



Dewsbury
EVANGELICAL CHURCH

Members' Safeguarding Handbook

***Working Together to Keep Adults and Children Safe
in Church***

May 2017

Contents

What is Safeguarding?	1
Why do we need to Safeguard Children and Adults?	1
Who is responsible for Safeguarding?	2
Definitions of Abuse in Children	3
Definitions of Abuse in Adults	5
Identifying Abuse	7
Responding to Abuse/ Disclosures	10
Helpful things you can say	10
Avoid	10
5 Helpful R's	11
Boundaries	12
Code of Conduct	13

*For further information please see the child protection policy or
CCPAS Facing the Unthinkable course book.*

What is Safeguarding?

Safeguarding is having the awareness and understanding of abuse in relation to children and adults. Being equipped with the knowledge to know how to respond to abuse and the action to take.

Why do we need to Safeguard Children and Adults?

We believe that all children and adults in our care should be safe and prevented from coming to any harm. When children and adults come on to our premises we are automatically viewed as having a 'position of trust' and therefore are accountable for their protection and safety.

It can be helpful if you think about safeguarding as a jigsaw puzzle. Different people may have concerns about individuals and therefore have certain pieces of information. It's important if you're involved in a club or carry out any pastoral work that you pass on concerns to the safeguarding team. This then helps create a bigger picture.



As part of the mission of the Church, the church aims to:

- Listen to, relate effectively to and value children/ young people/ adults whilst ensuring their protection within Church activities.
- Encourage and support parents/ carers.
- Support and train children's/ youth workers.
- Ensure the environment for children's/ youth work is as safe as possible.
- Maintain links with statutory care authorities.

Who is responsible for Safeguarding?

Everybody has a responsibility to safeguard, whether you're a leader, paid worker or volunteer, all are in a **position of trust**.

Anybody can be on the receiving end of a disclosure about abuse or you may observe a pattern of behaviour that causes you concern over a number of weeks.

Don't ignore or dismiss these concerns/ disclosures even if it's someone you know well. You have a **duty of care** to pass this on immediately (see Appendices for Examples of Cause for Concerns, the actual copies can be found in the main kitchen in a file) to;

Rachel Mason (Safeguarding co-ordinator)
01924 468878/ 07980088095
rachelmason38@btinternet.com

Anna Wharton (Safeguarding Deputy)
07463717934
amountain26@gmail.com

Beth West (Safeguarding Deputy)
07711067737
bethany.west1@ntlworld.com

The safeguarding team will then decide what to do with the disclosure and may seek advice from CCPAS (The Churches' Child Protection Advisory Service). They will also act on the church's behalf in referring allegations of abuse to the statutory authorities. If you feel the Co-ordinator or Deputy has not responded appropriately then you yourself can refer. In circumstances where you are unable to contact the safeguarding team and you feel it imperative to make a referral, then please follow the reporting procedure in the policy.

Definitions of Abuse in Children

(Four definitions of abuse are based on the government guidance 'Working Together to Safeguard Children', 2015')

Physical Abuse	Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be the fabrication of symptoms, or deliberately inducing illness.
Emotional Abuse	The persistent emotional maltreatment of a child such as to cause severe/ persistent adverse effects on the child's emotional development. Children may be made to feel that they are worthless, 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 a 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/ hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Sexual Abuse	Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts. They may also include non-contact activities, such as children looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming (including via the internet).
Neglect	The persistent failure to meet basic physical and/or psychological needs, resulting in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Failure to provide adequate food, clothing and shelter or protection from physical and emotional harm or danger.
Significant harm	Sometimes a single traumatic event may constitute significant harm, eg, violent assault, sexual assault. Suffocating or poisoning. More often, significant harm is a series of events, both acute and longstanding, which interrupt, change or damage the child's physical and/ or psychological development. For children living in families where health and development are neglected then it's the corrosiveness of long term emotional, physical and/ or sexual abuse causes impairment, sometimes constituting significant harm.

Definitions of Abuse in Adults

Physical Abuse	Includes assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
Domestic Abuse	Includes psychological, physical, sexual, financial, emotional abuse; or 'honour' based violence.
Sexual Abuse	May include rape, indecent exposure, harassment, inappropriate looking or touching, sexual teasing, sexual photography, pornography or witnessing sexual acts, indecent exposure, sexual assault. Sexual acts where consent was not given.
Financial	Includes theft, fraud, internet scamming, coercion in relations to an adult's financial affairs or arrangements, including wills, property, inheritance or financial transactions, or misuse of property, possessions or benefits.
Modern Slavery	Encompasses slavery, human trafficking, forced labour or domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Organisational Abuse	<p>May include neglect and poor care practice within an institution or specific care setting such as hospital or care home. This could include one off incidents of ill treatment.</p>
Neglect/ Acts of Omission	<p>Neglects and acts of omission may include ignoring medical, emotional or physical care of needs, failure to provide access to appropriate health, care and support or educational services, and withholding the necessities of life such as medication, adequate nutrition and heating.</p>
Self - Neglect	<p>This includes a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings.</p>
Psychological Abuse	<p>Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.</p>

Identifying Abuse

An adult at risk is:

- Someone who has care/ support needs, whether or not those care needs are being met.
- Experiencing, or at risk of, abuse or neglect and,
- As a result of those care/ support needs, is unable to protect themselves.

