

# REDLANDCHURCH

## SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS: POLICY AND PROCEDURE

May 2023

## POLICY CONTEXT

In developing this policy Redland Church commits to following the safeguarding policies of the Church of England, safeguarding policy and guidance as issued by the Diocese of Bristol and commits to working within legislation and statutory guidance as related to the Safeguarding of Children, Young People and Adults.

The main relevant policies and guidance documents can be located at the end of this document.

## USEFUL TELEPHONE NUMBERS

Parish Safeguarding Officer:	Margaret Matthews	0117 9243350
Deputy Safeguarding Officer:	Celia Howe	07799 004692
Vicar:	Will Fairbairn	0117 9464691
Youth Minister:		0117 9464690
Diocesan Safeguarding Advisor:	Adam Bond	0117 9060100
Police:		101
NSPCC Helpline - parents & carers:		0808 800 5000
NSPCC Helpline – children:		0800 1111
Social Services -		
First Response Team:		0117 9036444
Emergency (Out of Office Hours):		01454 615165
Immediate Danger:		999

## HOW THE SAFEGUARDING OFFICERS CAN HELP

- ✓ Are available for any child or adult to talk to about safeguarding matters.
- ✓ Can advise on procedures to be completed before starting to help with children's or youth work.
- ✓ Can advise on Disclosure & Barring Service (DBS) checks.
- ✓ Can advise regarding Diocesan policy and guidelines, policies can be found on the Diocesan website (<http://www.bristol.anglican.org/>)

## CONTENTS

Policy Context.....	2
Useful Telephone Numbers.....	2
Policy Statement .....	4
Who is a child, young person, adult who may be vulnerable? .....	5
What is abuse and neglect? .....	5
What to do if you are concerned that abuse or neglect may be happening.....	5
Reducing the risk of abuse .....	7
Working with offenders .....	8
Registration .....	8
Ratios: children and adults.....	8
Unaccompanied children .....	8
Confidentiality and consent .....	9
Record Keeping .....	9
Safer Recruitment and ongoing support.....	10
Roles and responsibilities.....	10
Photographs and videos.....	11
Communication and social media .....	12
Hire of church premises for non-church events and activities.....	12
Policy implementation and review.....	13
Appendix 1: Categories of abuse and additional information.....	14
Appendix 2: Relevant policies and guidance documents .....	18

## POLICY STATEMENT

In accordance with the House of Bishops' Policy Statements 'Promoting a Safer Church' (2017) and 'Protecting All God's Children' (2010), and the Diocesan Safeguarding Policy 'Promoting a Safer Diocese' (2018), Redland Parish Church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people, and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those who may pose a present risk to others.

The Parish will:

- Seek to create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train, and support all those with any responsibility for children, young people, and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following the House of Bishops' guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse and when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policies, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the safeguarding policy, procedures, and practices at least annually.

Each person who works and serves within this church community will agree to abide by this policy and the guidelines established by this church.

## WHO IS A CHILD, YOUNG PERSON, ADULT WHO MAY BE VULNERABLE?

**Children and young people:** for the purposes of this policy, means anyone under the age of 18 years. Children and young people may be abused by an adult or child, male or female. It is far more common for a child or young person to be abused by a person known to them than by a stranger. This could be a parent, family member, friend, teacher, minister, or anyone else. Children may be abused in person or via electronic media, they may experience harm as a result of seeing or hearing the abuse of others. Where conflicts of interest arise between the welfare of the child and that of adults, the child's wellbeing must always be of paramount importance and priority.

**Adults who may be vulnerable:** The Care Act 2014 defines an adult to whom statutory safeguarding duties apply as an adult who:

- *Has needs for care and support (whether or not the Local Authority is meeting any of these needs)*
- *Is experiencing, or at risk of abuse or neglect.*
- *As a result of those care and support needs is unable to protect themselves from either the risk of or the experience of abuse or neglect.*

(Care and Support Statutory Guidance, 2016)

The definition may apply to anyone 18 years old and over who may not be able to protect themselves from abuse, harm, or exploitation, which may be by reason of illness, physical, sensory, or learning disability or impairment, mental illness, use of drugs or alcohol. Increased vulnerability may be temporary or permanent and may be visible or invisible.

