



**BRANSGORE
COMMUNITY
CHURCH**

**Safeguarding Policy
For Bransgore
Community Church
April 2025**

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Section 1: Place of Worship details

Bransgore Community Church

Shackleton Square, Bransgore, BH23 8AJ

01425 674513

www.bcchurch.org.uk

admin@bcchurch.org.uk

Charity Number:	1200372
Other Interested Parties:	Thirty-One: Eight
Senior Leader:	Andi Norton
Senior Leader Contact:	01425 674513 / Andi@BCChurch.org.uk
Safeguarding Lead:	Lynn Coombs
Safeguarding Lead Contact:	07749 865777 / Lynn@BCChurch.org.uk
Insurance Company:	Ansvar Insurance, Ansvar House, 31 St. Leonards Road, Eastbourne, Eats Sussex. BN21 3UR

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

We are an independent church occupying our own premises at the above address. The church building includes rooms which can be used independently, either as part of normal church activities or as secular meeting rooms etc. Currently some are hired out to people outside the church fellowship.

Our fellowship is multi-generational consisting of families with children, through to adults in their later years, some of whom may have additional needs. During our Sunday services children and young people may leave the main meeting and take part in age specific activities in other parts of the building and occasionally in other settings. We offer a variety of groups for both children and adults at the church at other times during the week. As part of our pastoral care some in our church are visited in their homes.

Section 2: Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Board of Trustees and our Eldership. References in this Policy to our Leadership is to our Board of Trustees and (if different) our Elders (who have responsibility for spiritual matters within our church and organisation).

The Board of Trustees is appointed to have independent authority and legal responsibility for how an organisation or charity and have a critical role in decision making and compliance as well as (along with the Elders) setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (ICSA The Governance Institute, 2017)

Positions of Trust

All adults working with children, young people and adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal (England and Wales) (Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles
- there are accountability structures
- there are codes of conduct
- the values of the organisation are embedded in its daily activities and behaviours of its people
- there is open communication

Our Commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, spiritual, 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.

A model safeguarding statement for display can be found in APPENDIX 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirty-One: Eight (thirtyoneeight.org/ten-standards)

Section 3: Prevention

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.

To safeguard those in our places of worship and our organisation 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. APPENDIX C1, C2, D1, D2.

Safer Recruitment

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

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (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.

Safeguarding Training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers and volunteers, 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.

The Leadership 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.

Practice Guidelines

As an organisation / place of worship 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.

For some activities we will use specific forms, e.g. consent forms, risk assessments etc.

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 adults with care and support needs, and will be given clear expectations about what is expected of them both within their job role and out. They will also receive further training as necessary.

Section 4: Other organisations using our premises

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.

It is also our expectation that any organisation regularly using our premises should have and follow suitable safeguarding policies of their own that are equivalent to these policies.

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 who use our premises. This safeguarding policy is just one means of promoting safeguarding.

Section 5: Responding to Allegations of Abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. The following procedures should be followed in the event of such an allegation or suspicion:

Documenting a Concern – Option 1

The worker or volunteer should make a report of the concern in the following way:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Lynn Coombs (Safeguarding Lead)

Tel: 07749 865777 Email: Lynn@BCChurch.org.uk

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 Lead or, if the suspicions in any way involve the Safeguarding Lead, then the report should be made to:

Naomi Goulding (Safeguarding Deputy)

Tel: 07930 925758 Email: Naomi@BCChurch.org.uk

If the suspicions implicate both the Safeguarding Lead and the Deputy, then the report should be made in the first instance to:

Documenting a Concern – Option 2

Alternatively contact Social Services or the police.

The Safeguarding Co-ordinator should ordinarily contact the Thirty-One: Eight helpline for advice and (if considered appropriate in light of the advice or recommendations received) they should then contact social services in the area the child or adult lives.

Name of local authority: **Bournemouth Christchurch Poole Council**

Children's Services Tel: 01202 123 334

Out of hours Tel: 01202 738 256

Email Address: childrensfirstresponse@bcpcouncil.gov.uk

Website Address: <https://www.bcpccouncil.gov.uk/children-young-people-and-families/childrens-first-response-hub-for-child-abuse-or-neglect-concerns#:~:text=Call%20999%20if%20you%20are%20reporting%20a%20crime,worried%20about%20child%20abuse%20or%20a%20child%27s%20wellbeing>

Adult Social Services Tel : (No telephone number, fill in online form)

