applicable include songs with repetitive or uncomplicated words.
- Offer assistance if people seem to be experiencing difficulties understanding or need help with certain instructions. Keep all communication of information in 'bite-size chunks', taking extra time if necessary to explain. Make explanations clear, concise and uncomplicated.
- Be patient if individuals are noisy or move about when it seems inappropriate and/or don't immediately pick up on the 'norms' of how things are done within the place of worship.

## Appendix 2

### Aldridge Parish Church

#### Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child, young person or vulnerable adults needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child, young person, or vulnerable adult, rather than the worker.
- Avoid any physical activity that may be sexually stimulating or construed as sexual.
- All children, young people and vulnerable adults are entitled to personal privacy and the right to decide how much physical contact they have with others, except in circumstances such as a medical emergency.
- When giving first aid, encourage the child, young person, or vulnerable adult to do what they can themselves but, in their best interests giving appropriate help where necessary. When giving first aid explain what you are doing.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about inappropriate behaviour should always be reported.



## Appendix 3

### Aldridge Parish Church

## Home Visits (Children and Young People)

Workers and leaders may need to make home visits from time to time. In these circumstances the church should issue formal identification to the person doing the visit.

#### Guidelines for visiting:

- Inform a supervisor or another worker of the proposed visit.
- In the case of children and young people never go into a home if a parent or carer is absent unless the child would be at risk of significant harm if you do not do so.
- Keep a written record of the visit detailing the following:
  - Purpose
  - Time you arrived and left
  - Who was present
  - What was discussed
- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them.
- Generally, children and young people should not be invited to a worker's home. An invitation to a group to a worker's home should only be extended with the knowledge and approval of the team leader and church leadership and the written permission of the parent/ carer.

## Appendix 4

### Aldridge Parish Church

#### Organising an Outing

When organising an outing or visit it is important to do the following:

- Visit proposed venue beforehand if possible, to assess any risks.
- Consider the individual needs of the children or adults. Discuss with Designated SG Persons.
- Complete a risk assessment paying particular attention to:
  - Potential dangers posed by strangers (adults and children)
  - A child's eye view of the outing in terms of possible dangers
  - Risks that may occur as a result of a special activity
  - Additional help required for a particular activity (e.g. lifeguard for swimming)
- Send a letter to parents containing all the details of the outing and transport arrangements, well before the event.
- Ensure Parent/carer signs consent forms before major outings.
- Ensure parent/carer completes and signs a medical form and provides emergency contact numbers.
- Ensure the supervision ratios are adequate for the size of the group, the age of the children and the activities planned.
- Ensure children are appropriately supervised so that no child gets lost and there is no unauthorised access to children.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- If a minibus is used for transport, ensure that the Approved Minibus Policy is adhered to and it is roadworthy.
- If a coach is hired for the outing, ensure the coach company has appropriate public liability insurance and is willing to work to safeguarding standards.
- The coach driver is suitable. DBS Checked.
- The coach has appropriate seatbelts fitted and that children wear them for the duration of the journey. Gangways, aisles and emergency exits are kept clear.

## Appendix 5

### Aldridge Parish Church

#### Swimming Trips

There should be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person should be established. A swimming consent form for each child (or a copy) should be taken by the group leader on the trip. A copy should also be retained by the contact person in your organisation / place of worship.

Before any visit to a swimming pool check:

- there will be a qualified lifeguard present at all times.
- first aid/rescue equipment is readily available, and this would preferably include a poolside telephone/alarm.

If appropriate to your party, check that the pool caters for children with disabilities. There should be adequate signs indicating the depth of the pool and depending on the age of the group you are taking, it is advisable to make sure that the shallow end is shallow enough! If the maximum depth of the pool is less than 1.5 metres, diving should not be permitted.

Checks should be made that the changing rooms are safe and hygienic and there is a changing room for each sex. They should be supervised while children are in there by at least two leaders per changing room. They should be of the same gender as the children but supervised in such a way that the leaders do not watch the children actually getting changed. It may sound obvious, but it is inadvisable for children to swim immediately after eating.

Children and children's workers should follow the rules of the pool. It is important children and young people know how to behave and take their lead from workers' own behaviour. Group leaders should supervise behaviour at all times and there should be a minimum of two leaders present while the children are in the pool.

Whilst the pool's lifeguard will be on duty to supervise swimmers this does not reduce the duty of care of leaders and workers, including being able to account for the whereabouts of all those participating in the event.

It is worth bearing in mind that because water activities often involve partial nudity, potential abusers are more inclined to make advances. This may include the person lingering around changing rooms or toilets. One way to supervise visits to the toilet is to use the responsible buddy system, i.e. two or three go to the toilet together. One uses the toilet whilst the others stand outside the door.

Swimming or paddling in the sea, rivers, lakes or other natural waters are potentially dangerous activities and a risk assessment must be completed before organising such an activity. Prior to organising a visit to open waters group leaders can look on local websites or contact the local tourist information to make sure the area is safe.

Swimming in the sea or other natural waters should be allowed only as a supervised activity, preferably in a recognised bathing area with a qualified lifeguard present. Obviously weather conditions should be taken into account. Even with lifeguard cover children should always be in the sight of the group leader and team. One of the team should stay out of the water for better surveillance and preferably hold a relevant life-saving certificate. Leaders must ascertain the level of the children's swimming ability and ensure adequate, increased supervision ratios for the particular group.