An adult may be abused or neglected by family (including spouses, parents, and children), friends, carers (paid and unpaid), strangers and professionals and members of the community. Those at risk may live alone or may live with family or in a care setting e.g., residential home.

## WHAT IS ABUSE AND NEGLECT?

Please see the table attached as **Appendix 1** This outlines the forms of abuse noted in legislation related to safeguarding children, young people and adults alongside some examples and potential indicators that abuse, or neglect may be occurring.

## WHAT TO DO IF YOU ARE CONCERNED THAT ABUSE OR NEGLECT MAY BE HAPPENING

You may see or hear something of concern, or someone may tell you something of concern (a disclosure). If a child, young person, or adult tells you that they have experienced abuse, are experiencing abuse or are concerned that they may be at risk:

Do	Don't
Listen. Try to move to a quiet space if possible	Tell them to speak to someone else
Let the person talk at their own pace and say what they want to say. If you need to clarify points, ask open questions like: Tell me... what happened, Explain ... about the incident. Describe ...where it was, what happened	Investigate. Ask leading questions e.g., why did they do that, was it 'name', did it hurt you?
Take it seriously	Try not to react as though unbelieving or shocked

Do	Don't
Reassure. Confirm they are doing the right thing by telling you.	Tell them not to tell stories
Tell them you need to share the concern with the right people e.g., Parish Safeguarding Officer, police, social care	Promise to keep a secret or tell people who don't need to know.
Record what was said and the facts as accurately as possible as soon as possible	Try to just remember it
	Contact the person the allegation is about

Whether a child, young person or adult has shared a concern with you, or you have seen or heard something of concern...

If the situation is urgent i.e., there is an imminent risk of harm: contact the police on 101 or 999 as appropriate or contact the Local Authority Children or Adults safeguarding Teams:

Your Local Authority name: **Children's Safeguarding Team**

Telephone number - Monday to Friday – 0117 9036444

Telephone number - Out of hours/Weekends – 01454 615165

Your Local Authority name: **Adult Safeguarding Team**

Telephone Number - Monday to Friday – 0117 9222700

Telephone number - Out of hours/Weekends – 01454 615165

Once you have sought advice from police or the Local Authority and the situation is made safe, inform the Parish Safeguarding Officer as soon as possible of the concern and actions taken; provide a written record of this. If the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser.

**If the situation is of concern but is not urgent:** Contact the Parish Safeguarding Officer to report the concern and provide a written record (if the concern is about the Parish Safeguarding Officer contact the Incumbent or Diocesan Safeguarding Adviser). They will decide with you whether to discuss with the child, their parents or carers or the adult and any carers and whether a referral to the Local Authority Children or Adults Safeguarding Team is needed or any other action.

**Note:** Anyone can report a concern directly to police or the Local Authority at any time.

Redland Church hopes that all will follow this policy but where there is any concern that an issue has not been reported and should be or any reluctance to inform the church of an incident Redland Church wishes to make clear that the most important point is that those concerns are reported to the appropriate authority so that they can be acted upon where needed.

**If there is an allegation that a person in a position of trust (minister, PCC member, staff member or volunteer) has abused or neglected a child or adult or that such a person may present a risk to a child or adult:** The Diocese of Bristol 'Allegations Management Procedure'<sup>1</sup> will be followed (copies of this procedure can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office). In brief this procedure requires that:

- The concern should be reported as above; report should reach police and Local Authority within 1 working day.
- The concern should not be made known to the person against whom the allegation is raised without agreement with police and or the Local Authority.
- Next steps will be decided in conjunction with police, Local Authority representatives (including Local Authority Designated Officer where there is a concern for the welfare of a child), the Diocesan Safeguarding Adviser and parish representatives (usually PSO, Incumbent and Churchwardens).

**If a person is identified who has a caution or conviction for abuse of children and or adults who may pose a risk to others:** (usually those with convictions for sexual or violent offences) the Diocese of Bristol guidance 'Ministering to those who may pose a risk'<sup>2</sup> (Copies of this guidance can be found on the Diocesan website and copies are held by the Parish Safeguarding Officers, Clergy and in the Parish Office) will be followed. In brief this guidance advises that that Parish Safeguarding Officer and Diocesan Safeguarding Adviser are made aware and that the individual is informed that:

- To support their being part of the congregation as safely as possible, contact will be made with police, probation and other agencies connected with their case.
- The Diocesan Safeguarding Adviser and Church leaders will need to know of their circumstances.
- That a risk assessment will need to be completed
- And that a written agreement will be needed between the individual and the Church which agrees when the individual will or will not be involved in church services and activities, boundaries of behaviour and support offered.