	Child	Adult
Physical	Bruising, bite marks, scalds, scratches, hair loss, and unexplained/ odd injuries. Flinching, aggressive/withdrawn behaviour.	History of unexplained falls/ injuries/ unexplained bruising in protected areas of the bodies. Left in wet clothing, bed sores
Emotional (child)/ psychological (adults)	Withdrawn or overly anxious, low self esteem/ self worth	Feeling threatened/ fearful of someone. Anxiety/ confusion. Undue distress, tearfulness, weight gain/ loss. Spending long periods of time alone. Change in appetite.
Sexual	Excessive preoccupation with sexual matters. Age inappropriate sexual language/ drawings. Inappropriate sexual behaviour.	Rape/ sexual activity without consent, assault or harassment. Forced to watch/engage in such activities. Bruising/ bleeding in rectal/ genital areas, torn stained underclothing.

	Child	Adult
Neglect/ includes acts of omission (adults)	Constant/ regular hunger, poor presentation. Weight loss/ gain. Dirty. Basic needs not being met.	Inadequate heating, lighting, foods/ fluids. Unkempt clothing.
Domestic Abuse		Bruises, fearfulness, low self-esteem/ self-worth, making excuses for partner/ family members, anxiety, depression, chronic apprehension, self-harm, mood swings and incoherent explanations.
Financial/ Material Abuse		Withdrawal of large sums of money, which can't be explained, personal possessions going missing from home, extraordinary interest & involvement by family/ carer/ friend in an individual's assets.
Modern Slavery		Poor physical appearance and signs of physical abuse, isolation, fearful of talking to others, poor living conditions or sleeping arrangements, few or no personal belongings, restricted freedom of movement, reluctance to seek help.

	Child	Adult
Discriminatory Abuse		Tendency to withdrawal, fearfulness and anxiety, not being able to access services or being excluded, loss of self-esteem/ self worth, feeling inadequate.
Organisational Abuse		Presenting as hungry or dehydrated, lack of personal clothing and belongings, absence of visitors, few social/ recreational or educational activities, absence of care plans, poor record keeping, fearful of those caring for them.
Self- Neglect		Poor personal hygiene, unkempt appearance, lack of essential food, clothing or shelter, malnutrition/ dehydration, neglecting household maintenance, non-compliance with health or care professionals, refusal of medication or treatment for illness.

Responding to Abuse/ Disclosures

- Accept and take seriously what has been said
- Keep calm
- Let them know that you need to tell someone
- Don't promise confidentiality
- Be aware that a child may have been threatened or bribed not to tell.
- Don't investigate it yourself/ don't push for information – pass it on.
- Write detailed notes ASAP. These are the facts not your opinion.
- You may be the only one to whom an adult or child at risk of harm can talk with freely.

Helpful things you can say

- Reflect back – make sure you have understood what has been said. So this happened... (don't ask questions)
- Show acceptance for what that person has told you - Thank you for telling me
- I know someone who can help us with this
- Remind the person this is not their fault

Avoid

- Why didn't you tell me this before?
- I can't believe that happened. I've known X for years.
- Are you sure this is true?
- Asking questions that require 'yes' or 'no'
- Making false promises
- Making statements such as 'I am shocked'

5 Helpful R's

Recognise — What is your initial concern? This may have been something you have seen/ heard or a disclosure.

Respond — What are you going to say or do when someone makes a disclosure? (see previous page)

Record — What do you need to write down? (As detailed as possible, preferably within the hour. Using language the victim used. Record your own responses, Record dates/ times) Please provide detail of what was happening immediately beforehand. Please keep a copy of any notes in a safe place. Please use full names.

Report — Who needs to know or should you tell? Inform the coordinator or deputies ASAP.

Reflect — Where do I receive support afterwards? (Don't discuss the suspicions/ allegations with others, only the nominated safeguarding team or Daniel)

Boundaries

When working with children/ vulnerable adults consider the following:

- Keep things public. A hug in the context of a group is different from a hug behind closed doors.
- Touch should be related to a child's needs.
- Touch should be age appropriate and generally child initiated.
- Avoid physical activity that is or thought to be sexually stimulating to the child or adult.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when medical attention is needed.
- Members should monitor/ be aware of one another in the area of touch. They should help each other by pointing out anything that could be misunderstood. Do this with sensitivity and love.
- Treat children/ young people/ adults with dignity and respect
- Avoid favouritism and 'special' relationships.
- Avoid touching a child in private.
- Avoid questionable activities such as rough/ sexually provocative games
- Never smack or physically chastise.
- Don't discuss personal relationships or sexual activity with a child.
- Avoid sexist comments or making comments about a child's attractiveness.
- Don't place yourself in a vulnerable position.

