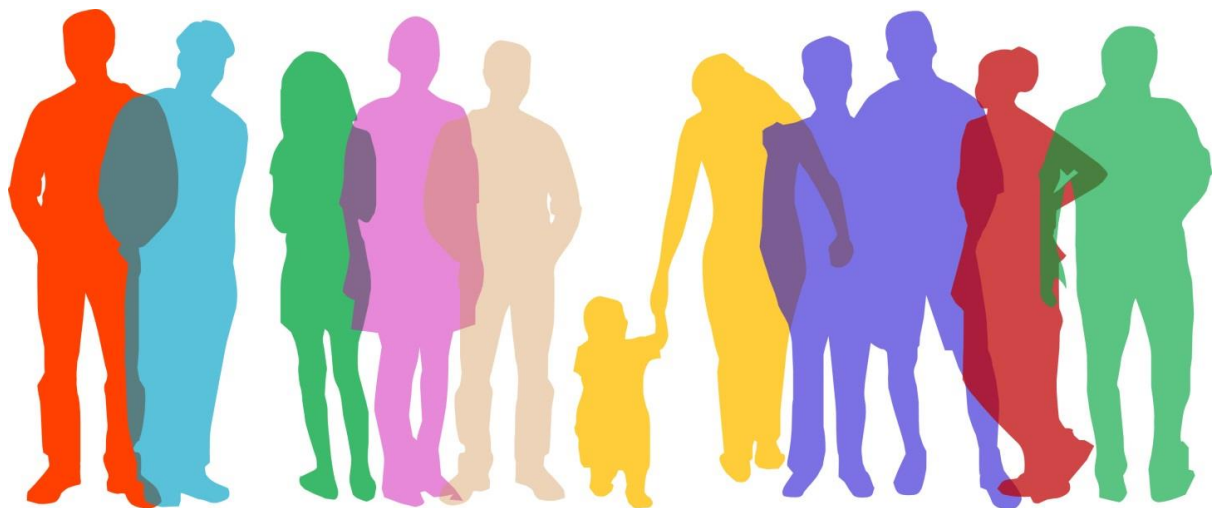




# Safeguarding Policy – New Life Church, Coalville

Updated: September 2021



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## SECTION 1

### Details of the place of worship / organisation

<b>Name of Place of Worship / Organisation:</b>	New Life Church, Coalville
<b>Address:</b>	Margaret Street, Coalville, Leics, LE67 3AD
<b>Tel No:</b>	01530 838355
<b>Mobile No:</b>	
<b>Email address:</b>	<a href="mailto:info@newlifechurchcoalville.co.uk">info@newlifechurchcoalville.co.uk</a>
<b>Charity Number:</b>	1051891
<b>Company Number:</b>	
<b>Regulators details (if any)</b>	
<b>Denomination/Membership</b>	Assemblies of God (GB)
<b>Insurance Company</b>	Congregational

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:

Our Sunday morning worship is open to all and can involve prayer ministry, with anyone who requests it. Most Sunday mornings we also run a 'Little church' group for children involving crafts, games, stories, teaching, discussion, and prayer. Other groups in the week involve prayer, bible study and practical and spiritual support.

We run occasional single-day holiday clubs for children aged 3 and over during the year and community-based activities including giveaways and prayer in public places.

We run some children's work in online groups.

We run a Trussell Trust Foodbank from our premises. This provides food for those with an emergency need and refreshments, discussion and prayer are available for those using the foodbank. We run a debt advice service linked to the Foodbank which involves meeting with clients and providing advice to them.

Our building is also hired out for a variety of community uses including a pre-school.

With building work underway during 2021 many of our activities will be running temporarily from other premises for part of the year. We liaise with the organisations who run those buildings regarding safeguarding.

# Leadership Commitment to Safeguarding

As the Leadership <sup>†</sup>, we recognise the need to provide a safe and caring environment for children, young people and adults with additional care and support needs. We acknowledge that children, young people and adults can be vulnerable to physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and appendices are based on the ten safeguarding standards published by Thirtyone:eight and have been prepared in line with the AOG National Leadership Team's commitment to Safeguarding. Each section title contains reference to the relevant standard within the thirtyone:eight safeguarding manual for further information.

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and no less than every three years will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with additional care and support needs.
- undertakes an annual review of the policy and its implementation
- ensure that a copy of the policy is available upon request for quality assurance purposes
- file a copy of any amendments subsequently published in the same manner.
- not to allow the document to be copied by other organisations.

<sup>†</sup> Throughout this policy document, 'Leadership' refers to the Trustees and Senior Leadership Team of New Life Church.

## SECTION 2

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

### DEFINITIONS (UNDERSTANDING WHAT IS ABUSE & NEGLECT)

*NB. Detailed definitions of abuse are included at appendix 4 of this policy.*

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

In order to safeguard those in our place of worship and 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 which states:

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

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

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

*Article 19, UN Convention on the Rights of the Child*

### POLICY STATEMENT (SAFEGUARDING AWARENESS)

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

*Article 5, UN Universal Declaration of Human Rights*

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake appropriate safeguarding training at least every three years according to 'good practice' guidelines, and training should cover signs and symptoms of abuse and how to respond as a minimum. This may be provided either by the Safeguarding Coordinator or by thirtyone:eight, or another recognised body, organisation or qualified individual.

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.