## REDUCING THE RISK OF ABUSE

The number of people who seek to harm children is small. However, the following guidelines are designed to reduce that risk of abuse and groundless allegations to a minimum. Leaders/Helpers will be always aware of the responsibility they have for the children in their care. Registers will be kept and basic information to be keep in our cloud-based database ChurchSuite. This information will include parental contact details (phone and email) and medical information. Every leader should have access to this information.

- It is recognised that from time-to-time Leaders will be meeting with children on a 1:1 basis; if possible, this should be within full view of others or in close proximity who are aware of the meeting.
- Leaders should respect children's personal space. This does not preclude any physical contact which can be of benefit to a hurt (physically/emotionally) child, or unavoidable in some sports/games, but should make every effort to ensure that it cannot be misconstrued.
- Parents should be made aware that they have full responsibility for their children until they have been received on Church premises and when the activity is over. On Sundays this begins after children are sent to their groups. Children not collected (unless they have another means of getting home agreed by parents) should not be left alone but every effort to contact parents should be made.

---

<sup>1</sup> <http://www.bristol.anglican.org/content/pages/documents/63f867984a2096dde307eac2e2187b1959740568.pdf>

<sup>2</sup> <http://www.bristol.anglican.org/content/pages/documents/59f69dcc0f98e48336828e56a14ded8890ed6c4d.docx>

- Always have a minimum of two adults, (where possible, male and female) responsible for each group on Church premises. (see page 8 Guidelines for Ratios of adults to children)
- At all times, we aim to provide as safe and secure an environment as is reasonably practicable. Activities must be appropriate for the intended age group.
- A Medical & Information Form will be completed for all children starting in a new group and a Permission Form will be completed by parents for each off-site activity.
- Children must be given space to think for themselves and must not be subjected to undue pressure to accept the gospel.
- A unique risk assessment should be completed for any offsite activity and agreed by the PCC in advance of its commencement. In addition, the offsite check list should be completed.
- Where children must be transported by car make sure that only the correct numbers of people are accommodated and that everyone uses a seatbelt and where appropriate a booster seat. The driver should have business insurance. An alone child should never travel with an alone adult.
- It is completely unacceptable for a person in a position of trust to engage in behaviour that might allow a in inappropriate relationship to develop.
- 'Promoting a safer church' posters will be placed in prominent positions around the building.

## WORKING WITH OFFENDERS

The PCC has a Fair Recruitment of Ex-Offenders Policy, a copy can be obtained from the Parish Safeguarding Officer. Known abusers, 'a person who treats another person in a cruel, violent, or unfair way' will not be allowed to work with children.

## REGISTRATION

Basic information on each child/young person in a group will be available on ChurchSuite. This will include parental contact details and medical information. A register of attendance will be kept on ChurchSuite for each session with a record of adult leaders and children/young people present.

## RATIOS: CHILDREN AND ADULTS

Specific ratios are recommended for the number of children to adults, and it is necessary to be aware and plan for these levels. The below ratios are guidelines, so risk assessments should be done for specific activities. **There should always be two adults (where possible male & female) with any group of children, however small the group.**

In line with Ofsted, we recommend

Age of children	Maximum group size with TWO ADULTS
Aged 0-2 years	6
Aged 2-3 years	8
Aged 3-8 years	12
Aged 9-12 years	16
Aged 13-18 years	20

## UNACCOMPANIED CHILDREN

Sometimes children may attend worship or children's groups without the knowledge of their parents. Look after the child until their parents can be located. If parents cannot be contacted, then inform the child that they must have parents' permission and their contact details if they are to attend again. If any concerns about the child contact one of the numbers at the beginning of this policy.



## CONFIDENTIALITY AND CONSENT

**Confidentiality:** Redland Church accepts the principle that only those with a need to know should be made aware of safeguarding concerns or other confidential information. All staff, ministers and volunteers are expected to share confidential information appropriately and to ensure that written records and verbal information is shared responsibly and stored securely.