The limits of the swimming area need to be explained to the children before they enter the water along with other matters specific to the location. In addition, signals of distress and recall need to be adopted and clearly explained.

It is important to establish a base to which members of the group may return if separated.

## Appendix 6

# Aldridge Parish Church

## Transportation

Where children, young people or vulnerable adults are being transported by mini-bus the organisation needs to ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the organisation.

This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility. It is important to distinguish between private arrangements and arrangements organised by church groups. If parents or carers agree together to do some transporting, ensure they are made aware that such arrangements are their own responsibility and not the organisation's.

Advice for transporting children, young people or vulnerable adults is as follows:

- Driving should be restricted to those who have gone through the organisation's recruitment procedures for workers.
- All drivers must have read the safeguarding policy of the organisation and agree to abide by it.
- Parents / carers should be asked to sign a Transportation Consent Form (or include it in the General Information and Consent Form).
- The driver should hold a full driving licence; the vehicle must be adequately insured and the vehicle road worthy.
- Having checked drivers, it is reasonable to expect that they may be alone with a child for short periods. Consideration should therefore be given to dropping off the least vulnerable last and plan routes accordingly. Two workers in a vehicle do not in itself guarantee safety - there have been incidents where workers have acted abusively together.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. If, for example, a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet them at a location where there are other adults around with the knowledge of the group leader. (Remember they may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.
- At collection or dropping off points no child or young person should be on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to a vulnerable adult, depending on the nature of their vulnerability and/or disability.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. where there has been a disagreement or they have romantic feelings for a driver.

## Appendix 7

### Aldridge Parish Church

#### Keeping Records

A logbook should be maintained for all activities where workers can write down unusual events or conversations that they witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of any form of abuse. In this situation, written records would enable any allegations to be seen in context.

Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious - for example, bruising noted on a regular basis or a number of young people making similar comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. Logbooks safeguard both children and workers.

Every child, young person, vulnerable adult, parent or carer should be able to view what is recorded about them in the logbook. This information would need to be kept in a way that does not breach the confidentiality of an individual. Whilst it is important to observe data protection requirements, remember safeguarding is always the priority. Information about the prevention and detection of crime is exempt from data Protection requirements. It may, therefore, be inappropriate to release information to a parent, that has been disclosed by a young person, without first consulting the statutory agencies.

***Information of a sensitive nature (e.g. a child disclosing abuse) will need to be kept separately in a secure place. There is a proforma for responding to allegations of abuse that should be used and discussed and reported to the Safeguarding Co-ordinator.***

However, a cross reference could be recorded in the logbook along the lines of "Jenny spoke to Bill tonight - see separate note in her file". In certain circumstances this information would need to be cross referenced between records. The experience of Thirtyone:eight is that concerns can be raised many years after an event and therefore records should be kept indefinitely as advised by insurance companies.

## Appendix 8

### Aldridge Parish Church

## Guidelines for Managing Behaviour

- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well-behaved attention and resist allowing the demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children and young people in particular are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Engage children and parents so that there is a shared understanding of ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

#### **For those who are continuously disruptive:**

- Have them sit right in front of you or get a helper to sit next to them.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Challenge them to change their behaviour whilst encouraging their strengths.
- Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), be banned from attending the group for a period of time.

Sometimes children and young people are attention-seeking or become angry, upset or disruptive.

Occasionally their behaviour may endanger themselves or others.

***The Government has developed national standards in relation to early years and day care and the following guidelines can be adopted by organisations providing services to children and young people.***

If someone is being disruptive:

- Ask them to stop.
- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.
- Warn them if they continue to be disruptive, this might result in longer-term exclusion from the group.

If they are harming themselves, another person or property then others in the group should be

escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP and send for parents.

The workers involved should always record what happened in writing as soon as possible after the incident. This should include:

- What activity was taking place.
- What might have caused the disruptive behaviour.
- The person's behaviour.
- What was said and how the worker and others responded.
- A list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the logbook. Parents should be informed if their child has been restrained. Please also inform the Designated Safeguarding Person.

It may be helpful, after such an incident, for the worker involved to meet with their line manager to talk things through, reviewing what happened and considering whether there is a way of doing things differently so that the incident could be de-escalated avoiding the need for restraint.



## Responding to concerns, disclosures or allegations of abuse - **RECOGNISE, RESPOND, RECORD, REPORT**

ALWAYS	NEVER
<ul style="list-style-type: none"> <li>• Remain calm and listen carefully to what is being said.</li> <li>• Give reassurance that               <ul style="list-style-type: none"> <li>• They were right to tell you</li> <li>• You are taking what they have said seriously</li> <li>• It was not their fault</li> </ul> </li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Write detailed notes as soon as possible.</li> <li>• Record the facts, not your opinions. Use their words.</li> <li>• Contact the Designated Person for Safeguarding without delay.</li> </ul>	<ul style="list-style-type: none"> <li>• Promise confidentiality.</li> <li>• Show shock, alarm, disbelief or disapproval.</li> <li>• Minimise what is being said.</li> <li>• Ask probing or leading questions, or push for more information.</li> <li>• Delay in contacting the Designated Person for Safeguarding.</li> <li>• Contact the alleged abuser.</li> <li>• Investigate the incident any further.</li> <li>• Pass on information to those who don't need to know. Not even for prayer ministry.</li> </ul>

### Children

If you have any concerns about a child's welfare or if a child discloses abuse to you... **YOU MUST ALWAYS PASS THIS ON**  
 You have a duty of care to protect the child and an obligation to report it to your organisation's Designated Person for Safeguarding.

