

Rochford Community Church Trust

SAFEGUARDING POLICY

Adopted: December 2021

Reviewed July 2024

Company Registered Number 3769768

Charity Registered Number 1077877

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Section 1 - Details of the place of worship/organisation

1.1 Contact Details: Life Community Church Rochford, a working name of Rochford Community Church Trust

Address we usually meet at: Life House, Fambridge Road, Ashingdon, SS4 3LN

Tel No: 07534 904488

Email address: admin@lifecc.online

Senior Leader Name: Simon Ford

Contact:details : simonford@lifecc.online 07534 904488

Safeguarding Coordinator Name: Nicky Everett

Contact details: nickyeverett@lifecc.online 07841382803

Simon Ford maintains an oversight role of safeguarding and acts as deputy in the absence of the co-ordinator.

Recruiter: Simon Ford 07534 904488

Deputy Recruiter: Angela Porter 07762 377594

Children's & Youth Leaders:

Lisa Ford – Children and Families 07922 170979

Gary Bunker – Youth 07305 762231

Pastoral Team Leader: Lisa Ford 07922 170979

Charity Number: 1077877 **Company Number:** 3769768

Insurance Company: Congregational with public liability cover of £10 million.

1.2 Organisation description

We are a Community Church involved in our local community in various ways and offer a number of meetings throughout the week. Some meetings are held virtually, whilst others are held in the community. The church meets at The Life House, which consists of a main hall, smaller rooms and a large outdoor space where a number of services and groups run. We also meet regularly as small groups in a number of church members' homes. The meetings vary in terms of focus, some are All together services, others are specifically for prayer or social events. There are weekly groups for children and youth with age-appropriate activities, often with a Christian content.

Children and Youth groups:

Explorers	3 - 7 year olds (Up to School year 2)
Heroes	7 - 11 year olds (School years 3 - 6)
Life Youth Sunday group	11 - 16 year olds (School years 7 - 11)
Ignite Youth Group	9 - 13 year olds (School years 5 - 8)
Fusion Youth Group	13 - 18 year old (School years 9 - 13)

1.3 Our commitment

As the Organisation (this term refers to the Leadership and the Trustees), we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and adults with care and support needs can be the victims of physical, sexual and emotional abuse and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child, which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right, to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As the Organisation, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight (Formally Churches' Child Protection Advisory Service) and prepared in consultation with them.

The Organisation undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.

Section 2 - Prevention

2.1 Understanding abuse and neglect

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

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

- 1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including*

sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

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

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

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

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

2.2 Safer recruitment

Within the Trust, there are a variety of workers with roles and responsibilities which bring them into contact with children and adults with care and support needs. In order to minimise the risk to those who are the most vulnerable, it is important that these persons are appointed with due care. Such workers include:

- Those with overall responsibility for safeguarding, including Trustees and the Leadership Team.
- Those with specific safeguarding roles.
- Children's and youth workers, pastoral workers, house group leaders and some community workers.
- Drivers of children and adults with care and support needs where this is on behalf of the Trust rather than by private arrangement with the family.

The following procedure and checks are in place for volunteer applications;

- Been an active member of Life Community Church Rochford for at least 6 months
- One telephone reference undertaken, using the reference form. See appendix 10
- An informal interview is conducted, including a discussion about safeguarding
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Read the Safeguarding Policy and knows how to report a concern
- Completed Safeguarding training, alongside other training where relevant
- A probationary period

A volunteer induction sheet for each applicant will monitor this process. (See appendix 7.) This sheet will be monitored by the Youth Leader/Recruiter and overseen by the Safeguarding Co-ordinator.

In the case of 'one-off' volunteers at, for example, day outings or special events, these measures will not be needed provided that the volunteer is not left unsupervised with children, young people and adults with care and support needs.

In the case of salaried church workers directly involved with children, young people and adults with care and support needs, in addition to the above procedures the following measures will also be put in place:

- There is a written job description/ person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short-listed have been formally interviewed
- Qualifications where relevant have been verified

2.3 Disclosure and Barring Check

All workers as outlined above shall undergo criminal records checks. This will 'root out' some inappropriate persons and will deter others from applying. Furthermore, it is a measure now expected by the general public and one required by the Charity Commission.

Checks should be made prior to taking up a post. Rechecks should be made periodically thereafter, normally every three years unless circumstances (including legislation) require a shorter interval.