**Consent:** Redland Church accepts that all people have a right to make their own views and wishes known and that these wishes should be followed wherever possible.

**Children:** Where there is a concern that a child is experiencing or at risk of abuse or neglect, they may ask those that know not to tell anyone. Redland Church accepts that we cannot do this; these concerns must be reported to the appropriate authorities to enable the child or young person to receive appropriate help and support. Redland Church asks all staff, ministers, and volunteers to explain this to children in their care when appropriate. Where there is concern that a child is experiencing or is at risk of abuse or neglect. Redland Church expects that parents and carers will be communicated with and will have their consent sought for information to be shared with the Local Authority or other agencies. This should happen except where there is concern that to do so would place a child at increased risk or where a parent or carer may be involved in the abuse of the child. In those circumstances advice of the Local Authority or police should be sought before informing the parents or carers of the concern. Where the allegation is against an individual who may have access to other children or vulnerable adults the referral should be made without seeking consent from parents or carers - how they are made aware of the concerns will be decided alongside statutory agencies.

**Adults:** Adults have the right to make their own decisions about their lives. Consent should be sought from an adult before information is shared about them. However, where an adult withholds consent for a safeguarding concern to be shared with statutory authorities (police and local authority), this should be accepted except where there may be others at risk (e.g. is the abuse or neglect is happening in a care home or hospital or the abuser has access to other vulnerable adults or children) or where there is reason to doubt that the individual has capacity to make that decision or where there is imminent risk of serious harm. Advice should be sought from statutory services (Adult social care or police) or the Diocesan Safeguarding Adviser where there is any doubt as to whether a concern should be referred.

## RECORD KEEPING

Records of all safeguarding concerns will be kept by the Parish Safeguarding Officers. They will keep a record of the initial concern and all actions taken. The records will be securely held in a locked filing cabinet in the church office. The keys are only held by the Safeguarding Officer and the Head of Administration. All those involved with any safeguarding concern must ensure that they provide to the Safeguarding Officer any records related to that case for secure storage. Records will be retained as per Church of England guidance 'Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church' 2015<sup>3</sup> (Available on the Diocese of Bristol website).

Redland Church does not have access to secure email systems. Therefore, great care should be taken where email is used to ensure that confidential information is not open to being accessed by unauthorised individuals. Individual's confidential information should not be communicated via email (e.g., any information should not make the individual identifiable by name, address etc.).

Records must be maintained of staff and volunteer training and DBS checks. These will be maintained by the Parish Safeguarding Officer.

---

<sup>3</sup> <https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20joint%20practice%20guidance%20-%20safeguarding%20records.pdf>

## SAFER RECRUITMENT AND ONGOING SUPPORT AND SUPERVISION

All recruitment of staff and volunteers will be undertaken in line with Church of England policy 'Safer Recruitment and People Management, 2021<sup>4</sup>'.

Recruitment of staff and volunteers will only be undertaken by those delegated such responsibility from PCC.

Recruitment of staff and volunteers will only be undertaken according to agreed process.

All recruited staff and volunteers will be made known to PCC.

No one who has not been safely recruited will be permitted to work unsupervised with children, young people or adults who may be vulnerable.

The PCC has a Fair Recruitment of Ex-Offenders Policy, a copy can be obtained from the Parish Safeguarding Officer. Known abusers will not be allowed to work with children.

In brief: All staff and volunteers will:

- Have all recruitment checks completed and approved prior to starting in role.
- All eligible staff and volunteers will have a repeat DBS disclosure every 3 years. Any lapsed DBS check will require the post holder to stand down until the check has been completed.
- Attend safeguarding training as required by the Church of England
- Attend any other training as decided by the PCC.
- Have a named Manager/Supervisor