Website Address: <https://www.bcpccouncil.gov.uk/adult-social-care-and-health/abuse-and-neglect-of-older-and-vulnerable-adults>

Police Protection Team Tel: 101

Name of local authority: **Hampshire County Council**

Children's Services Tel: 0300 555 1384

Out of hours Tel: 0300 555 1373

Email: childrens.services@hants.gov.uk

Website Address: <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren>

Adult Social Services Tel: 0300 555 1386

Out of hours Tel: 0300 555 1373

Website Address: <https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding>

Police Protection Team Tel: 101

Name of local authority: **Dorset County Council**

Children's Services Tel: 01305 228558

Out of hours Tel: 01305 221000

Website Address: <https://www.dorsetcouncil.gov.uk/w/worried-about-a-child>

Adult Social Services Tel: 01305 221016

Website Address: <https://www.dorsetcouncil.gov.uk/w/reporting-a-concern>

Police Protection Team Tel: 101

- The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern including the Leadership and those with pastoral responsibility for our Children's/Youth work or work with vulnerable adults. In addition:
 1. Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 2. 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 Lead, the absence of the Safeguarding Lead or Deputy should not delay taking advice from Thirty-One: Eight and in appropriate cases referral to Social Services or the Police.
- The Leadership will support the Safeguarding Lead /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 Thirty-One: 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 Lead / Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(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 lead / deputy is to collate and clarify the precise details of the allegation or suspicion and where considered appropriate to 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, spiritual or emotional abuse.

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

- Contact Children's Social Services (or Thirty-One: 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 Thirty-One: Eight or 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 Thirty-One: 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:

- Seek and follow the advice given by Thirty-One: Eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirty-One: Eight will confirm its advice in writing for future reference
- 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 unless advised it is appropriate to do so.

Detailed Procedures where there is a Concern that an Adult Needs Protection:

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

If there is concern about any of the above, Safeguarding Lead/Deputy will:

- Contact Thirty-One: Eight can be contacted for advice and where appropriate or advised contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse.
- 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 Thirty-One: Eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

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 and investigating the allegation appropriately, the Safeguarding Lead, in accordance with Local Safeguarding Children Board (LSCB) procedures may:

- Liaise with Children's Social Services regarding 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.

Allegations of Abuse Against a person who works with Adults with Care and Support Needs

The safeguarding lead, whilst following the procedure outlined above and investigating the allegation appropriately taking advice from Thirty-One: Eight, will as appropriate liaise with Adult Social Services in regards the suspension of the worker

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 6: Pastoral Care

Supporting those Affected by Abuse

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

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 a risk assessment and through consultation with appropriate parties (which may include children's workers, pastoral leads and those leading any work with vulnerable adults as appropriate to the circumstances).

Appendix A: Safeguarding statement

Model Policy Statement on Safeguarding to be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS' POLICY STATEMENT

Name of Place of worship/organisation*: Bransgore Community Church

The following statement was agreed by the leadership/organisation* on: 16 April 2025

- This place of worship/organisation* is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.

- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care 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.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy annually.

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

Lynn Coombs - Safeguarding Lead

Naomi Goulding - Deputy Safeguarding Lead

A copy of this place of worship's/organisation's* policy can be seen

Signed by leadership/organisation*

Signed _____

Date _____

*Delete as appropriate

Appendix B1: Safeguarding Team Visit Form

Your name:

Date: ____/____/ 20____

Please indicate below which ministry area visited

Sunday Morning	Tick below
Crèche - Ages 0 - 2's (Parents/carers support and care for their own children)	
Ignite – Pre-school – Yr 5 (Age 2-10)	
Equip – Yr 6-13 (Age 10/11-18)	
Sunday Evening	
Rooted – Yr 11-13 (Age 16-18)	
Midweek	
Children and Young People	
Youth Group Engage – Yr 7-10 (Age 11-15) and Young Leaders Yr 11-13 (Age 16-18) (Monday evenings, open to community Young People)	
Scallywags – Pre School with Parents/Carers (Thursday mornings, open to anyone in church or community)	
Adults	
Carers Café – Adults at risk and their carers (alternate Monday afternoons)	
Oasis Craft Group – Fellowship group with crafts.	
Thursday Life Group – Afternoon Bible study and fellowship including some with additional support needs.	

RISK ASSESSMENT

Has a risk assessment been performed?

By whom?

Anything to report?

Does the room look safe?

Do those that cook the meals and handle food have a basic good hygiene certificate, which is updated every 3 years?

Do the activities available look safe - Age and stage appropriate?

