

# THE LIVING WELL CHURCH SAFEGUARDING POLICY

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## **SECTION 1**

### ***Details of the place of worship***

Name of Place of Worship: The Living Well Church  
Address: Canterbury Road, Lydden, Dover, Kent CT15 7ES  
Tel No: 01304 824469  
Email address: admin@livingwellchurch.com  
Membership of Denomination: Apostolic Church of Great Britain  
Charity Number: 284789  
Regulators details (if any): None

Insurance Company Public Liability with Congregation and General

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

On a Sunday morning we worship in the School Hall at: -  
Whitfield and Aspen School, Mayfield Road Whitfield Dover CT16 3LJ

On a Friday morning we hold a Tiny Toes Mother and Toddler Group in the Whitfield Community Hall, Sandwich Road Whitfield Dover

All other activities, apart from House Groups, are held in the Church building at Lydden, which has one main room, an office, two toilets including one for the disabled and a kitchen.

Activities in Church building :- Prayer meetings, Ladies' meetings, Men's meetings, mid week Bible Study, Friday Club (School years R to 5) Friday Youth (School years 6 to 9), Coffee Mornings, Lunches for 55 year olds and over, Evening Coffee Lounge and Tiny Toes – Mother and Toddler Group

### ***Our Commitment***

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

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

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and the local authority, Kent County Council "Safeguarding Unit" and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

## **SECTION 2**

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

#### ***Understanding abuse and neglect***

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

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

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

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

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

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

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

#### ***In Focus: Definition of Child and Vulnerable Adult***

##### **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 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 protection. Vulnerable adults are also known as 'adults at risk'. Throughout this manual we will use the terms vulnerable adults and adults in need of protection interchangeably.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults 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'.

## ***In Focus: Signs of Possible Abuse (vulnerable adults)***

### **Physical**

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

### **Sexual**

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

### **Psychological**

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

### **Financial or Material**

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents

- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

### **Neglect or Omission**

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

### **Discriminatory**

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

### **Institutional**

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

### ***In Focus: Signs of Possible Abuse (children & young people)***

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

### **Physical**

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

## **Sexual**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*

## **Emotional**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

## **Neglect**

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

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## ***In Focus: 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. Many of these acts are committed against children. (Working Together to Safeguard Children (2006) 6.18)

### **Organised Abuse**

Complex (organised or multiple) 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. (Working Together to Safeguard Children (2006) Section 6.7)

### **Child Prostitution**

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.

(Working Together to Safeguard Children' (2006) Section 6.2, see also 'Safeguarding Children Involved in Prostitution (2000))

### **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.

### ***In Focus: Counsellor's Response to Disclosures of Abuse***

Where a child, young person or vulnerable adult discloses abuse, the counsellor should:

- Allow them to share whatever they wish, without putting pressure on them to identify the alleged abuser
- Not ask leading questions, but rather reflect back what is being said, allowing them to express themselves
- Sensitively explore the issues and possible action

If the child, young person or vulnerable adult has a faith they may wish to express themselves through prayer. This can be very therapeutic for the person involved but the counsellor should be careful not to impose their personal beliefs or coerce the person into saying things they don't want to say.

- If what you hear raises concerns about their immediate safety or the safety of another child(ren) or vulnerable adult, explain this and suggest they could help keep themselves and others safe by sharing this with an experienced and understanding person from Children's or Adult Social Services or the police.
- Discuss the concern with your supervisor / safeguarding co-ordinator, which may then lead to you or the safeguarding coordinator contacting Children's or Adult Social Services or the Police Child Protection Team for advice.
- Make careful notes of what is alleged, i.e. what they said, how you responded, what led to the allegation being made. This document should be signed and dated, kept confidential and stored securely.
- For older young people and adults it may be appropriate to reassure them that they do not have to make a formal statement leading to a prosecution unless they wish to but that this can be discussed with someone from the Police Child Protection Unit or Children's or Adult Social Services.
- Consider offering to accompany them if/when they speak to the authorities.
- Be aware that if they decide to make a formal statement which leads to a prosecution, your notes could be used as evidence and you may be required to attend a court hearing.
- Avoid discussing the substance of the allegation from then on but offer emotional support during any proceedings, concentrating on areas that have arisen as a result of the abuse rather than the abuse itself.
- Ensure you have adequate supervision.

- Seek advice from CCPAS and the appropriate counselling bodies e.g. Association of Christian Counsellors (ACC) or British Association for Counselling and Psychotherapy (BACP)

### ***In Focus: Effective Listening***

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

It is especially important to allow time and space for the person to talk

Above everything else listen without interrupting

Be attentive and look at them whilst they are speaking

Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used

Try to remain calm, even if on the inside you are feeling something different

Be honest and don't make promises you can't keep regarding confidentiality

If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.

Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

#### HELPFUL RESPONSES

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

#### DON'T SAY

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

### ***Safeguarding awareness***

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues by attending "Facing the Unthinkable" seminar run by CCPAS. All our workers will receive updating safeguarding training on a yearly basis conducted by Pastor Colin Pavey who will attend CCPAS courses as appropriate.

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.

## ***Responding to Allegations of Abuse***

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

- The person in receipt of allegations or suspicions of abuse relating to both children and vulnerable adults should report concerns as soon as possible to **Katie King (hereafter the "Safeguarding Co-ordinator") Tel no: 07769226766** who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Chris Beech (hereafter the "Deputy ") Tel no: 07776153979**. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the **Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550**. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

**The local Children's Social Services office telephone number (office hours) is 08458 247247 The out of hours emergency number is 08457 626777**

**The local Adult Social Services office telephone number (office hours) is 08458 247247 The out of hours emergency number is 08457 626777**

**The Police Child Protection Team telephone number is 01622 690690**

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company's Brokers: - Moreland Insurance Brokers 01698 456503 (Policy Number RCO1011225) and other strategic personnel within the denomination, either: **Marcus Abbott (Pastor) Tel No: 07787557963** or **Colin Pavey (Pastor) Tel no: 07732474709 or 01304831761**
- 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 action - contact CCPAS for advice about referral to Social Services and/or the Police.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the Living Well Church will use the above procedure. If, however, the

individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

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

***Allegations of Physical Injury, Neglect or Emotional Abuse***

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

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children'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. The Living Well Church is developing a course for help with Parenting
- 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 CCPAS (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 CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

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

## ***Suspicious or Allegations of Physical or Sexual Abuse***

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

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

## ***In Focus: Responding to an Adult Experiencing Domestic Violence***

When supporting a man or woman (women are more likely to face issues of domestic violence and we therefore refer to her/she) consider the following:

- Do believe her. It is likely that what she is describing is just the tip of the iceberg.
- Do reassure her that it is not her fault and that she doesn't deserve to be treated in this way.
- Don't minimise the danger to her or blame her for his violence.
- Give her details of the local Women's Refuge and where she can obtain legal advice/representation.
- Do support and respect her choices - even if she chooses to return to her abuser, it is her choice.
- Help her with a safety plan, such as setting aside some money, keeping copies of important papers (passports etc), having a change of clothes packed. Plan how she can exit the house safely.
- Do protect her confidentiality.
- Where there are children in the relationship then consider the child protection implications of the information which has been shared with you. Under such circumstances you cannot promise total confidentiality and may need to refer the matter to Children's Social Services.

The place of worship may be able to provide a safe house for her (and her children.)

**Safeguarding Co-ordinator Katie King: Tel no: 07769226766**

## ***Allegations of Abuse Against A Person Who Works With Children***

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

### ***In Focus: Disqualification from Working with Children, Young People and Vulnerable Adults***

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply for, accept or offer to work with children. The Act specifically includes trustees of charities working with children. It is also a criminal offence to knowingly offer or continue to allow work with children, to an individual who is disqualified.

Under the Care Standards Act 2000 it is an offence for anyone disqualified from working with vulnerable adults to knowingly apply, accept or offer to work with vulnerable adults in England and Wales. The Act also specifies that where a potential employer discovers that the applicant is on the Protection of Vulnerable Adults List they should not offer them employment.

**In practice this means that a person banned from working with children, young people (under 18yrs) and vulnerable adults should not work with any of these groups or serve as a trustee for a place of worship**

The Protection of Children Act 1999 List (PoCA) has details of those considered unsuitable for working with children in childcare positions. List 99 (DSCF) contains details of people who have been barred or restricted from certain employment (e.g. teachers, caretakers, youth workers) by the Secretary of State under the Education (Restriction of Employment) Regulations 2000.

Not everyone on this list is considered a risk to children. Barring can be for a variety of reasons including fraud or dishonesty, but barring will always happen where behaviour/convictions pose a risk either directly or indirectly to the safety or welfare of children.

For those working with vulnerable adults, a confidential list held by the Department of Health called the Protection of Vulnerable Adults (PoVA) details those considered unsuitable for working with vulnerable adults.

### ***In Focus: Local Authority Designated Officer (LADO)***

A LADO provides advice and guidance to employers and voluntary organisations where there has been an allegation of abuse against a worker; liaising with the police and monitoring the progress of cases to ensure that they are dealt with as quickly and consistently through the use of a fair and thorough process.

Working Together to Safeguard Children (2006) states 'it is important to ensure that even apparently less serious allegations are seen to be followed up and that they are examined objectively by someone independent of the organisation concerned'.