## ROLES AND RESPONSIBILITIES

Name	Responsibilities
Parochial Church Council (PCC)	<ul style="list-style-type: none"><li>• Agree, implement, monitor and review annually this safeguarding policy and all associated policies.</li><li>• Ensure all staff and volunteers are recruited safely.</li><li>• Agree and implement supporting good practice guidance and processes.</li><li>• Ensure adequate insurance for all activities.</li><li>• Recruit and provide adequate support to Parish Safeguarding Officers</li><li>• Ensure all staff and volunteers are adequately trained and supervised</li></ul>
Parish Safeguarding Officer (PSO)	<ul style="list-style-type: none"><li>• Respond to all safeguarding allegations and concerns according to policy and guidance.</li><li>• Monitor and report to PCC regarding adherence to policy and practice.</li><li>• Arrange safeguarding training and maintain records.</li><li>• Process DBS disclosures for the church and maintain records.</li><li>• PSO cannot be the incumbent/Priest-in-charge</li></ul>

<sup>4</sup> <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>

Name	Responsibilities
Incumbent	<ul style="list-style-type: none"> <li>Act as a point of contact should there be any safeguarding allegation or concern regarding a PSO</li> </ul>
Church Wardens	<ul style="list-style-type: none"> <li>Take part in the allegations management procedure when required.</li> <li>Take part in an 'agreement' as per 'ministering to those that may present a risk'</li> </ul>
Activity Leaders	<ul style="list-style-type: none"> <li>Follow the Safeguarding policy and associated good practice guidance.</li> <li>Ensure that activities are run according to good practice guidance.</li> <li>Report any safeguarding concerns as per policy.</li> <li>Ensure all volunteers are safely recruited.</li> <li>Ensure all volunteers have in date training and DBS check as required.</li> <li>Ensure all new volunteers receive agreed induction.</li> <li>Supervise agreed volunteers</li> </ul>
Staff and Volunteers	<ul style="list-style-type: none"> <li>Follow the safeguarding policy and associated good practice guidance.</li> <li>Report any safeguarding concern as per policy</li> </ul>
Church members	<ul style="list-style-type: none"> <li>Be aware of the safeguarding and associated policies.</li> <li>Report any concerns as per policy</li> </ul>

## ADDITIONAL RELATED POLICIES

### PHOTOGRAPHS AND VIDEOS

It is the policy of Redland Church that no one should take photographs of children or young people without the consent of that child's parent or carer and the consent of that child where they are old enough to give consent. In the event a photo is taken of a child without consent, then consent should be sought immediately after, or the photo/s should be destroyed. Photos may be stored for a short time by Redland staff or a responsible volunteer where this pertains to Redland Church photos, and it's uses.

Where photographs are to be taken consent will be gained from parents and carers. We will communicate who will take photos, for what purpose they may be used, how they will be stored on our cloud-based storage system and after what period they will be destroyed.

All photos and videos taken for Redland Church should be stored securely on devices used for work purposes by staff. Original files will be destroyed after five years, although by nature they may continue to be in circulation i.e., online or print materials. No photo or video should be left stored on personal photography or videography equipment.

No photo will be taken, shared, or used for any purpose which shows a child in any state of undress. Children will not be named in publicity related to photographs or video.

Where an event may be photographed and is open to the public; signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video

used to make this known to a named person. The photographer/ videographer will wear a Redland Church lanyard.

Only those delegated with that responsibility by PCC may ask for parental consent and arrange the taking of any photo or video.

## COMMUNICATIONS AND SOCIAL MEDIA

It is the policy of Redland Church that no one employed on a paid or voluntary basis, serving as a PCC member or as a licenced minister will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person's parent or carer.

Communication to youth is done via the Redland Youth Instagram page **only**. Parents give consent for communication via this platform to arrange 1-2-1 discipleship meetings and to reply to a child only. Leaders will not instigate conversations via this form of communication. The Instagram account is monitored by three trusted Redland Church individuals who have been approved by the Incumbent.

Steps must be taken to prevent people outside the group having access to the names or personal details of anyone who is part of the group, the account settings should prevent group members being identified and any message sent to anyone other than the administrator.

All those in a leadership role will ensure that their language is professional and appropriate e.g., not adding 'xx' to messages, not using nicknames that are not what the leader is called by everyone else, avoiding addressing others by endearments which would be ambiguous, such as 'love'.

Where contact needs to be made via another communication channel (for example a message to advise of a change of time for an activity) and the parent or carer will be copied into that communication via a group message or similar.