Do the workers know where the accident/incident book is?

Who is the named first aider for the session?

Is the first aid kit suitably stocked?

Any comments on Safety

RATIOS & SUPERVISION

The NSPCC recommends the following:

Child's age	Amount of adults	Amount of children
0 – 2	1	3
2 – 3	1	4
4 – 8	1	6
9 – 12	1	8
13 – 18	1	10

Number of children/young/adults in the room?

Number of volunteers?

Are the ratios being followed (where relevant)?

Sundays		
Groups	Number of children	Number of adults
Creche		
Ignite		
Equip Youth (Morning)		
Rooted Youth (Evening)		
Midweek		
Groups	Number attending	Number of adults/volunteers
Monday Youth Engage (1:8-10)		
Oasis		
Carers Cafe		
Scallywags		
Ratios are not relevant as parents /carers are directly responsible for the children they bring.		

Is there a mixture of male and female workers?

What happens if more volunteers are needed?

Is a child/young person ever on their own? Give details below.

Is a child/young person ever on their own with an adult? Give details below.

Are there any adults around that shouldn't be there?

Are the doors shut unless someone is entering or exiting?

Does the lead worker know how many children/youth are in the room?

Do you have any children with a condition/disability? How are their needs being met?

Are the correct toileting procedures being observed? (Where applicable)

Any comments on ratio's & supervision

REGISTRATION

Is the registration process and collection clear?

Are these procedures followed?

Are the children's arrival and departures recorded?

Are the workers registered?

Are the registers clear and easy to use?

Have any parents requested to observe?

Any comments on registration

ATMOSPHERE

What are the relationships like between children/youth and volunteers or adults attending and volunteers?

Is appropriate language being used? Are actions appropriate?

Adult Groups where applicable

Does the lead worker know how many adults are in the room?

Are there adults with care and support needs, what are they?

Are appropriate members within the group meeting these needs?

WEEKLY GROUP LEADERS

What would you do in a First Aid Emergency?

Where is the First Aid Kit?

What would you do if the fire alarm sounded?

What guidance has the team had regarding social media and digital communications with young people in the groups?

What are your responsibilities in regard to ratios, workers, visitors, digital communication risk assessment and safeguarding?

Is there anything about our processes for safeguarding participants you would like to mention?

Appendix B2: Bransgore Community Church behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Bransgore Community Church. You will be seen as a role model and must act appropriately.

Good Practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety, privacy and welfare
- Work in a responsible, transparent and accountable way, as a positive and affirming role model
- Be prepared to challenge unacceptable behaviour or to be challenged
- Avoid any behaviour that could be perceived as bullying, harassment, scapegoating, ridiculing, rejecting, humiliating, discriminating or physical / sexual abuse, (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Listen carefully to those you are supporting
- Seek advice from someone with greater experience when necessary
- Work in an open environment where you are not on your own with a child under 18 years or an adult at risk – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding lead / deputy
- Don't make inappropriate promises particularly in relation to confidentiality
- Explain to the individual what you intend to do about a concern and don't delay taking action

Guidelines / Rules for Worker and Volunteers

- Any concerns must be reported to the Safeguarding Lead / Deputy as soon as possible
- Do not take any unnecessary risks or behave in a threatening or abusive way
- All social media interaction between workers, paid or voluntary and children under 18 shall be limited to monitored groups
- Do not develop inappropriate relationships
- No smoking and consuming alcohol or illegal substances

- Favouritism/exclusion – all people should be equally supported and encouraged
- Please do not change a nappy, this is a parent's responsibility and if the child / adult is independent, wait outside the door if they should need to use the toilet

Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding lead as appropriate). Depending on the seriousness of the situation, you may be asked to leave Bransgore Community Church. We may also make a referral to statutory agencies, such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding lead or line manager (in the case of a paid staff member and volunteers).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

Appendix C1: Statutory Definitions of Abuse (Children and Young People)

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.

England

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

What is abuse and neglect?

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

Physical abuse

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

Emotional abuse

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

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

Sexual abuse

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

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

Neglect

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); 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 C2: 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.

Appendix D1: Statutory Definitions of Abuse (Adults at Risk)

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

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

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

Physical Abuse

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

Sexual Abuse

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

Psychological or Emotional Abuse

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

Financial or Material Abuse

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

Neglect or Act of Omission

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

Discriminatory Abuse

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

Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an

institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Appendix D2: Signs of Possible Abuse (Adults at Risk)

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or overuse 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, bedtimes, 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