## PROCEDURES (RESPONDING TO ALLEGATIONS OF ABUSE)

*Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse.* Follow procedures as below and see the flow chart in Appendix 2:

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

<b>Name of Safeguarding Co-Ordinator:</b>	James Fox
<b>Contact Details:</b>	07743391022 <a href="mailto:James.Fox@newlifechurchcoalville.co.uk">James.Fox@newlifechurchcoalville.co.uk</a>

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

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

<b>Name of Deputy Safeguarding Co-Ordinator:</b>	Alison Carr
<b>Contact Details:</b>	07745 992672 <a href="mailto:Alison.Carr@newlifechurchcoalville.co.uk">Alison.Carr@newlifechurchcoalville.co.uk</a>

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

Thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone: <b>0303 003 1111</b> A 24 hour helpline is available for advice, but where the situation is an emergency, the police should be contacted.
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- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services.

The local <b>Children's Social Services</b> office telephone number (office hours) is	0116 305 0005
The out of hours emergency number is	0116 305 0005

- Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from thirtyone:eight as above.

The local <b>Adult Social Services</b> office telephone number (office hours) is	0116 305 0004
The out of hours emergency number is	0116 255 1606

The Police Public Protection Unit telephone number is	101
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- Where required, the Safeguarding Co-ordinator should then immediately inform senior personnel within the organisation as follows:

<b>Name:</b>	Tim Maycock
<b>Position:</b>	Senior Leader
<b>Contact Details:</b>	07813831521, tim.maycock@newlifechurchcoalville.co.uk

<b>Name:</b>	Andrew Hogsden
<b>Position:</b>	Trustee
<b>Contact Details:</b>	07917000034

<b>Name:</b>	Paul Zseli
<b>Position:</b>	Trustee
<b>Contact Details:</b>	07967164581

- Appropriate Ministry Leaders will also be notified on a need to know basis.
- Suspensions 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.
- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- The Leadership must consider any duty regarding informing the church's insurers and the charity commission (if a registered charity) of offences committed by staff and volunteers.**
- If the person against whom an allegation is being made is in a position of trust, the Local Authority Designated Officer (LADO) needs to be contacted within 24 hours. It may also be necessary to inform the DBS if the person is engaged in 'regulated activity'.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership expect that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. This would also apply if the Safeguarding Co-ordinator/Deputy were not available. We believe by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator/ Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate. **It is not necessarily the role of the Safeguarding Coordinator to investigate allegations and concerns.**

# PROCEDURES FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF A CHILD

See the flow chart in Appendix 2

## ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

- Seek medical help if needed urgently via phoning 999.
- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home. If the issue is urgent, the Police Protection Unit and/or the Out of Hours Children's Services must be contacted without delay.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- 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 seeking help. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## ALLEGATIONS OF SEXUAL ABUSE

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

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



## PROCEDURES FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF AN ADULT WITH CARE AND SUPPORT NEEDS

See the flow chart in Appendix 2

### SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

The Care Act 2014 places the duty upon **Adult Services** to investigate situations of harm to adults with additional 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.

If an adult with additional care and support needs has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life. Advice needs to be sought from the statutory agencies if it is felt that their choice might contradict their welfare needs.
- If the adult with additional care and support needs is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the appropriate Adult Social Care Team who have responsibility under the Care Act 2014, to investigate allegations of abuse.
- The Police Public Protection Unit will also provide advice and will need to be contacted where the concerns are of a serious nature. Alternatively thirtyone:eight can be contacted for advice.

## PROCEDURE FOR WHEN THERE IS CONCERN ABOUT ABUSE BY THOSE WHO WORK WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator or Deputy, in accordance with local Safeguarding Children Partnership (SCP) procedures, will need to:

- liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Local Authority Designated Officer (LADO).
- contact the Operations Manager at AOG National Office (if the allegations concern a status or probationary minister or other Senior Minister responsible for the church in question regardless of status);
- the LADO will be contacted within 24 hours as follows:

<b>Name::</b>	Kim Taylor
<b>Phone::</b>	0116 3055641

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with additional care and support needs. Where we are liaising with a Designated Officer we will discuss with them about the need to refer to the DBS. If a Designated Officer is not involved, we will contact the DBS if the situation is that the nature of concern leads us to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

*Note:*

- *There may also be a requirement under law to make a referral to the DBS (Disclosure and Barring Service) who hold the lists of people barred from working with children and adults with additional care and support needs – this will require discussion with the Designated Officer (please note that LADO's exist only in England – other nations should use the usual channels of communication with children's services or their equivalent).*

**LADO Role:** The role of the Local Authority Designated Officer (LADO) is set out in the HM Government guidance Working Together to Safeguard Children (2018). Chapter 2 Organisational responsibilities lays out the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

*They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.*

## SECTION 3

# Prevention

### 3.1 SAFER RECRUITMENT

#### **POLICY STATEMENT (SAFER RECRUITMENT)**

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safer recruitment.

#### **PROCEDURE**

This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- 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.

Leaders will ensure for all volunteers:

- There is a written role description for the post
- Appointment of a volunteer includes a consideration of skills, a discussion regarding the role, expectations, and suitability. This may include an interview, taking up references and consultation with the Senior Leadership Team.
- All relevant volunteers will have completed a self-declaration form.
- A criminal records disclosure (provided by the DBS) is completed for relevant volunteers prior to the volunteer commencing their role
- A suitable induction training programme (including safeguarding) is provided
- Volunteers have been given a copy of this safeguarding policy and know how to report concerns.

### 3.2 MANAGEMENT OF WORKERS (CODES OF CONDUCT)

#### **POLICY STATEMENT (MANAGEMENT OF WORKERS)**

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 additional care and support needs.