A recruiter and one or more deputies shall be appointed to oversee DBS checks. Recruiters will need to be approved by an 'umbrella body' through which the checks will be facilitated. They will determine the level of checks required and will make decisions, based upon the information disclosed, as to the suitability of a person for a post. When necessary, in conjunction with the Safeguarding Co-ordinator, they will determine any restrictions which may be necessary. Recruiters may have access to confidential information which cannot generally be disclosed.

All DBS information shall be stored in accordance with the Trust's policies.

2.4 Safeguarding training

The organisation is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. Workers must understand how they may work safely with children and adults with care and support needs and what action they must take if they suspect abuse.

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

2.5 Management of Workers – Codes of Conduct

As an organisation we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs. (See appendix 8)

Section 3 - Practice Guidelines

As an organisation working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have good practice guidelines, a copy of which can be found as appendix 9.

3.1 Working in Partnership

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

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets the organisation's safeguarding standards.

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

Section 4 - Responding to allegations of abuse

4.1 General procedure

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

- The worker or volunteer should make a written report of the concern
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Nicky Everett (hereafter the "Safeguarding Co-ordinator")

Tel: 07841382803

Email: nickyeverett@lifecc.online

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:
- Safeguarding Oversight/Deputy – Simon Ford or
Name: Nic Maxwell (hereafter the "Trustee Lead")
Tel: 07936710628

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

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

Tel: 0303 003 1111 info@thirtyoneeight.org www.thirtyoneeight.org

Alternatively contact Social Services or the police.

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

Name of local authority: Essex County Council

Children's Social Services Essex Safeguarding Children Board

Tel: General enquires 0333 013 8936 Reporting a concern 0345 603 7627

Out of hours Tel: 0345 606 1212

Website Address: www.escb.co.uk

Adult Social Services Essex Safeguarding Adults Board

Tel: General 03330 131 019 Reporting a concern 0345 6037630

Out of hours Tel: 0345 606 1212

Website Address: www.essexsab.org.uk

Police Protection Team Tel:

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

4.2 Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

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

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

Allegations of sexual abuse

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

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

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

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

If there is concern about any of the above, Safeguarding Co-ordinator/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.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

4.4 Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

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

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

Section 5 - Pastoral Care

5.1 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.

5.2 Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs;

the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by: Position: Safeguarding Co-ordinator

Signed by: Position: Church Leader/Safeguarding Oversight

Date: 22/7/24

Key Contacts:

Safeguarding Coordinator: Nicky Everett 07841382803

Safeguarding Oversight: Simon Ford 07534 904488

Trustee Lead for Safeguarding: Nic Maxwell 07936710628

Thirtyone:eight: 0845 120 4550 PO Box 133, Swanley, Kent. BR87UQ

APPENDIX 1

The Organisation Safeguarding Statement

The Organisation of Life Community Church Rochford, recognises the importance of its ministry/work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the organisation as part of this policy.

This church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

Specifically:

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

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults with care and support needs and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.

- Following any organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

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 with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed.
- Safeguarding is everyone's responsibility.

APPENDIX 2 – from Safe & Secure online Manual

Definition of Child and adult with care and support needs

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 because this is the legal definition of a child. 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 similarly define a child as someone under 18.

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

Definition of adult with care and support needs/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 protection. Adults with care and support needs are also known as 'adults at risk'. Throughout this manual we will use the terms 'adults with care and support needs' and 'adults in need of protection' interchangeably.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults with care and support needs from abuse' - Department of Health and Home Office (March 2000) states a vulnerable person is someone:

"who is or may be in need of, community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

APPENDIX 3 – from Safe & Secure online Manual

Statutory Definitions of Abuse (Children)

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

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

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

What are abuse and neglect?

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

Physical abuse

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

Emotional abuse

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

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

Sexual abuse

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

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

Neglect

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

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

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

APPENDIX 4 – from Safe & Secure online Manual

Statutory Definitions of Abuse (adults with care and support needs)

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

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

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

Physical Abuse

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

Sexual Abuse

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

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult with care and support needs. It is also behaviour that has a harmful effect on the adult with care and support needs' 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 with care and support needs requires for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult with care and support needs or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired

Discriminatory Abuse

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

Institutional Abuse

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

APPENDIX 5 – from Safe & Secure online Manual

Further Definitions of Abuse

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome By Proxy)

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: "any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality." (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.)

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence.

The definition of domestic violence in Working Together 2010 states:

"Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence." (Section 6.21)

Home Office (2009) 'What is Domestic Violence?' London Home Office defines domestic violence as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family

members, regardless of gender or sexuality." Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover. (Section 9.17)

Investigating complex (organised or multiple) abuse

This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role. (Working Together 2010 Sections: 6.10 - 6.11)

Child Prostitution

'Working Together to Safeguard Children' (2006) Section 6.2 stated:

"Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment."