### Adults

If you have any concerns about an adult's welfare or an adult discloses abuse to you... **They have the right to tell you not to pass it on**  
 This includes upholding their right to follow a course of action, which you may deem unwise or eccentric, including staying in a situation of abuse.  
 Adults have the right to refuse help. You may only report concerns against their wishes when:

- The adult lacks the mental capacity to make such a choice
- There is a risk of harm to others
- In order to prevent a crime

Helen Gilbert  
 April 2018

## Types Of Abuse of Children and Young People

*It is important to be aware that there may be many other reasons for any of these indicators in any given situation*

Types Of Abuse of Children and Young People		
<i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation</i>		
<b>Physical Abuse</b>	<b>Includes....</b>	<b>Some of the key indicators</b>
<p>Inflicting pain, physical injury or suffering</p>	<p>Hitting, slapping and beating Shaking, pinching, throwing and pushing Kicking, burning, drowning and hair pulling Squeezing, suffocating, poisoning and using inappropriate restraint Lack of medical attention Parent or carer fabricates the symptoms of, or deliberately induces illness in a child</p>	<ul style="list-style-type: none"> <li>Any injuries not consistent with the explanation given for them</li> <li>Cuts, lacerations, puncture wounds, open wounds, welts</li> <li>Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.</li> <li>Any bruising on babies who are not mobile</li> <li>Black eyes, burns, broken bones and skull fractures</li> <li>If the child is seen to have injuries that recur or are in the same place on more than one occasion or are without plausible explanation</li> <li>Any injury that has not received medical attention or been properly cared for</li> <li>Poor skin condition or poor skin hygiene</li> <li>Loss of hair, loss of weight and change of appetite</li> <li>Repeated or unexplained tummy pains</li> <li>Child flinches at physical contact &amp;/or keeps fully covered, even in hot weather;</li> <li>Child appears frightened or subdued in the presence of a particular person or people</li> </ul>
<b>Emotional Abuse</b>	<b>Includes....</b>	<b>Some of the key indicators</b>
<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.</p> <p>All forms of abuse have an emotional component.</p>	<p>Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger.</p>	<ul style="list-style-type: none"> <li>Changes in mood, attitude and behaviour</li> <li>Becoming quiet, clingy or withdrawn or conversely becoming aggressive or angry for no apparent reason</li> <li>Denial and hesitation to talk openly</li> <li>Excessive fear or anxiety</li> <li>Changes in sleep pattern or persistent tiredness</li> <li>Loss of appetite</li> <li>Helplessness or passivity</li> <li>Confusion or disorientation</li> <li>Implausible stories and attention seeking behaviour</li> <li>Low self-esteem</li> <li>Inappropriate relationships with peers &amp;/or adults</li> <li>Running away, stealing or lying</li> </ul>

<b>Sexual Abuse</b>	<b>Includes....</b>	<b>Some of the key indicators</b>
<p>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.</p> <p>Sexual abuse is not only perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>	<p>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.</p> <p>Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities.</p> <p>Encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).</p> <p>Possessing and distributing child pornography</p>	<ul style="list-style-type: none"> <li>• Emotional distress</li> <li>• Preoccupation with anything sexual and age-inappropriate knowledge of sexual behaviour</li> <li>• Mood changes</li> <li>• Expressions of feelings of guilt or shame</li> <li>• Self-harm</li> <li>• Itching, soreness, bruises or lacerations, particularly around the genital areas</li> <li>• Difficulty in walking or sitting, or unexplained vaginal or anal bleeding</li> <li>• Recurrent urinary or genital infections</li> <li>• A child who is sexually provocative or seductive towards adults</li> <li>• Disturbed sleep patterns</li> <li>• Torn, stained or bloody underclothing</li> <li>• Significant changes in sexual behaviour or outlook</li> </ul>
<b>Neglect</b>	<b>Includes....</b>	<b>Some of the key indicators</b>
<p>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.</p> <p>In a child, neglect is likely to result in the serious impairment of the child's health or development.</p> <p>Neglect can be deliberate or can occur as a result of not understanding what the child's needs are.</p>	<p>Neglect may occur during pregnancy as a result of maternal substance abuse.</p> <p>Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>• provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>• protect a child from physical and emotional harm or danger;</li> <li>• ensure adequate supervision (including the use of inadequate care-givers); or</li> <li>• ensure access to appropriate medical care or treatment.</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>	<ul style="list-style-type: none"> <li>• Child looking unkempt or dirty and has poor personal hygiene</li> <li>• Child is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food</li> <li>• Child is dressed inappropriately for the weather conditions</li> <li>• Dirt, urine or faecal smells</li> <li>• Home environment does not meet basic needs (for example not heating or lighting)</li> <li>• Health and safety hazards in the living environment</li> <li>• Untreated medical conditions,</li> <li>• Depression</li> <li>• Callers / visitors are refused access to the child</li> </ul>