## SECTION 4

# Pastoral Care

### 4.1 PASTORAL CARE (SUPPORTING THOSE AFFECTED BY ABUSE)

#### **POLICY STATEMENT (PASTORAL CARE)**

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 organisation.

Support may be provided by through pastoral care teams or linking with counselling agencies.

### 4.2 COUNSELLING

#### **POLICY STATEMENT (COUNSELLING)**

The Leadership is committed to ensuring that it manages all pastoral matters appropriately, including the signposting of those in need to specific support as well as seeking advice and support as a management body.

#### **PROCEDURE**

The Leadership Team understands that, whether in the present, recent or distant past, the effects of abuse can be devastating and long term, not only for the person who has been abused but also for family members, friends, social groups and the organisation or faith community. Those affected may struggle with a range of issues, including aspects of faith and spirituality - particularly where the abuse occurred within a faith context. So, this needs sensitive handling. Showing care and compassion, being available to listen and offering support are important in responding to the needs of adult survivors. Some people will need professional help and it is important to recognise this and signpost those in need, being aware of your own limitations to offer specific support. Be prepared to seek advice and support.

### 4.3 WORKING WITH OFFENDERS

#### **POLICY STATEMENT (WORKING WITH OFFENDERS)**

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

## SECTION 5

# Practice Guidelines

### 5.1 POLICY STATEMENT

#### **POLICY STATEMENT (PRACTICE GUIDELINES)**

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

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are listed below:

### 5.2 PRACTICE GUIDELINES

#### **PRAYER MINISTRY**

Praying for each other is an essential part of our faith and practice. New Life Church has adopted guidelines for prayer ministry. These can be found at Appendix 5.

#### **SUITABLE RATIOS FOR CHILDREN AND YOUTH WORK**

We follow the thirtyone:eight guidelines relating to the supervision of church work involving children.

Ratio of adults to children: Always more than 1 adult per group. Plus:

- Age 0-2: 1 adult to 3 children
- Age 2-3: 1 adult to 4 children
- Age 3-8: 1 adult to 8 children
- Age 8-16: 1 adult to 12 children

No one under the age of 16 can be left in charge of a group of children and the group should not be left alone.

#### **GUIDELINES FOR DISCIPLINE IN YOUTH AND CHILDREN'S WORK**

##### **Summary**

According to legislation on discipline and child protection, it is not illegal to use reasonable force to prevent children from:

- Committing an offence
- Injuring themselves or others
- Causing significant damage to property
- Causing disorder

But force is always a protective measure

Force is Never a punishment

It may only be used as a last resort and it must be reasonable and proportionate i.e. no more force than is needed.

Control may be passive or active

Passive physical contact e.g. standing between children or blocking a path Active physical contact e.g. leading a child by the arm Restraint – only in extreme circumstances – to hold back physically to bring a child under control

### **Statement**

Sometimes children, young people or vulnerable adults become angry, upset or disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care and the following guidelines have been adopted by New Life Church Coalville when providing services to children, young people and vulnerable adults.

### What to do if someone is being disruptive:

This depends on the age of the child, the activity, and whether their parents are somewhere nearby. Responses that may be appropriate:

- Ask them to stop.
- Speak to them to establish the cause(s) of the upset.
- Inform them they will be asked to leave if the behaviour continues.
- Warn them if they continue to be disruptive, it might result in longer-term group exclusion.
- If it helps, give them another activity to complete that is perhaps separate from the group, giving them time to focus and/or calm, down.
- If they are harming themselves, another person or property then others in the group should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request them to STOP. If your request is ignored, you might need to warn the individual that you will consider calling the Police. As a last resort, in the event of them harming themselves, other people or property, physical restraint may be needed until the Police arrive (if we need training in how to restrain, ask your leader).
- Always record, as a worker involved, what happened in writing as soon as possible after the incident. This should include:
  - What activity was taking place?
  - What might have caused the disruptive behaviour?
  - The person's behaviour.
  - What was said and how the worker and others responded.
  - A list of others present who witnessed the incident.
- Parents should be informed if their child has been restrained.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely, or if you need a break or if you need more adult helpers.
- For those who are continuously disruptive:



- Have them sit right in front of you or get a helper to sit next to them.
- Encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Challenge them to change their behaviour whilst encouraging their strengths.
- Warn them you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), or to sit with their parent or guardian or be banned from attending the group for a period of time.
- In extreme cases children may be 'banned' completely.
- If a child's parents are in the vicinity they may be called to take their child from the session.
- If not they MUST be called to inform them that the child is leaving the premises.
- Consent forms must be signed by a parent/carer to say that children may leave the premises unaccompanied if they wish to leave the building and make their way home on their own.

### Do's & Don'ts

- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well-behaved attention and resist allowing the demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children, young people and vulnerable adults in particular are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

## PHOTOGRAPHS AND AUDIO AND VISUAL RECORDINGS

This applies to official photos and recordings taken by those in positions of trust in the church. This does not apply to personal photos or recordings taken by church members, but church members should be considerate of individuals wishes and privacy.

You may need to take some photos for videos either for funding purposes or perhaps for advertising, marketing, website etc.

Photos of people count as 'personal data', according to the Data Protection Act 2018.

You need to get consent for this. It is good idea to have a blanket consent for photos to be taken. In addition for anyone under 18 written consent must be received from their parents or guardians

BEFORE any photo is published. The written consent should be stored privately and confidentially as evidence of consent.

Headline principles:

- You can't use your own personal phone, or cameras. You need to use the church's equipment. If you do use your own it's considered inappropriate.
- You need to get consent for every person that is identifiable in a photo, before you publish it. Ideally in writing.
- If a child or vulnerable adult is in the photo DO NOT tag their name or do anything to make them identifiable.
- At any time, an individual may revoke their consent, by informing a member of staff by email, or by letter. This will then be actioned as soon as practicably possible, with any photos with that individual being removed from any public forums.