See also 'Safeguarding Children Involved in Prostitution' (2000)

In 'Working Together to Safeguard Children' (2010) it states:

New offences targeted at those who sexually exploit children and young people

The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties. They include:

- paying for the sexual services of a child;
- causing or inciting child prostitution;
- arranging or facilitating child prostitution; and
- controlling a child prostitute.

(Section 12.10)

Female Genital Mutilation (FGM)

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

'Working Together' (2010) states:

"Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. Further information about the Act can be found in Home Office Circular 10/2004 [Found at www.homeoffice.gov.uk].

FGM is much more common than most people realise, both worldwide and in the UK. It is reportedly practised in 28 African countries and in parts of the Middle and Far East but is increasingly found in Western Europe and other developed countries, primarily amongst immigrant and refugee communities. There are substantial populations from countries where FGM is endemic in London, Liverpool, Birmingham, Sheffield and Cardiff but it is likely that communities in which FGM is practised reside throughout the UK. It has been estimated that up to 24,000 girls under the age of 15 are at risk of FGM in the UK." [Available from Dorkenoo et al, 2007 FORWARD UK]. (Sections 6.14 - 6.16)

Self Harm: For more information, please go to [Understanding Child Self-Harm & Keep Them Safe | NSPCC](#)

[Self-harm | Childline](#)

Why do teenagers and children self-harm?

The reasons children and teenagers self-harm will be different for everyone. They might not be able to name any one reason they're self-harming.

For many young people, the physical pain is a distraction from the emotional pain they're struggling with.

Some experiences or emotions can make self-harm more likely in children, including:

- experiencing depression, anxiety or eating problems
- having low self-esteem or feeling like they're not good enough
- being bullied or feeling alone
- experiencing emotional, physical or sexual abuse or neglect
- grieving or having issues with family relationships
- feeling angry, numb or like they don't control their lives.

It can be hard to recognise the signs of self-harm in children and teenagers, but as a parent or carer it's important to trust your instincts if you're worried something's wrong.

Signs to look out for can include:

- covering up, for example by wearing long sleeves a lot of the time, especially in summer
- unexplained bruises, cuts, burns or bite-marks on their body
- blood stains on clothing, or finding tissues with blood in their room
- becoming withdrawn and spending a lot of time alone in their room
- avoiding friends and family and being at home
- feeling down, low self-esteem or blaming themselves for things
- outbursts of anger, or risky behaviour like drinking or taking drugs.

How to support a child who self-harms

Finding out that a child has self-harmed can be hard to accept, and it's natural to feel anxious or upset. Some parents and carers might blame themselves or feel powerless to help. **In the context of the church, it is important that the young person is valued and not made to feel any judgement or shame.**

- show them you're there whenever and however they choose to talk. They may prefer to message you about it rather than speak directly
- listen and not ask too many questions about why they've self-harmed, which may make them feel judged
- letting them know that you care about them and want to help them find healthier ways to cope
- reassuring them it's OK to be honest with you about what they're going through.

It is also important they receive the right help and we do not expect you to manage this in isolation. So if you suspect, please record your concerns and speak to the Safeguarding Co-ordinator.

APPENDIX 6

Life Community Church Safeguarding Policy Roles and Responsibilities

Trustees

The Trustees are ultimately responsible to the general public for safeguarding within the Trust. Their responsibilities include:

- ensuring that an appropriate safeguarding policy is approved and is implemented.
- reporting any serious incidents to the Charity Commission.

It is recommended that Trustees appoint one of their members to lead them in fulfilling their responsibilities.

Leadership Team

The Leadership Team have ultimate pastoral responsibility for safeguarding. Their responsibilities include:

- ensuring that safeguarding is promoted in all of the Trust's activities.
- ensuring that all persons responsible for safeguarding are well supported.

Safeguarding Co-ordinator

The Safeguarding Co-ordinator will take the lead for safeguarding in the Trust's activities. The Co-ordinator's responsibilities include:

- ensuring that all persons working with children and adults with care and support needs are aware of the Trust's safeguarding policy and procedures and are appropriately trained.
- ensuring that the safeguarding policy and procedures are implemented and that they are regularly reviewed.
- dealing with concerns and allegations of abuse.
- maintaining an awareness of national and local safeguarding policies and procedures.