<p><b>Online Abuse</b></p> <p>Any type of abuse that happens on the web</p>	<p><b>Includes.....</b></p> <p>Through social networks Playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.</p>	<p><b>Some of the key indicators</b></p> <ul style="list-style-type: none"> <li>• Constantly in chat-rooms</li> <li>• Befriending unknown people online</li> <li>• Secretive behaviour</li> </ul>
<p><b>Child Sexual Exploitation</b></p> <p>The deliberate grooming of children for the purpose of sexual exploitation.</p> <p>They may also be groomed and exploited online.</p>	<p><b>Includes.....</b></p> <p>Grooming children and young people for the purpose of sexual exploitation. Children receive gifts, money, alcohol or drugs or apparent affection. These then become contingent upon performing sexual acts and allowing other adults to perform sexual activities on them. Children and young people are deceived into thinking they are in a consensual relationship. Some children and young people are trafficked within borders or across borders for the purpose of sexual exploitation.</p>	<p><b>Some of the key indicators</b></p> <ul style="list-style-type: none"> <li>• Secrecy about who they are seeing</li> <li>• Young people staying out late or going missing for periods of time</li> <li>• Unexplained gifts</li> <li>• Access to drugs and alcohol</li> <li>• Sexualised behaviour</li> <li>• Unexplained mood swings</li> <li>• Sexually transmitted diseases</li> </ul>
<p><b>Spiritual Abuse</b></p> <p>The abuse of power in a faith setting</p>	<p><b>Includes.....</b></p> <p>Spiritual abuse occurs when someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others. It can affect children, adults and whole families. It can also involve the inappropriate use of exorcism rituals upon children who are believe to be demon-possessed.</p>	<p><b>Some of the key indicators</b></p> <p>It is often difficult for churches to identify spiritual abuse because its definition may be more an issue of personal interpretation of common practices in the church or denomination</p> <ul style="list-style-type: none"> <li>• Often the family have strong conservative views</li> <li>• Fear</li> <li>• Preoccupation with demon-possession</li> </ul>
<p><b>Radicalisation</b></p> <p>The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Idealistic young people can be particularly vulnerable to radicalisation</p>	<p><b>Includes.....</b></p> <p>Children and young people may meet people online or visit websites that could lead them to adopting extreme views and becoming radicalised. Curiosity could cause children and young people to seek out such people or they might be befriended in order to encourage them to adopt such beliefs or join groups whose views and actions would be considered extreme.</p>	<p><b>Some of the key indicators</b></p> <ul style="list-style-type: none"> <li>• A sudden change in beliefs and behaviours</li> <li>• Adoption of extremist views</li> <li>• Talking as though from a scripted speech, unable to discuss their views rationally</li> <li>• Isolating themselves from friends and family</li> <li>• Secrecy</li> <li>• Increased levels of anger</li> </ul>

<b>Child Marriage</b>	<b>Includes.....</b>	<b>Some of the key indicators</b>
Child marriage refers to any marriage of a child younger than 18 years of age in accordance with Article 1 of the Convention on the Rights of the Child.	Whilst child marriage can happen to both sexes, it disproportionately affects girls. Such girls are denied their fundamental rights to health and education and are often victims of domestic abuse and sexual violence.	<ul style="list-style-type: none"> <li>• Persistent absence or disappearing from school</li> <li>• Returning to country of origin</li> <li>• Surveillance by siblings or cousins</li> <li>• Poor performance in school</li> <li>• Pregnancy</li> </ul>
<b>Female Genital Mutilation</b>	<b>Includes.....</b>	<b>Some of the key indicators</b>
FGM includes all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons (WHO).	It is also referred to as female genital cutting. It is estimated that 60,000 women and girls are affected in the UK and it is still practiced by some communities. Although it is a criminal offence there has not been one successful prosecution in the UK	<ul style="list-style-type: none"> <li>• Returning to home country (where FGM practised) during school holidays</li> <li>• Talking about a special ceremony</li> <li>• Relative or cutter visiting from abroad</li> <li>• A relative being cut</li> <li>• Change in attitude or demeanour</li> <li>• Difficulties urinating or incontinence</li> <li>• Frequent or chronic vaginal, pelvic or urinary infections</li> <li>• Menstrual problems</li> <li>• Kidney damage and possible failure</li> </ul>

## Types Of Abuse of Adults

<b>Physical Abuse</b>		
To inflict pain, physical injury or suffering	Hitting, slapping and beating Shaking, pinching, throwing and pushing Kicking, burning, drowning and hair pulling Squeezing, suffocating, poisoning and using inappropriate restraint With-holding or misusing medicines	<p><i>It is important to be aware that there may be many other reasons for any of these indicators in any given situation</i></p> <ul style="list-style-type: none"> <li>• Any injuries not consistent with the explanation given for them</li> <li>• Cuts, lacerations, puncture wounds, open wounds, welts</li> <li>• Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.</li> <li>• Black eyes, burns, broken bones and skull fractures</li> <li>• If the person is seen to have injuries that recur or are in the same place on more than one occasion or are without plausible explanation</li> <li>• Any injury that has not received medical attention or been properly cared for</li> </ul>