## COMMUNICATING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

To treat children and adults as individuals and to safeguarding them effectively we must listen well. This also helps us to understand them, help them and provide really good activities.

If you have a safeguarding concern, listen to what children or vulnerable adults are saying about it. Children and adults with care and support needs may not be always able to vocalise how they feel, but may do so by their actions and reactions.

As much as possible give your full attention to them.

Be aware of your language and tone of voice.

With regards to electronic means of communication: When communicating with children, young people and vulnerable adults, workers must:

- obtain formal parental consent before using mobile, chat, email services to communicate with a child or young person. A written record of consent ("Consent Form") will be kept;
- use clear, unambiguous language to reduce the risk of misinterpretation;
- never use terms of endearment at any time;
- ensure all messages can be viewed if necessary by the worker's supervisor and this policy is explained to children and young people. Although unlikely to happen, this can help deter bullying, insulting or abusive emails;
- save or log any communication that raises concerns and inform the Safeguarding Coordinator;
- where appropriate, use a 'group setting' rather than individually;
- avoid using ambiguous language and abbreviations (e.g. 'LoL' can mean laugh out loud or lots of love).

## GIFTS, REWARDS AND FAVOURITISM

- The giving of gifts or rewards to children, young people and vulnerable adults can be part of an agreed policy for supporting positive behaviour or recognising particular achievements.
- In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan with the knowledge of a manager and the parent or carer.
- Any gifts should be given openly and not be based on favouritism. Adults need to be aware however, that the giving of gifts can be seen as a gesture to bribe or groom a young person.
- Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.
- Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe or lead the giver to expect preferential treatment.
- There are occasions when children, young people or parents wish to pass small tokens of appreciation to workers, for example, on special occasions or as a thank-you, and this is acceptable. However, it is unacceptable to give / receive gifts on a regular basis or of any significant value.

## HOME VISITS

Workers and leaders may need to make home visits from time to time. Key additional guidelines relating to safeguarding include:

- The Church should issue formal identification to the person doing the visit.
- Workers must inform a supervisor or another worker of the proposed visit.
- In the case of children and young people never go into a home if a parent or carer is absent unless the child would be at risk of significant harm if you do not do so.
- Keep a written record of the visit detailing the Purpose; Time you arrived and left; Who was present; What was discussed
- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them.
- An invitation to a worker's home should only be extended with the knowledge of the team/leadership and the permission of the parent/ carer.

## TOILETING, NAPPIES AND POTTY TRAINING PROCEDURES

- Children who are still in nappies will need the support of a parent/carer to aid with changing.
- Children who are potty training will need the support of a parent/carer to aid with their personal needs.
- Some children may require adult assistance at the toilet.
- A statement on the child's Consent Form will include toileting.
- Parents/Carers will be asked to sign to give their consent for workers/volunteers to assist their child at the toilet.
- ONLY workers/volunteers with DBS certification will be allowed to assist at the toilet.

- The assisting adult will never do anything of a personal nature that a child can do for him/herself.

## TRANSPORTATION

Where children, young people or vulnerable adults are being transported by church-organised transport the Church will ensure there are guidelines in place and that these apply to all drivers and journeys carried out on behalf of and with the knowledge of the organisation. This does not apply to private arrangements for transportation made, for example, between adults with parental responsibility.

Guidelines for Church-organised transport children, young people or vulnerable adults are as follows:

- Driving should be restricted to those who have gone through the Church's recruitment procedures for workers.
- All drivers must have read the Church's Safeguarding Policy and agreed to abide by it.
- Parents / carers should be asked to sign a Consent Form
- The driver must hold a full driving licence
- The driver and vehicle must be adequately insured and vehicle road worthy.
- It is reasonable to expect that a driver may be alone with a child/vulnerable adult for short periods. Consideration should therefore be given to dropping off the least vulnerable last and routes should be planned accordingly. Where the driver is alone with a child or vulnerable adult in the vehicle the child or vulnerable adult should be sitting in the back of the vehicle.
- Drivers should not spend unnecessary time alone in the vehicle with someone they are transporting. In an emergency situation the driver must contact the leader for that ministry area or the Safeguarding Coordinator to advise them.
- When travelling in groups with more than one vehicle it is good practice to insist those being transported stay in the same groups on the out-going and return journey. This will avoid anyone, at worst, being left behind.
- At collection or dropping off points no child or young person should be left on their own and the driver should make sure they are collected by an appropriate adult. This may also apply to a vulnerable adult, depending on the nature of their vulnerability and/or disability.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular individual e.g. previous disagreements or romantic attachment.
- If parents or carers do some transporting, they must be made aware that such arrangements are their own responsibility and not the Church's.

Children arriving or leaving independently should only do so if parental/carer permission has been granted via the Consent Form.

## ONLINE CHILDREN'S AND YOUTH WORK

Any online work carried out with children and young people will be carried out in line with this policy and the thirtyone:eight "Creating safer places online" guidance.

The majority of online youth and children's work will be group-based. The appropriate number of approved adults will be involved in online work in line with the normal ratios for children's work in this policy. One-to-one work should only take place online if authorised by the Senior Leadership Team or Ministry Leader for Children and Families and written records of any online one-to-one work will be made and stored securely.

The church has authorised the following applications for online work with children and young people.