The LADOs should ensure:

- the child or children concerned receive appropriate support. They and their parents or carers should be helped to understand the process, told the result of any enquiry or disciplinary process and, where necessary, helped to understand the outcomes reached. The provision of information and advice must take place in a manner that

does not impede the proper exercise of enquiry, disciplinary and investigative processes.

- individuals about whom there are concerns are treated fairly and honestly, and should be provided with support throughout the investigation process, as should others who are involved. They should be helped to understand the concerns expressed and the processes being operated, and be clearly informed of the outcome of any investigation and the implications for disciplinary or related processes.
- parents and/or carers of a child involved are told about the allegation as soon as possible if they do not already know. The Allegation Management Adviser will discuss how and by whom they should be informed, in discussion with the police and/or children's social services. However in some circumstances the church may need to inform parents of an incident involving their child straight away, for example if the child has been injured while in the church's care and requires medical treatment.

### ***In Focus: Managing allegations against children's workers (summary)***

The following principles underpin managing allegations against workers:

- The welfare of the child is the paramount consideration
- The worker should not be informed of the allegation until advice has been sought from the authorities e.g. Police or from Children's Social Services. CCPAS is available to contact for advice also.
- Workers should be informed of allegations against them as soon as possible but with due regard to protecting evidence and disclosure of information
- **It is not up to the recipient of the allegation to determine its validity so it is not your job to judge if the allegation is true or not**
- All allegations should be treated in the same way – historical or current
- An investigation against a worker may have three related, but independent strands:
  - i Child protection enquiries, relating to the safety and welfare of any children who are or who may have been involved
  - ii A police investigation into a possible offence against a child
  - iii Disciplinary procedures where it appears that the allegations may amount to misconduct or gross misconduct on the part of the worker including suspension as a neutral act
- Even if no legal action is taken, an assessment may still be needed in relation to safeguarding children or worker discipline.
- **The decision to suspend a worker will rest with the organisation or place of worship based on the kind of allegation made.**

## Faith Fact

**Within a faith community consideration should also be given to whether and how the child and worker be kept separate, e.g. it may be necessary for the worker to attend another place of worship whilst the investigation is proceeding.**

An internal investigation should not normally take place while the police are investigating allegations. However, where a place of worship wishes to do this for the purposes of possible disciplinary action, agreement from the police must be sought beforehand.

If the allegation is substantiated and where an organisation dismisses the person or ceases to use their services, or the person ceases to provide his/her services, the leadership should consult the Allegation Management Advisor (AMA) about whether a referral to the PoCA list and/or any other professional body is required.

## ***In Focus: Multi Agency Public Protection Arrangements (MAPPA), The Sex Offenders Act and the Sex Offenders Registers***

### **MAPPA**

Multi Agency Public Protection Arrangements provide a national framework in England and Wales and Scotland for the assessment and management of risk posed by serious and violent offenders, including individuals who are considered to pose a risk, or potential risk, of harm to children. [In Northern Ireland similar arrangements are through the Public Protection Arrangements Northern Ireland (PPANI)]

**Identification of MAPPA offenders** - Offenders falling within the remit of MAPPA in each area are categorised as follows:

**Category 1: registered sex offenders** – as defined by the Sex Offenders Act 1997, and amended by the Criminal Justice and Court Services Act 2000 and the Sexual Offences Act 2003

**Category 2: violent and other sex offenders** – violent and sexual offenders who receive a custodial sentence of 12 months or more, those detained under hospital or guardianship orders and those who have committed specific offences against children

**Category 3: other offenders** – offenders not in Category 1 or 2, but who are considered by the Responsible Authority to pose a serious risk to the public.

### **Sex Offenders Act**

The Sex Offenders Act (1997) Part 1 requires those convicted of or cautioned about sexual offences to have their names recorded in the Sex Offenders Register. Depending on the severity of the offence their name can remain on the register for between 2 years and life.

### **Sex Offenders' Register**

The sex offenders register contains the details of anyone convicted, cautioned or released from prison for sexual offence against children or adults since September 1997, when it was set up. The register, which is run by the police, is not retro-active, so does not include anyone convicted before 1997. Under the Sex Offenders Act 1997, (as amended by the

Criminal Justice and Court Services Act 2000 and the Sexual Offences Act 2003), all convicted sex offenders must register with the police within three days of their conviction or release from prison. This is monitored by the police, who receive notification from the courts following conviction, and both the prisons and probation service following an offender's release into the community. Failure to register is an offence which can carry a term of imprisonment. Registrants must inform the police within three days if they change their name or address, and disclose if they are travelling abroad for more than eight days. They must also notify the police if they are away from their usual address for a total of 14 days or more in any twelve month period. Convicted sex offenders have to register with their local police every year.