		<ul style="list-style-type: none"> <li>• Poor skin condition or poor skin hygiene</li> <li>• Loss of hair, loss of weight and change of appetite</li> <li>• Person flinches at physical contact &amp;/or keeps fully covered, even in hot weather;</li> <li>• Person appears frightened or subdued in the presence of a particular person or people</li> </ul>
<p><b>Psychological Abuse</b></p> <p>The use of threats, fear or power gained by another's position, to invalidate the person's independent wishes</p> <p>Such behaviour can create very real emotional and psychological stress.</p>	<p>Mocking, coercing, threatening or controlling behaviour</p> <p>Bullying, intimidation, harassment or humiliation</p> <p>The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation</p> <p>Making someone feel worthless, a lack of love or affection or ignoring the person</p> <p>Psychological abuse may well be indicative of other forms of abuse.</p> <p>All forms of abuse have an emotional/psychological component.</p>	<ul style="list-style-type: none"> <li>• Changes in mood, attitude and behaviour</li> <li>• Becoming quiet or withdrawn or conversely becoming aggressive or angry for no apparent reason</li> <li>• Denial and hesitation to talk openly</li> <li>• Excessive fear or anxiety</li> <li>• Changes in sleep pattern or persistent tiredness</li> <li>• Loss of appetite</li> <li>• Helplessness or passivity</li> <li>• Confusion or disorientation</li> <li>• Implausible stories and attention seeking behaviour</li> <li>• Low self-esteem</li> </ul>
<p><b>Sexual Abuse</b></p> <p>Any non-consenting sexual act or behaviour.</p> <p>No one should enter a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust</p>	<p>Rape, sexual assault or coercion to perform sexual acts to which the person has not consented, could not consent or was pressurised into consenting</p> <p>Indecent assault, incest, being forced to touch another person in a sexual manner without consent</p> <p>Making sexual remarks, suggestions and teasing.</p> <p>Indecent exposure, being forced to watch pornographic material or sexual acts</p> <p>Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways.</p> <p>Being spied on while a person is undertaking personal care activities.</p>	<ul style="list-style-type: none"> <li>• Emotional distress</li> <li>• Mood changes</li> <li>• Expressions of feelings of guilt or shame</li> <li>• Itching, soreness, bruises or lacerations, particularly around the genital areas</li> <li>• Difficulty in walking or sitting, or unexplained vaginal or anal bleeding</li> <li>• Unexplained venereal disease or genital infections</li> <li>• Disturbed sleep patterns</li> <li>• Torn, stained or bloody underclothing</li> <li>• Significant changes in sexual behaviour or outlook</li> <li>• A woman who lacks mental capacity to consent to intercourse becomes pregnant</li> </ul>

<p><b>Neglect</b></p> <p>A person's wellbeing is impaired and their care needs are not met Neglect can be deliberate or can occur as a result of not understanding what someone's needs are. It can also indicate that the carer needs help and support.</p>	<p>Failing to provide access to appropriate health, social care or education services Failing to provide a warm, safe and comfortable environment Ignoring medical or physical care needs, including not providing adequate food or assistance with eating / drinking, or not clothing them sufficiently. Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others) Deliberately withholding aids, such as walking sticks or hearing aids Denying social, religious or cultural contacts, or denying contact with the family</p>	<ul style="list-style-type: none"> <li>• Person looking unkempt or dirty and has poor personal hygiene</li> <li>• Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food</li> <li>• Person is dressed inappropriately for the weather conditions</li> <li>• Dirt, urine or faecal smells in a person's environment</li> <li>• Home environment does not meet basic needs (for example not heating or lighting)</li> <li>• Health and safety hazards in the living environment</li> <li>• Untreated medical conditions, pressure sores, rashes, lice on the person</li> <li>• Depression</li> <li>• Person and / or carer have inconsistent or reluctant contact with Health and Social Services</li> <li>• Callers / visitors are refused access to the person</li> <li>• Prolonged isolation or lack of stimulation</li> <li>• Person who is not able to look after themselves is left unattended and so put at risk</li> <li>• Not being helped to the toilet when assistance is requested</li> </ul>
<p><b>Financial Abuse</b></p> <p>The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions</p>	<p><b>Includes....</b></p> <p>Theft, fraud or embezzlement of monies, benefits or goods Exploitation or profiteering Applying pressure in connection with wills, property or inheritance, or financial transactions The abuse of influence, power or friendship to persuade a person to make gifts or change their will Being charged excessive amounts for services such as minor building works on a property</p>	<p><b>Some of the key indicators</b></p> <ul style="list-style-type: none"> <li>• Unexplained loss of money</li> <li>• Missing personal belongings such as art, jewellery and silverware</li> <li>• Deterioration in standard of living, not having as much money as usual to pay for shopping or regular outings</li> <li>• Inability to pay bills, getting into debt</li> <li>• Sudden changes in a person's finances</li> <li>• Person unable to access their own money or check their own accounts</li> <li>• Cheques being signed or cashed by other people without someone's consent</li> <li>• Recent acquaintances expressing sudden or disproportionate interest in the person and their money</li> <li>• Reluctance on the part of the family, friends or the person controlling the person's funds to pay for necessary food, clothes or other items</li> <li>• Recent changes of deeds / title of home</li> <li>• Inappropriate granting and / or use of Power of Attorney</li> <li>• Sudden change or creation of a will to benefit and individual significantly</li> </ul>