Things to do:

- Exercise wisdom in your relationships with children.
- Listen to what children say without being judgemental.
- Think about child safety at all times.
- Always be visible when counselling.
- **If in doubt make a record and pass to a safeguarding officer.**

E-Safety guidance

We recognise that E-Safety encompasses not only Internet Technologies, but also electronic communications.

Electronic communications include:

- Social Networking sites (Facebook) & Blogs
- Mobile phones
- Internet communications: e-mail, private messenger
- Image messaging & multimedia apps (Snapchat)
- Webcams
- Wireless games consoles

Code of Conduct

- Avoid privately messaging children.
- If you need to be in contact with a child (e.g., arranging a lift) then keep your text factual and keep a record of this message
 - if this will be regular contact, eg lifts, then parents need to be informed of this arrangement and means of communication.
- If you have concerns about the nature of a message you receive from an adult or child then please forward this message to the safeguarding team (numbers found in section titled 'Who is responsible for Safeguarding?')
- We recognise that members have friendships with families who have children/ young adults. Please make sure the child's parents are party to the communications & are aware of arrangements.
- If you are part of a Facebook group of which children/ young people are part, make sure that it is a closed group, there are 2 administrators and all conversations are carried out openly and publicly within that group.

- Personal phone numbers/ addresses should not be given out to young people
- Those transitioning from childhood to adulthood and who have friends that are younger than 18 need to think carefully about the content of messages. Make sure what is written in a message/ text is age appropriate and the content is something you would be willing to show others.

True
Helpful
Inspiring
Necessary
Kind



Appendices

Examples of Cause for Concern paperwork

(found in the kitchen in a file marked safeguarding)

&

Application form to undertake Youth work

(should you be involved in children's activities then you'll be asked to fill out the application form.)

Dewsbury Evangelical Safeguarding Record Sheet

For completion if allegations or suspicions of abuse are reported to a church worker. This form should then be passed on to the Church Safeguarding Co-ordinator (Rachel Mason) as soon as possible after completion

CONFIDENTIAL

Name of Church/Group:

Name of affected Person:

Address if known:

Date of Birth: ____ / ____ / ____

Name of Person Reporting Concerns:

Date ____ / ____ / ____ Time of incident:

REPORT: Sequence of Events/Actual Words Used/Observations

(Use skin map where appropriate, but do not undress the child!)

Action Taken: (including any person(s) contacted)

Date ____ / ____ / ____

Time of writing report:

Notes:

Signature of person completing report form:

Signature of Church Safeguarding Coordinator:

Dewsbury Evangelical Church Volunteer Youth Worker Application Form

Name of the group _____

You will understand the great responsibility involved in working with children and young people, and the need to ensure their safety. All prospective workers with children and young people or vulnerable adults are required to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. **The information will be kept confidentially by the church,** unless requested by an appropriate authority. If you require any help filling in the form please ask.

1. Personal Details

(We will need to see birth/marriage certificates or documents relating to a change of name.)

Full Name:

Maiden/Former Name(s) and dates used:

Date and place of birth: _____ / _____ / _____

Town of birth:

Current Address:

Postcode:

Daytime Tel No:

Evening Tel No:

How long have you lived at the above address? _____ Years _____ Months

If less than 5 years, please give previous addresses with dates

From: _____ to _____ at:

From: _____ to _____ at

From: _____ to _____ at

2.Past Experience

Please tell us about your Christian experience including the church(es) you have attended and dates, the name(s) of minister/leader together with any activities undertaken.

Please give details of previous experience of looking after or working with children and/or young people. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

SAMPLE

3. History

Please tell us what you have been doing since leaving school. (This should include voluntary and paid work, time at home caring for family, hospitalisations, imprisonment, periods of unemployment and study time.) **Please do not leave any gaps in your history.**

Employers Name and Address (if appropriate)	From (date)	To (date)	Job Title or description of activity	Reason for Leaving/ changing activity

4. References

Please complete the details below of two people who could tell us something about you. If you are currently working, one of these should be your present employer (paid or voluntary). You should also provide details of your church minister. We reserve the right to take up character references from any other individuals if deemed necessary.

	Ref. 1	Ref. 2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Post Code	_____	_____

Telephone No _____

Relationship _____

5. DISCLOSURE/DECLARATION STRICTLY CONFIDENTIAL.

(Please note that any disclosure does not necessarily prevent you from working with children. However, because of the nature of the work for which you are applying this position is exempt from the provision of section ii of the Rehabilitation of Offenders Act 1974 and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent'.

Have you ever had an offer to work with children/young people declined?

YES / NO

If yes please give details

Do you suffer from or have you suffered from any illness which may directly affect your ability to work with children or young people? If yes please give details.

YES / NO

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

YES / NO

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

Police Investigations – this should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation which did not lead to a criminal conviction?

YES / NO

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Children's Social Services / the Social Work Department?

YES / NO

If yes, please provide details, we will need to discuss this with you.

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

YES / NO

If yes, please give details and dates

Has there ever been any cause for concern regarding your conduct with children?

YES / NO

Please include any disciplinary action taken by an employer in relation to your behaviour to children.

If yes, please give details

SAMPLE