\*Those given a jail sentence of more than 30 months for sexual offending are placed on the register indefinitely. Those imprisoned for between six and 30 months remain on the register for 10 years, or five years if they are under 18. Those sentenced for six months or less are placed on the register for seven years, or three and a half years if under 18. Those cautioned for a sexual offence are put on the register for two years, or one year if under 18.

### **The Violent and Sex offender Register (ViSOR)**

ViSOR provides a secure database that can be accessed by the police, probation and prison services, enabling the sharing of risk assessment and risk management information on individual violent and sex offenders.

The Criminal Justice and Court Services Act of 2000, consolidated by the Criminal Justice Act of 2003, imposed duties on the Responsible Authority (police, probation and prisons) to make arrangements for the identification, risk assessment and management of violent offenders and sexual offenders in the community, known as MAPPAs (Multi-Agency Public Protection Arrangements). ViSOR has been developed to support this.

## **SECTION 3**

### **Prevention**

#### **Safe recruitment**

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A 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 has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

#### **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

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

## **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.

The pastoral care will be provided by either Marcus Abbott, Colin Pavey or Lois Wade providing it is within their capabilities and experience. Counselling Agencies or other professional bodies will be used when appropriate.

#### **Working with offenders**

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

We would use the CCPAS contract – see below:

#### ***In Focus: Clauses to Consider in a Contract for a Sex Offender***

NB this list is NOT conclusive. They are examples of what may need to be taken into account in the particular circumstances of the individual and the place of worship or organisation involved.

#### **Boundaries**

- I will never allow myself to be in a situation where I am alone with children, young people or vulnerable adults
- I will attend meetings and activities as directed by the leadership
- I will sit where directed at activities (e.g. religious meetings, social gatherings) and will not place myself near children, young people and vulnerable adults
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and vulnerable adults are in progress
- I will decline invitations of hospitality where there are children, young people or vulnerable adults in the home
- I accept that "x" and "y" will sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or vulnerable adults for whom they care

- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate)
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community.
- I understand that any other concerns will be taken seriously and reported
- I understand that this contract will be reviewed regularly every two months and will remain for an indefinite period

### **Pastoral care**

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support you are able to offer.

'X' and 'Y' and 'Z' have agreed to provide you with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

- Support you in finding suitable employment opportunity which will not bring you into contact with children or vulnerable adults.
- Support you in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship you have attended, with the Prison Chaplaincy Team, or any other organisation you have worked with prior to joining us.
- Work closely as a place of worship with any statutory authorities with responsibility for you, such as your probation officer, police public protection team or children's social services, cooperating with them in helping and supporting you.
- Where appropriate, ask for any risk assessment in order to determine how best we can meet your needs while protecting children and vulnerable adults.
- Attempt to meet any practical needs you may have, including assisting with options for accommodation.
- Support you in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom you are living with. We recognise that partners of know sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for you and will support you.

## **SECTION 5**

### ***Practice Guidelines***

As a place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these will be developed.

### ***Working in Partnership***

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

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

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

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 1**

### **Leadership Safeguarding Statement**

The Pastors and Elders of Living Well Church, hereinafter referred to as “The Leadership” 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 leadership on:

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

Specifically:

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

We are committed to:

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

- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship.
- 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 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 a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, including being involved in an overseas mission, 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.

**We will review this statement and our policy and procedures annually.**

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

Katie King Child Safeguarding Coordinator

Chris Beech Deputy Child Safeguarding Coordinator

Katie King Adult Safeguarding Coordinator

Chris Beech Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from Administration office

A copy of our safeguarding policy has been lodged with CCPAS / Apostolic Church national office / KCC Safeguarding Advice (Kate Davies) / KCC Designated Officer / The Police Protection Team and Moreland Insurance

Signed by W Colin Pavey for leadership team

Signed \_\_\_\_\_

Date \_\_\_\_\_

**This document is based on a Model Safeguarding Policy supplied by the Churches' Child Protection Advisory Service. A copy of the policy and all amendments will be filed with CCPAS. This Policy must not be copied by other churches/organisations without the written agreement of CCPAS.**

Produced by W Colin Pavey May 2011

REVIEW MAY 2012

## **USEFUL TELEPHONE NUMBERS**

CCPAS	0845 1204550
KCC Safeguarding Advice Kate Davies	01233 898696
KCC Local Authority Designated Officer/Allegation Management Advisor - Kel Arthur	01622 696366
Social Services – Child and Adults	08458 247247
Out of Hours	08457 626777
Police Child Protection Team	01622 690690
The Living Well Church	01304 824469
Katie King	07918911694
Chris Beech	07776153979
Pastor Marcus Abbott	07787557963
Pastor Colin Pavey	01304 831761
Rising Sun Domestic Violence Project	01227 452852
Sexual Violence/Coercion Helpline	
Opening hours 18.30 to 21.30	0800 4582818
Moreland Insurance	01698 456503

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