<p><b>Discriminatory Abuse</b></p> <p>The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.</p>	<p><b>Includes.....</b></p> <p>Ageist, racist, sexist, or abuse based on a person's disability Abuse linked to a person's sexuality Harassment, slurs or similar treatment Withholding services without proper justification, or lack of disabled access to services and activities</p>	<p><b>Some of the key indicators</b></p> <ul style="list-style-type: none"> <li>• Low self-esteem</li> <li>• Withdrawn</li> <li>• Anger</li> <li>• Person puts themselves down in terms of their gender or sexuality</li> <li>• Abuse may be observed in conversations or reports by the person of how they perceive themselves</li> </ul>
<p><b>Institutional Abuse</b></p> <p>The mistreatment of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.</p>	<p><b>Includes.....</b></p> <p>The inability of an institution to safeguard people from emotional or even physical harm and neglect Having fixed rules and routines by which people are controlled People prevented from doing things that are their rights No access to personal possessions or personal allowance</p>	<p><b>Some of the key indicators</b></p> <ul style="list-style-type: none"> <li>• Being routinely referred to in a condescending fashion</li> <li>• Disrespectful language and attitudes</li> <li>• Being spoken to or treated like a child</li> <li>• A person's privacy and dignity is routinely compromised</li> <li>• Failure to recognise the individuality of people and applying a 'one size fits all' approach to support</li> <li>• No evidence of support services care plans that focus on the individual's needs</li> <li>• Premises that are regularly understaffed</li> </ul>
<p><b>Domestic Abuse</b></p> <p>Traditionally this was the term used for domestic violence. In Britain now the law recognises that domestic abuse may be present without any physical violence and recognises domestic abuse includes coercive control in the domestic sphere.</p>	<p><b>Includes.....</b></p> <p>Physical assault Non-consensual sex or sexual activity Bullying and humiliation Financial abuse Isolating partner from family and friends Threats Coercive control</p>	<p><b>Some of the key indicators</b></p> <ul style="list-style-type: none"> <li>• Unexplained injuries and bruises or explanations that are not consistent with the injuries</li> <li>• Isolation from family and friends</li> <li>• Fearfulness and anxiety</li> <li>• Loss of self esteem</li> <li>• Self blame</li> </ul>
<p><b>Modern Slavery</b></p> <p>Many economic migrants as well as asylum seekers are vulnerable to being trafficked and ending up in modern slavery.</p>	<p><b>Includes.....</b></p> <p>Working in Brothels, cannabis farms, nail bars and agriculture against their will. Domestic Slavery</p>	<p><b>Some of the key indicators</b></p> <ul style="list-style-type: none"> <li>• Physical appearance, inappropriate clothing.</li> <li>• Isolation, not being allowed to travel alone or restricted freedom of movement.</li> <li>• Poor living conditions, few possessions, no ID documents</li> <li>• Unusual travel times – being dropped off early morning or late at night</li> <li>• Accompanied to medical appointments, always converses through translator</li> </ul>

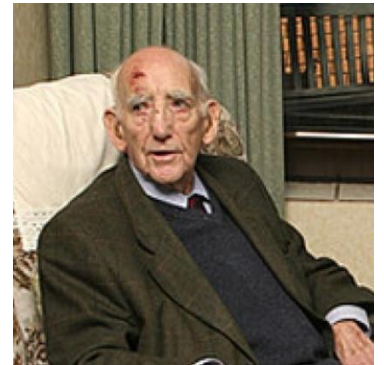


Spiritual Abuse	Includes....	Some of the key indicators
<p>The inappropriate use of religious belief or practice.</p> <p>Coercion and control of one individual by another in a spiritual context.</p> <p>The abuse of trust by someone in a position of spiritual authority (such as a minister, church leader or missionary)</p> <p>The person experiences spiritual abuse as a deeply emotional personal attack.</p>	<p>Forcing religious ideas or practices onto people, particular those who may be vulnerable to such practices</p> <p>Extreme pastoral interference in personal matters – reducing individual choice and responsibility</p> <p>The misuse of scripture or power to control behaviour and pressure to conform</p> <p>The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position</p> <p>Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm</p> <p>The denial of the right of faith or opportunity to grow in the knowledge and love of God</p> <p>Exclusion of people to the full range of church life (no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or fear of involving those who are HIV positive)</p>	<ul style="list-style-type: none"> <li>• <b>Some of the key indicators</b></li> <li>• It is often difficult for churches to identify spiritual abuse because its definition may be more an issue of personal interpretation of common practices in the church or denomination</li> <li>• Pastoral practices that ‘force’ people into accepting religious values or ideas</li> <li>• Confusion, and uncertainty of who, what or why they believe any more</li> <li>• Deeply scarred – emotionally, psychologically and spiritually</li> <li>• Sense of bereavement if they leave the church or group</li> <li>• Difficulty committing to church in the future</li> <li>• Questioning the heart of God</li> </ul>

Aldridge Parish Church



# Guidance for Visiting Adults in need of Support



**Based on guidance from Thirtyone:eight and  
the Church of England**

## Definitions

### **Vulnerable Adult (Adult in need of protection)**

An adult is someone over 18 (unless specific legislation states otherwise). The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse.

It follows that some adults because of circumstance or particular vulnerability or risk may be in need of Care and Support. Throughout this leaflet we will use the terms vulnerable adults and adults in need of care and support interchangeably.

### **The Care Act**

The Care Act applies the term **Adults with Care and Support needs'** to any adult (aged 18 or over) who:

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### **Vulnerability**

However, adults who would not be classed as vulnerable under this definition, can be bullied, exploited or abused. Anyone may be vulnerable as a result of circumstances, pressures, concerns, dangers, traumas, bereavement, sensory impairment or health needs and be in need of additional protection or support. This can be temporary or permanent. Everyone is susceptible to vulnerability.