Very rarely contact may be made with a child or young person without the knowledge of the child's parents or carers (for example where there are serious safeguarding concerns for a child, and it would increase the risk to the child to contact the parent). In this case the person contacting the child must agree in advance with the Parish Safeguarding Officer that this is appropriate, a second adult should be copied into all communications e.g., Parish Safeguarding Officer or Incumbent and must keep a record of all communications and provide these to the Parish Safeguarding Officer for the case record.

## HIRE OF CHURCH PREMISES FOR NON-CHURCH EVENTS AND ACTIVITIES (WHETHER A FEE IS CHARGEABLE OR NOT)

Organisations and regular hall hirers meeting at Redland Church will be expected to adhere to this safeguarding policy or where they work regularly with children, young people or adults who may be vulnerable, to have their own safeguarding policy.

Redland Church is responsible for overseeing regular hall hirers and ensuring that agreed hire processes and forms are in use. This will include obtaining a copy of the hirers safeguarding policy from hirers who work with children, young people and/or vulnerable adults and providing them with a copy of this policy.

Copies of hall hirers safeguarding policies will be kept by the church office and will be reviewed annually.

## POLICY IMPLEMENTATION AND REVIEW

This policy is agreed by Redland Church PCC on **Tuesday 20<sup>th</sup> June 2023**.

All staff, volunteers and ministers are required to abide by this policy and associated good practice guidance.

This policy will be made available on the Church website; a copy will be available in the church office on request.

This policy will be monitored and reviewed annually by the PSO and forwarded to PCC for approval. A Safeguarding Action Plan from the Parish Dashboard will also be sent to the PCC for approval by the PSO.

**Next Review Due: 01/06/2024**

## APPENDIX 1: CATEGORIES OF ABUSE AND ADDITIONAL INFORMATION<sup>5</sup>

Categories, Definitions, and Indicators of Harm (Last Updated April 2017 v4)

Type Of Harm	Definition	Examples	Indicators
<b>Physical</b>  Adults and Children	Non-accidental harm to the body. From careless rough handling to direct physical violence.  Unlawful or inappropriate use of restraint or physical interventions.	Hitting, slapping, pinching, shaking, pushing, scalding, burning, dragging, kicking, physical restraint, locking an individual in a room or a car.	History of unexplained falls or minor injuries, bruising which is characteristic of non-accidental injury – hand slap marks, pinch marks, grip marks, bite marks, scalds, flinching, reluctant to undress.
<b>Sexual</b>  Adults and Children	Direct or indirect involvement in sexual activity without capacity and/or consent. Individual did not fully understand or was pressured into consenting.  Note: A child under 16 years old can never consent to any sexual act	Coercion to be involved in the making or watching of pornographic material. Coercion to touch e.g., of breasts, genitals, anus, mouth, masturbation of either self or others, penetration or attempted penetration of vagina, anus, mouth with or by penis, fingers and or other objects	Pregnancy in a woman unable to give consent, difficulty in walking or sitting with no apparent explanation, torn, stained or bloody underclothes or bedding, Bleeding, bruising to the rectal and/or vaginal area, bruising.  Behavioural changes, sexually explicit behaviour, explicit language, self-harm, obsession with washing, fear of pregnancy may be exaggerated
<b>Emotional</b>  Adults and Children	Behaviour which has a harmful effect on an individual’s emotional wellbeing or development, causing mental distress undermining their self-esteem and affecting individual’s quality of life.  Wilful infliction of mental suffering by a person in a position of trust and power.	Shouting, coercion, bullying, blaming, insulting, ignoring, threats of harm or abandonment, intimidation, harassment, humiliation, depriving an individual of the right to choose and their privacy, dignity, self -	Loss of interest, withdrawn, anxious or depressed, frightened, avoiding eye contact, irritable, aggressive, or challenging behaviour, unexplained sleep disturbance, self-harm, refusing to eat, deliberate soiling, unusual weight gain or loss.