- Onlinechurch.com
- Zoom (via parents accounts where children are under 18)

Children will not be requested or required to register for online apps that are not appropriate for their age. Appropriate security settings will be used on apps to block participants or inappropriate content.

## WORKERS FROM OTHER ORGANISATIONS

In addition to the usual safeguarding principles applying the Church leaders recognise that, where workers from other organisations are involved in our church work, there is a need for clarity with regard to all child protection matters because they may have their own safeguarding policy and procedures. It is expected that sending organisations will agree to designate responsibility and that:

- All allegations of child abuse will be referred to a designated Safeguarding Co-ordinator or their deputy. If the suspicions in any way implicate both the Co-ordinator and the Deputy Coordinator, then Children's Services or the sending organisation's co-ordinator should be contacted in accordance with the safeguarding policy. Thirtyone:eight could also be contacted for advice.
- The Designated Safeguarding Person (Safeguarding Co-ordinator) has responsibility to action all allegations or suspicions of abuse. If the suspicions in any way involve the Co-ordinator then the matter should be reported to the Deputy Co-ordinator.
- The Designated Co-ordinator has the authority to contact either Children's Services local to the child's home, Children's Services or the Police local to the activity and/or thirtyone:eight for advice.
- Allegations will be dealt with on a 'need to know' basis.
- If allegations involve a child or worker from a sending organisation then the leader of that church or a nominated person (i.e. their Safeguarding Co-ordinator) will be informed. It is expected they will keep confidence and not investigate the matter themselves.
- Should a sending organisation have other reporting mechanisms, this will be discussed and an agreement made between with that church/organisation.

## FOODBANK

In addition to the general practice guidelines in this policy specific practice guidelines are in place for foodbank operation, including the following safeguarding specific guidelines:

- Volunteers will not be left alone with foodbank clients.
- Parental consent will be sought for volunteers who are under-18 before they commence volunteering with the foodbank.

## DEBT ADVICE PROJECT

In addition to the general practice guidelines in this policy specific operating guidelines for Hope 67 debt advice project are in place to comply with FCA regulations to support safe working with regard financial advice. Practice is quality assured against these on a regular basis.

## WORKING IN PARTNERSHIP

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

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

## GOOD COMMUNICATION

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

## LOCAL CHURCH MISSION

### **Policy Statement**

This safeguarding policy applies to all our mission workers and volunteers overseas and any members of our local church that participate in locally-driven missions activity; whether planting/establishing churches within indigenous communities, visiting on short-term mission or placed as a long-term missionary in our many locations around the world.

### **Prevention of abuse**

It is recognised that the cultures within which international missions are often working may adopt different standards to the care and treatment of children and young people. Nevertheless, the standards and principles adopted within the UK are expected to apply in international mission

situations. The maltreatment of children and young people is contrary to biblical values and practices and therefore cannot be tolerated.

Due regard will need to be given to the cultures within which activities are taking place, however under the expectation of applying UK standards to the practice of missions workers, some guidance may be useful.

## **Procedures**

### Our Workers/Missionaries should:

- be able to recognise situations which may present risks
- plan and organise the work and workplace so as to minimise risks as far as possible and be visible to other adults when working and talking with children
- take particular care for the needs of disabled children and other vulnerable children as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability
- ensure that others know where interviews of children are taking place and that someone else is around in the building

### Our Workers/Missionaries should not:

- spend excessive time alone with children
- take children to their personal home, or to stay overnight, especially where they will be alone with you
- leave any person under 16 in charge of any children of any age. However, some local/national legislation may require this to be 18 years of age. Nor should children or young people attending any group be left alone at any time.
- hit or otherwise physically assault children
- develop physical/sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative or abusive
- use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- do things for children of a personal nature that they can do for themselves
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.

## **Responding & Reporting Mechanisms**

All overseas mission activities should have a designated Safeguarding Coordinator responsible for safer recruitment of both staff and volunteers/visitors (including DBS disclosures where these are necessary) and for ensuring that applicants are fully apprised of the safeguarding policy. All incidents, allegations or concerns identified during overseas missions activities must be reported to the Safeguarding Co-ordinator for the sending church if a part of locally-driven mission activity, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse within the relevant country.

If an allegation is made against a worker/missionary, that person must be removed from their duties or prevented from having any further contact with children and young people or adults with additional care and support needs immediately whilst necessary action is taken. Due account must always be taken of the laws and frameworks in place within any country in which AOG missions operate. In many cases, practice, values and beliefs in relation to safeguarding the vulnerable will be different to the UK. However, care must always be taken to ensure that the rights of the individuals concerned are upheld (see the UN Convention on Human Rights and UN Convention on the Rights of the Child).

## **LOCAL CHURCH EVENTS**

### **Policy Statement**

Safeguarding the vulnerable is no less important at one-off events as it is in regular local, regional or national activity. In many ways there is greater need to ensure that the planning of such events includes awareness of safeguarding and adherence to our safeguarding policy. The maltreatment of children and young people is contrary to biblical values and practices and therefore cannot be tolerated.

This safeguarding policy therefore applies to all our events and any employees or volunteers who participate in local, regional or national activity.

### **Single Approach**

It is recognised that events occur in many formats, and that there are responsibilities for both the host/venue, and also the lead/planning organisation. There are no differences in standards and principles within the UK, regardless of the nature of the event.