**It is everyone's Christian responsibility to recognise and support those who are more vulnerable with compassion and in a way that preserves dignity. An understanding of vulnerability and safeguarding must underpin all pastoral ministry.**

## **Some factors which increase vulnerability include:**

- sensory or physical disability or impairment
- learning disability
- communication difficulties
- physical illness
- accident or trauma
- mental ill health, chronic or acute (including dementia)
- addiction to alcohol, drugs or other substances
- homelessness
- loss of employment
- failing faculties in old age
- present or historic abuse
- bereavement

Life events such as bereavement, abuse or trauma may result in temporary or permanent reduction in physical, mental or emotional wellbeing and render people at risk of exploitation and abuse.

## **Principles of Visiting Vulnerable Adults**

### **Pray beforehand**

Whatever the reason for your visit, remember to ask for God's help and guidance. This could be a time of preparatory prayer before you leave your house, a short prayer on the way to the door – or both!

### **Timing**

Think about the most appropriate time for a visit. For example, early evening can be difficult for families with young children; elderly people may be reticent to answer the door after dark, even when prearranged.

### **Arranging Visits**

Whenever possible, contact the person in advance, to find a mutually convenient time. A bereaved person should be encouraged to have someone with them.

It is helpful to say why you are visiting, to enable the person visited to understand the reasons for the visit – and give them the opportunity to give or withhold their consent to the arrangement.



## Home Visits

- Always wait to be invited in and go into the room that the person indicates. Don't assume that you will always be asked into the same room!
- Look for the clues of where to sit down. Spectacles left on a table, an open book or magazine, the TV remote control, etc are all indicators that this is someone's usual seat – so avoid sitting there. If in doubt, ask the person where they would like you to sit.
- Don't follow people into other rooms, for example, into the kitchen if they are making you a drink.
- Unless the person you are visiting is confined to bed, never go upstairs in a house – even to go to the toilet.
- If you are visiting someone who is in bed, always check to make sure that it is alright for you to go upstairs and then that they are ready for you to enter the room.
- Never go into other rooms in the house alone. If something is lost or mislaid, you don't want to put yourself in the position where you may be accused of taking it.
- To avoid misunderstandings, never look through drawers or cupboards even at the person's invitation. If possible it's better to look together.
- Don't open handbags, briefcase, etc. Take the bag to the person and enable them to open it and look for what they want.

## During a Visit

In all visiting, it is helpful to put yourself imaginatively in the other person's position. The thoughtful, sensitive visitor is the most welcome.

## Confidentiality

***It is vital that things said to you remain confidential.***

***HOWEVER if you sense that there is a safeguarding issue you should ensure that the person is aware that you have duty to report it in order get them the help and support they need. (See end of this appendix for types and signs of abuse and how to report them)***

## **Ending a Visit**

- Be aware of the time during your visit, not only the duration but upcoming meals etc.
- Avoid obviously checking your watch.
- Don't be afraid to end a visit earlier than planned if the person seems to be tiring or seems to want an end.
- Give a 'five minute' warning: eg. "I'm going to leave in a few minutes. Is there anything else you'd like to talk about before I go?"
- Offer a further visit, as appropriate and an indication of when this is likely to be.
- If this is one of a series of planned visits make a firm appointment for your next visit.

## **Safeguarding the Visitor**

The Church of England now recommends that if you are visiting on behalf of the church/as part of a parish visiting team you should visit in pairs. This is not always possible or appropriate and is something we keep under review.

Visits to people in their own homes should normally be carried out by people of the same gender.

If you are visiting alone, always let someone else know when you will be visiting and for how long. If the visit is confidential tell someone when you expect to be back and the other details can be in a sealed envelope should you fail to come back as expected.

Have a mobile phone with you and ensure people have your number.

As a visitor – visiting vulnerable adults, taking home communion you are part of team recognized by the church. This means that there is a team leader to help and support the individual team members. Keep the team leader informed of your plans, including outcomes or concerns that need to be followed up.

## Record Visits

Your records should be contemporaneous. Make a note of the date, time of arrival and duration of the visit. You can record who you have visited using initials only or abbreviated address. This helps you keep a record of your visiting and can be useful if the person you are visiting is confused about when you last visited. If the person has one, fill in your name and the date and time on the APC home visiting record card kept in the home ( eg people with memory problems)

## Identity Cards

Always show your identity card if you have one, even if you know the person you are visiting well. There may be someone present, e.g. a family member or a health or social care worker, who needs to be reassured that you are a genuine visitor from the church.

## Food and drink

Don't offer sweets, drinks or other food items to people you are visiting. You don't know what they are able to have and they may not want to refuse for fear of offending you.

## Medication

Never offer 'over the counter' medicines to the people you visit. Simple medications can all have side effects and may not be compatible with other prescribed medicines the person may be taking.

## Handling Money and Gifts

- It can be very easy for someone to be confused about money.
- If someone wants to give money to the church, always put it in an envelope and mark it on the outside as a donation – inform your team leader and the clergy and check whether they know any reason not to receive the gift.
- Make sure the treasurer or office staff acknowledge receipt of this and sign the envelope so that money can be traced.
- If someone wants to give you possessions for a church fayre/sale ensure that they have the mental capacity to understand the size and the value of the gift they are giving.