The person appointed as Co-ordinator should be sufficiently senior within the Trust as to be able to fulfil these responsibilities.

The Safeguarding Co-ordinator shall be supported by one or more Deputy Safeguarding Co-ordinators.

A Deputy's responsibilities include:

- assisting the Co-ordinator.
- providing cover during the Co-ordinator's absence.
- taking the lead if an allegation is made against the Co-ordinator or a close family member.

It is helpful for the Co-ordinator and Deputy to represent both genders in case a child or adult with care and support needs wishes to discuss personal issues.

Recruiter

The Recruiter is responsible for the safe recruitment of persons working with children and adults with care and support needs. The Recruiter's responsibilities include:

- making criminal records checks on trustees, leaders and everyone working with children and adults with care and support needs.
- checking references when appropriate from application forms.

- making decisions, based on the above, as to the suitability of a person for a post and, if necessary and in conjunction with the Safeguarding Co-ordinator, determining any restrictions which may be necessary.
- maintaining a register of those persons who have undergone criminal records checks, the posts for which the checks were obtained, reference numbers for the disclosures and any conclusions which were reached.

The Recruiter shall be assisted by one or more Deputy Recruiters.

Children's and Pastoral Team Leaders

As part of their responsibilities in leading those working with children and adults with care and support needs, Children's and Pastoral Team Leaders must ensure that all workers receive appropriate safeguarding training.

Children's and Pastoral Workers

All those working with children and adults with care and support needs must take personal responsibility for safeguarding those in their care. Their responsibilities include:

- ensuring they are familiar with the Trust's safeguarding policy and procedures.
- attending appropriate safeguarding training.
- bringing concerns of abuse promptly to the attention of the Safeguarding Co-ordinator.

Referral Agencies

Essex Social Care

Routine Enquiries & Referrals 0845 603 7627 or 01702 315007 for Southend
Urgent Safety Concerns 0845 603 7634 or out of hours 0845 606 1212

Essex Police

Emergency 999

Non emergency 101

Child Abuse Investigation Unit 101 ext 384140

Sources of Advice

Thirtyone:eight

A Christian organisation providing safeguarding support for churches and other organisations. 0303 003 1111 www.thirtyoneeight.org

Essex Safeguarding Children Board

A statutory body which oversees the safeguarding of children in Essex
0345 603 7627 www.escb.org.uk

Essex Safeguarding Adults Board

A statutory body which oversees the safeguarding of adults with care and support needs in Essex. 0345 6037630 www.essexsab.org

NSPCC

A national charity dedicated to ending the abuse of children. 0808 800

5000 www.nspcc.org.uk

Childline

A confidential support service run by the NSPCC for children 0800 1111

www.childline.org.uk

Child Exploitation and Online Protection Centre (CEOP)

A national police organisation dedicated to eradicating the sexual abuse of children.

www.ceop.gov.uk

Disclosure & Barring Service (DBS)

A statutory body to help employers make safer recruitment decisions about workers with children and adults with care and support needs. 0870 909 0811

www.homeoffice.gov.uk/dbs/

Lucy Faithfull Foundation

A charity committed to reducing the risk of children being sexually abused by working with entire families including abusers. 0808 1000 900 www.lucyfaithfull.org.uk

Basildon Women's Aid

A charity providing advice and a refuge for women and children suffering domestic abuse.

Their service is funded for Rochford District. 01238 571291 www.basildonwa.org

Appendix 7 – Volunteer Induction Sheet

Volunteer name

Life Community Church Rochford have

Item	Date	By Whom
Obtained a reference – written or verbal – recorded in writing by recruiter. Any follow up has been undertaken where necessary		
Carried out an informal interview which included a discussion about safeguarding		
Carried out a DBS check		

The volunteer has

Item	Date	Confirmed By
Been an active member of Community Church Rochford for at least 6 months		
Read the Safeguarding policy and knows how to report a concern		
Completed safeguarding training		
Completed a probationary period		
Attended any other relevant training (Please list overleaf with dates)		

Other Training Volunteer has attended / Completed

Training Title	Method	Date completed

Appendix 8 - Volunteer Code of Conduct

Volunteers will

- Work collaboratively with the Group leader and other volunteers.
- Be willing to undertake any training that is deemed necessary for their volunteer role(s) and responsibilities
- Serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- Respect confidentiality.
- Arrive on time to activities and if unable to attend inform the group leader as soon as possible to allow them to make alternative arrangements as necessary.