<sup>5</sup> <https://www.bristol.anglican.org/aboutus/safeguarding/PSOresources/>

Type Of Harm	Definition	Examples	Indicators
		<p>expression, deprivation of contact, undermining self-esteem, isolation, and over-dependence.</p> <p>Failure to provide a loving environment for a child.</p>	
<p><b>Neglect</b></p> <p>Adults and Children</p>	<p>Failure of any person who has responsibility for the charge, care, or custody of an adult at risk or child to provide the amount and type of care or treatment that a responsible person could be expected to provide.</p>	<p>Fail to meet basic needs including food, environment, access to health care and education, failure to provide for social needs.</p>	<p>Unwashed/ dirty appearance, clothes too small/big, untreated sores or infections, isolation.</p>
<p><b>Financial</b></p> <p>Adults</p>	<p>The unauthorised taking (theft), deprivation or misuse of any money, income, assets, funds, personal belongings or property or any resources of an adult at risk without their informed consent or authorisation.</p>	<p>Misuse of power of attorney or appointeeship. Money and possessions stolen, misuse or misappropriating money, valuables or property, possessions or benefits, undue pressure in connection with wills, property, inheritance, or financial transactions, denying the adult at risk the right to access funds, unauthorised disposal of property or possessions, being asked to part with money on false pretences,</p>	<p>Unexplained or sudden inability to pay bills, Power of Attorney obtained and misused when a person lacks or does not lack mental capacity to understand, unexplained withdrawal of money with no benefits, person lacking goods or services that they can afford, extortionate demands for payments for services</p>

Type Of Harm	Definition	Examples	Indicators
<b>Organisational</b> Adults	<p>Involves the collective failure of an organisation to provide safe, appropriate, and acceptable standards of service to adults at risk.</p> <p>Mainly relates to health and social care provision but aspects may be relevant to Church settings</p>	<p>Lack of individualised care, inappropriate confinement or restriction, sensory deprivation, inappropriate use of rules, custom and practice</p>	<p>Whistle blowing policy not in place and accessible, insufficient employees training and development.</p> <p>Organisational standards not meeting those laid down by regulatory bodies, service users not treated with dignity and respect, diverse needs not recognized and valued in terms of age, gender, disability, ethnic origin, race or sexual orientation, services not flexible</p>
<b>Discriminatory</b> Adults	<p>Exists when values, beliefs, or culture result in a misuse of power that denies opportunity to some groups or individuals.</p>	<p>Verbal abuse, harassment or similar treatment, unequal treatment, deliberate exclusion from services such as education, health, justice and access to services and protection, harmful or derisive attitudes, inappropriate use of language</p>	<p>Repeated exclusion from rights afforded to citizens such as health, education, employment, and criminal justice</p>
<b>Modern Slavery</b>	<p>Encompasses slavery, human trafficking, forced labour and 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.</p>	<p>Adult or Child trafficked into UK or between places in UK for purpose of sexual abuse or labour.</p> <p>Adult or Child forced to work as domestic servant.</p>	<p>Individual may not have their passport or Identity documents. They may not have access to or contact with friends and family.</p> <p>May never be left alone, live in poor conditions, not be able to leave of own free will. May have no access to funds.</p>



Type Of Harm	Definition	Examples	Indicators
		Adult or child forced to work as sex worker, farm labourer, car cleaner.	May not know where they are or who they are with.
<b>Self-Neglect</b>	A wide range of behaviour involving neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.	May not react to or appropriately fulfil needs for health care, food, warmth. May live in an environment that is an environmental or fire risk and not take any measure to reduce risk or inadequate measures.	Environment, which is poorly maintained, dirty, animal infested, cramped to the degree that it places the individual's wellbeing at risk. May have untreated or inadequately treated physical health issues.
<b>Domestic Violence</b>	Incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. Age range 16+	Includes: psychological, physical, sexual, financial, emotional abuse; so, called 'honour' based violence; Female Genital Mutilation; forced marriage.	Appears to be afraid of partner / of making own choices, behaves as though she/he deserves to be hurt or mistreated, low self-esteem or appear to be withdrawn, appears unable or unwilling to leave perpetrator, makes excuses for or condones the behaviour of the person alleged to have caused harm, blames abuse on themselves
<b>Spiritual Abuse<sup>67</sup></b> (Not defined in Statutory Guidance)	Inappropriate use of religious belief or practice	The misuse of the authority of leadership or penitential discipline, oppressive teaching or intrusive healing or deliverance	Could be any of the above.