***You should never accept any significant gifts or money for visiting, however, the person being visited may want to give a small box of chocolates/sweets and, if refusal is likely to cause offence, it may be more prudent to accept, and explain that the gift will be shared with the team.***



## **Good Practice when visiting Hospitals and Residential Settings**

- Sign in and out
- Introduce yourself to care staff and show your ID even if they are hard to find, and tell them what you are doing.
- Apply all the same principles as home visiting.
- If you witness anything or are told anything you are uncomfortable about please discuss this with your team leader and the Designated Safeguarding Person.

### **Physical movement and contact**

- If someone in a residential establishment or hospital wants to be moved, find a member of staff - don't try to do it yourself.
- Avoid physical contact with people in nightclothes - they can be less concealing than normal clothes and it can cause embarrassment.

***If you are asked to hold a person's keys and enter their home, first speak to your team leader who may discuss this with the Designated Safeguarding Person.***

## Guidance about working within safe boundaries when offering pastoral care

*These guidelines are intended to prevent co-dependency from developing in pastoral and caring relationships.*

*They protect vulnerable people and also help to safeguard workers from being wrongly accused of abuse or misconduct.*

In a church setting pastoral relationships can easily become intertwined with friendships and social relationships, making it essential for workers and volunteers who are part of a ministry team to establish and respect appropriate professional boundaries:

- Church workers and volunteers should exercise particular care when ministering to persons with whom they have a close personal friendship or extended family relationship.
- Church workers and volunteers should be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Church workers and volunteers who exercise a healing ministry must be trained in the theology and non-intrusive practice of that work.
- Church workers and volunteers should recognise their limits and not undertake any ministry that is beyond their competence or role (e.g. therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice). In such instances the person should be referred to another person or agency with appropriate expertise.
- ***Referrals should not be made by the visiting team. Pastoral concerns should be discussed with the Team Leader who will discuss it with the Ministry Assistant / Clergy.***
- ***Safeguarding concerns should be reported to the one of the Designated Safeguarding Persons.***

- Church workers and volunteers should avoid any behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Church workers and volunteers should treat those with whom they minister or visit with respect, encouraging self-determination, independence and choice.
- Church workers should not undertake any pastoral ministry while they are under the influence of drink or non-prescribed drugs or substances.
- Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Workers need to recognise such a development and make it clear to both the person concerned and a supervisor or colleague. Alternative arrangements should be made for the ongoing pastoral care of the person concerned.
- ***Church workers should never canvas for financial or material donations from people who may be vulnerable e.g. the recently bereaved***

## **Statutory Definitions of Abuse**

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

It comes from a misuse of power and control that someone has over another. Harm is the result of this mistreatment or abuse. 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. It includes bullying, harassment and coercive control.

The following types of abuse are recognized in The Care Act 2014:

## **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. Spiritual Abuse is included in psychological and emotional abuse by statutory bodies.

## **Neglect or Act of Omission**

This is the failure to provide appropriate care for a person's physical and medical health and well-being. It 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.

## **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 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 or Organisational 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. also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

## **Domestic Abuse**

This is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner. It includes honour crimes, forced marriage and female genital mutilation/cutting (FGM).

## **Modern Slavery**

Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

## **Spiritual Abuse**

This is the abuse of power, often done in the name of God or religion, which involves manipulation or coercion and denies an individual the right to make choices. It produces fear that by going against the leader or group, an individual will displease God and forfeit his blessing.

# Signs of Possible Abuse

## Physical

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

## Sexual

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

## Psychological or Emotional

- 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

## 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 cash withdrawals 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 from carers
- Poor quality or avoidance of care
- Tendency to withdrawal, fearfulness, anxiety
- Unable to access services
- Loss of self-esteem

## **Institutional or Organisational**

- 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

## **Domestic Abuse**

- Unexplained injuries and bruises
- Explanations that are not consistent with the injuries
- Isolation from family and friends
- Lack of material independence
- Fearfulness and anxiety, loss of self esteem
- Self blame

## **Modern Slavery**

- Physical appearance, inappropriate clothing
- Isolation, not being allowed to travel alone or restricted freedom of movement  
Poor living conditions, few possessions, no ID documents
- Accompanied to medical appointments, always converses through a translator
- Unusual travel times being dropped off early morning or late at night

## **Spiritual**

- Depression and suicidal thoughts
- Anger
- Mistrust of churches and church leaders
- Loss of sense of self
- Inability to trust others and trust God

## Reporting Concerns

***Under no circumstances should a worker or volunteer 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 relating to vulnerable adults should listen carefully and record the concerns or allegations noting the name and contact details of the alleged victim. They should not ask leading questions and record only the facts. They should sign and date this.

They should report concerns as soon as possible to one of the Designated Safeguarding Persons who are nominated by the Church 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 Designated Safeguarding Persons or, if the suspicions in any way involve them the report should be made to the Warden with oversight of Safeguarding.

The local Adult Social Care and Inclusion office telephone number is 0300 555 2922. This number can be used 24 hours a day, 7 days a week including Bank Holidays and weekends.

The Diocesan Safeguarding Adviser is Neil Spiring 01543 306030

***Suspicious must not be discussed with anyone other than those nominated above.***

**All those who are involved in visiting ministries are required to be available for team meetings and for Safeguarding Training (3 yearly) and should sign the Code of Conduct (annually) and have a current DBS.**

**THANK YOU FOR BEING PART OF THIS IMPORTANT MINISTRY AT ALDRIDGE PARISH CHURCH.**