Safeguarding

Our safeguarding co-ordinators are Simon Ford and Nicky Everett, Nic Maxwell is also the trustee link for Safeguarding. Below is a summary of our safeguarding policy.

What is Safeguarding? Safeguarding is about protecting people from harm, abuse or neglect.

Good Working Practice:

- Treat everyone with dignity and respect
- Be available but don't intrude on personal space and privacy
- Develop awareness of individual needs, likes and dislikes
- Avoid questionable activity e.g. inappropriate touch or language
- Challenge unacceptable behaviour
- Refer to someone from the safeguarding team
- Follow official guidelines and report suspicions/allegations of abuse

Responding to a child or adult:

- Listen - and keep on listening
- Don't question or do your own investigations
- Don't Comment on what you are told

- Never promise confidentiality
- Explain what you are going to do and don't delay in taking action
- Contact a member of the Safeguarding team
- Write down the content of your conversation (i.e. he/she said, I replied...etc. dates and times). Sign, date and keep safely

Appendix 9 – Good Practice Guidelines for Children Helpers

Make sure that someone is standing at the door at the start and finish of the session to make sure that all children are signed in/out and that they leave with the adult that is responsible for them.

When working with children it is important to keep physical contact to a minimum however sometimes there are times where physical contact is necessary for example: games, holding hands. It is correct procedure to ask a child's permission first.

Once children have been signed into the group then someone needs to make sure that we have the same number of children in the room as are signed in on the register.

We aim to have all of our children's workers and helpers DBS checked however sometimes this takes time. If someone is waiting for their DBS check then they should not be left alone with a child or take them to the toilet, they should be under the other leaders and helpers' supervision at all times.

We now have mini care plans for some of our children. The information on the care plans is strictly confidential and **MUST NOT** be discussed with anyone else other than Lisa Ford. If you have any concerns or queries with regards to a child's special needs or behaviour then please chat to Lisa Ford.

If a child needs the toilet then wherever possible they should be taken to the toilet and the adult is to wait outside while the child uses the toilet alone. (Make sure there is nobody already in the toilet before allowing the child to go in) Other adults waiting to use the toilet should be asked to wait until the child comes out of the toilet before they go in. If a child is unable to use the toilet alone then help should be given only when absolutely necessary.

In an emergency where first aid needs to be administered someone needs to alert a trained first aider and the child's parent/s. For a current list of First Aiders please speak to Lisa Ford.

If an accident/incident happens or if First aid is administered it should be recorded on the accident/incident sheets found in the first aid box which parents must sign upon collection of their child. Lisa Ford should be notified and given the sheet to be filed.

In the event of a fire the children should be immediately escorted out of the building to the designated fire assembly point. An adult should be last to leave the building, checking that no one gets left behind. They would also need to collect the registers on their way out to check that everyone is accounted for at the assembly point.

Safeguarding Children: Safeguarding is protecting people from harm, abuse or neglect.

Good Working Practice:

- Treat everyone with dignity and respect
- Be available but don't intrude on personal space and privacy
- Develop awareness of individual needs, likes and dislikes
- Avoid questionable activity e.g. inappropriate touch or language
- Challenge unacceptable behaviour
- Refer to someone from the safeguarding team
- Follow official guidelines and report suspicions/allegations of abuse

Responding to a child or adult:

- Listen - and keep on listening
- Don't question or do your own investigations
- Don't Comment on what you are told
- Never promise confidentiality
- Explain what you are going to do and don't delay in taking action
- Contact a member of the Safeguarding team
- Write down the content of your conversation (i.e. he/she said, I replied...etc. dates and times). Sign, date and keep safely

Appendix 10 - Life Community Church Volunteer Reference

Name of volunteer

Name of referee

Relationship to applicant (Should not be related to the volunteer)

Contacted by (Circle one): Phone Personal Conversation Written/Email

Following a brief explanation as to who you are, why you are contacting them and an outline of the role please ask the below questions. Always inform the referee that the information supplied by them will only be used for assessment of the volunteer suitability and remains strictly confidential. However, the volunteer may request to see the notes taken. The referee can also request to see the notes taken to confirm they are an accurate reflection of the conversation.

1. In what capacity have you known the applicant and for what length of time?
2. What makes them suitable for the volunteer position described? Do they have any particular knowledge or skills connected to the role?
3. How would you describe their reliability and time keeping?
4. How would you describe their general character, temperament, and attitude?
5. Do you have any reasons to believe that the applicant is not suitable to work with children or vulnerable adults, and if so what are they?

Name of person conducting reference check

Role

Signature

Date