<sup>6</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/175437/Action\\_Plan\\_-\\_Abuse\\_linked\\_to\\_Faith\\_or\\_Belief.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/175437/Action_Plan_-_Abuse_linked_to_Faith_or_Belief.pdf)

<sup>7</sup> <https://thirtyoneeight.org/media/gbsj1haw/spiritualabusesummarydocument.pdf>

Type Of Harm	Definition	Examples	Indicators
		ministries which may result in various types of harm.	

## ADDITIONAL INFORMATION

**Child Sexual Exploitation:** All children and young people can be at risk of sexual exploitation. This includes boys and girls of any age. This is a form of sexual abuse. Whilst young people can give consent to sexual acts from the age of 16 (so long as they have the capacity to do so) they continue to be at risk of sexual exploitation beyond their 16<sup>th</sup> birthday. **Any concern that a child or young person may be at risk of or experiencing sexual exploitation must be reported immediately to Children's Social Care or the police.** Sexual exploitation of children and young people under 18 involves exploitative situations, contexts, and relationships where young people (or a third person or persons) receive 'something' (e.g., food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion, and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

**Female Genital Mutilation:** Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. It has been estimated that over 20,000 girls under the age of 15 are at risk of female genital mutilation (FGM) in the UK each year, and that 66,000 women in the UK are living with the consequences of FGM. However, the true extent is unknown, due to the "hidden" nature of the crime. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them time to "heal" before they return to school. There are also worries that some girls may have FGM performed in the UK. Any concern that a child or adult who may be vulnerable may be at risk of FGM must be reported immediately to the relevant Local Authority or directly to police.

**Terrorism and Extremism:** Any person may become drawn into extremism or sympathy with such views and into terrorism. This will often happen through contacts made via the internet but a culture that supports this can develop in any community, group, school, or faith organisation. The Counterterrorism and Security Act 2015 places duties on certain bodies, not including Faith Organisations (excepting where such an organisation runs a school or other relevant premises) to have due regard to the need to prevent people from being drawn into terrorism. Everybody should be alert to any indication that a person or group may be developing or has developed an interest or ideology that may include harm to others. **Any concern related to this whether for a child or adult must be reported to the police without delay.**

**Position of Trust:** The Sexual Offences Act 2003 has been amended to clarify the meaning of a person in a "position of trust". Under the new law, A has a position of trust in relation to B if they actually and knowingly coach, teach, train, supervise, or instruct B on a regular basis in a sport or a religion.

The age of consent for sexual activity in the UK rises from 16 years to 18 years where one person in a position of trust is involved. The implications of this change in law is to make it illegal for religious leaders and sports coaches to engage in sexual activity with those aged 16 and 17 years.

## APPENDIX 2: RELEVANT POLICIES AND GUIDANCE DOCUMENTS

### Church of England:

Protecting all God's Children, 2010

Promoting a Safe Church, 2006

Promoting a Safer Church – Policy Statement, 2017

Safer Recruitment and People Management: Practice Guidance, 2021

Safeguarding Learning and Development Framework, 2021

Responding Well to Domestic Abuse, 2017

Responding Well to Victims and Survivors of Abuse, 2021

Responding to, assessing, and managing safeguarding concerns or allegations against church officers, 2017

Roles and Responsibilities of Church Office Holders and Bodies, 2017

Safeguarding Children, Young People and Vulnerable Adults, 2021

Safer Environment and Activities, 2019

The Code of Safer Working Practice, 2019

Safeguarding Records Joint Practice Guidance, 2015

Safeguarding Records Retention Tool Kit, 2015

General Statement on Safeguarding Children in Towers, 2015

Further information can be found on the Safeguarding e-manual:

[Safeguarding e-manual | The Church of England](#)

### Diocese of Bristol:

Safeguarding Policy, 2018

Allegations Management Procedure, 2018

Ministering to those who may present a risk, 2018.

**These documents can all be found on the Diocese of Bristol website:**

<https://www.bristol.anglican.org/aboutus/safeguarding/safeguardingresources/> and descriptions are given where these policies are referenced in this policy document.

### Statutory Guidance:

**Working Together 2018:** This guidance from the Department for Education describes safeguarding processes and the safeguards that every organisation must have in place, including faith organisations, when safeguarding children. See the guidance at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Or online:

[www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk)

**Care and Support Statutory Guidance 2016:** This is guidance from the Department of Health which describes safeguarding processes for adults and the responsibilities of different organisations:

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>