There are responsibilities for the host/venue, and equally there are responsibilities for the lead organisation, however it is the event organiser that has primary responsibility for ensuring safeguarding at their event. We shall ensure that, whether we are a host venue, or event organiser at another venue, the following will be checked:

Venues should:

- Have a safeguarding policy
- Undertake DBS Checks on all employees and volunteers that require checks
- Use safer recruitment procedures
- Make any organisation that wishes to hold an event on their premises aware of their safeguarding policies and procedures.
- Establish what insurance the event organisers have in place (e.g. public liability insurance)
- Consider asking to see copies or details of the event organisers' policies and procedures.

Event organisers should:

- Ask to see proof of host/venue safeguarding policy & procedures
- Ensure that safeguarding policy and procedures are followed at their event, by
  - Appointing a Safeguarding Co-ordinator
  - Employing staff or volunteers that have been DBS checked (where required)



- Planning activities and events that are appropriately supervised (ratios, trained staff etc)
- Checking that locations are safe and secure


### **Responding & Reporting Mechanisms**

All events and activities should have a designated Safeguarding Coordinator responsible for overseeing the activity and ensuring that all staff and volunteers/visitors are fully apprised of the safeguarding activity and requirements. All incidents, allegations or concerns identified during events must be reported to the Safeguarding Coordinator for the organising church if a part of locally-driven outreach activity, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse.

If an allegation is made against an employee or volunteer, that person must be removed from their duties or prevented from having any further contact with children and young people or adults with additional care and support needs immediately whilst necessary action is taken.

## APPROVALS

Signed by:

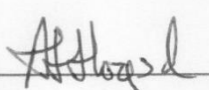
  
TIM MAYCOCK

Print Name:

Position (on behalf of the Leadership): SENIOR LEADER

Date: 24/09/2021

Signed by:


  
ANDREW HOGSDEN

Print Name:

Position (on behalf of the Leadership): TRUSTEE

Date: 23/09/2021

Signed by:

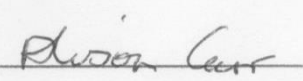
  
JAMES FOX

Print Name:

Position (on behalf of the Leadership): SAFEGUARDING CO-ORDINATOR

Date: 23/09/2021

Signed by:

  
ALISON CARR

Print Name:

Position (on behalf of the Leadership): DEPUTY SAFEGUARDING CO-ORDINATOR

Date: 24/09/2021

This policy will be regularly reviewed annually and amendments made as necessary.

## Leadership Safeguarding Statement

The Senior Leadership Team (hereafter referred to as 'Leadership') recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: 24<sup>th</sup> September 2021

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

Specifically:

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

### We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

## We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

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

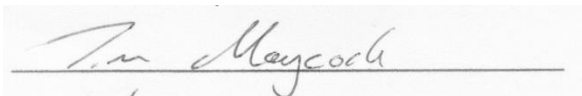
If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Child Safeguarding Coordinator	<u>James Fox</u>
Deputy Child Safeguarding Coordinator	<u>Alison Carr</u>
Adult Safeguarding Coordinator	<u>James Fox</u>
Deputy Adult Safeguarding Coordinator	<u>Alison Carr</u>

A copy of the full policy and procedures is available from \_\_info@newlifechurchcoalville.co.uk\_\_

Signed on behalf of the Leadership of New Life Church Coalville

Signed

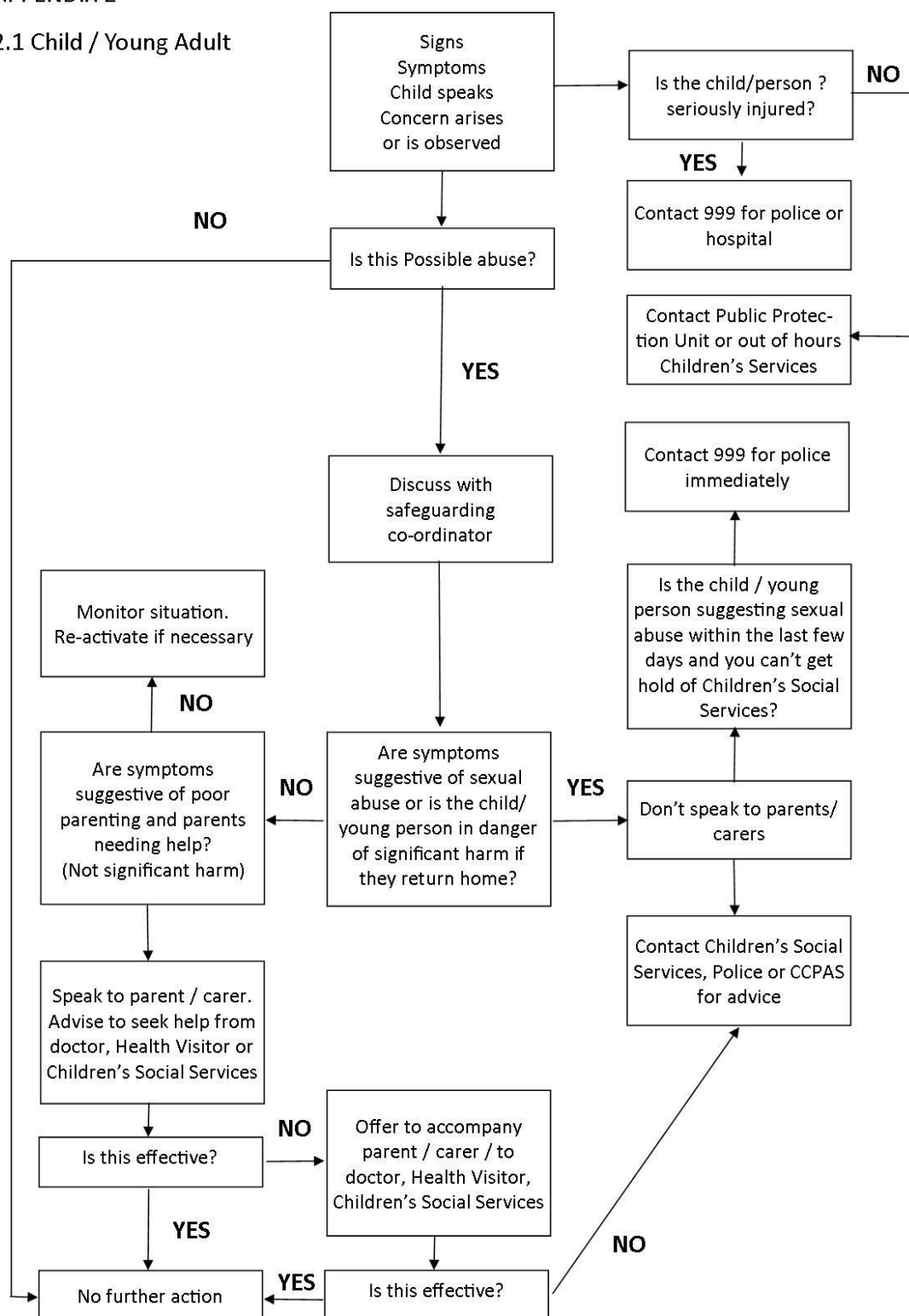


Date

24/09/2021

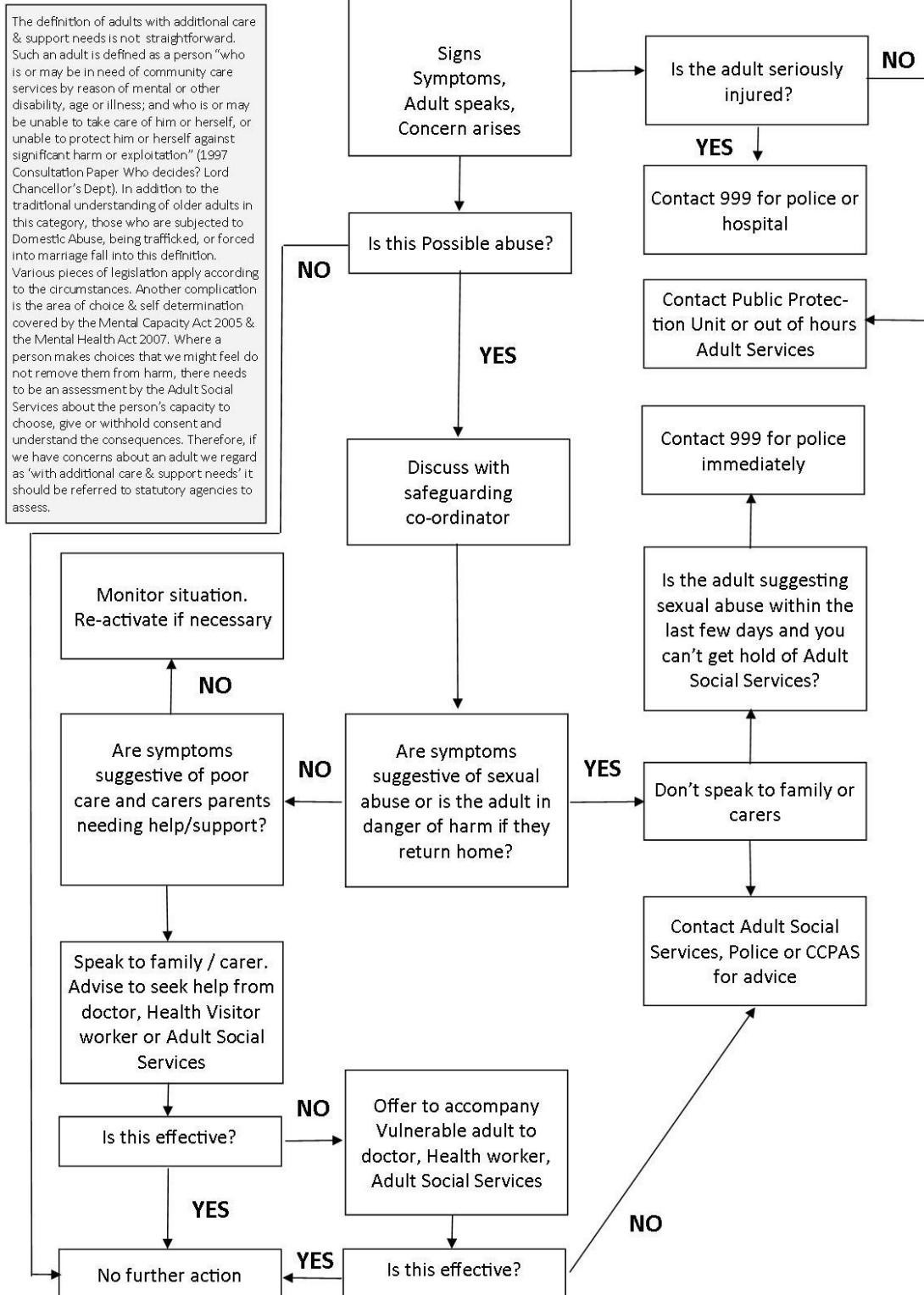
## APPENDIX 2

## 2.1 Child / Young Adult



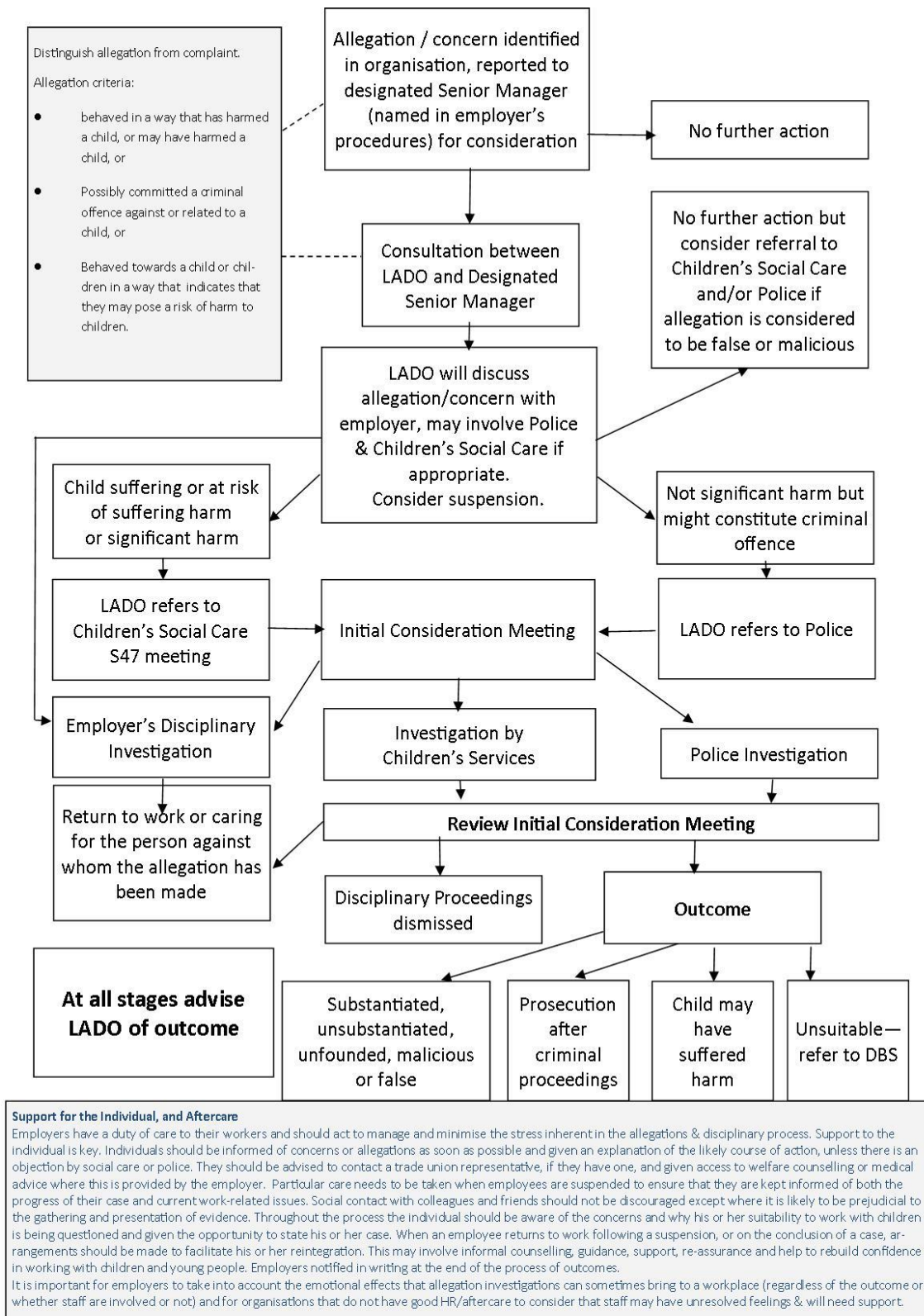
## APPENDIX 2

### 2.2 Adult with additional care & support needs



## APPENDIX 2

### 2.3 Worker



## **APPENDIX 3**

### **Statutory Definitions of Abuse (Children)**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

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

### **ENGLAND**

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

#### **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.

\*Sexual activity involving a child who is capable of giving informed consent on a matter, **while illegal**, may not necessarily constitute sexual abuse as defined for the purposes of this guide. One example, which would fall into this category is a sexual relationship between a 16 year old and her 18 year old boyfriend. The decision to initiate child protection action in such cases is a matter for professional judgement and each case should be considered individually. The criminal aspects will, of course, be dealt with by the police.

## **STATUTORY DEFINITIONS OF ABUSE (ADULTS WITH ADDITIONAL CARE AND SUPPORT NEEDS)**

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

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

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

### **Physical Abuse**

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

### **Sexual Abuse**

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

### **Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the 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.

## **Domestic Abuse/Violence**

The cross-government (not legal) definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; emotional;

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

## **Modern Slavery**

Modern slavery is a serious crime. It encompasses slavery, servitude, and forced or compulsory labour and human trafficking. Modern slavery victims can often face more than one type of abuse and slavery, for example if they are sold to another trafficker and then forced into another form of exploitation.

A person is trafficked if they are brought to (or moved around) a country by others who threaten, frighten, hurt and force them to do work or other things they don't want to do.

*(Taken from government guidance on how to report modern slavery 8 Dec 2016)*

## **Organisational**

Organisational or institutional abuse is the mistreatment of people brought about by poor or inadequate care or support, or systematic poor practice that affects the whole care setting. It occurs when the individual's wishes and needs are sacrificed for the smooth running of a group, service or organisation.

## **Self-Neglect**

There is no single operational definition of self-neglect. The Department of Health (2016), defines it as, '... a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding'.

Skills for Care provided a framework for research into self-neglect identifying three distinct areas that are characteristic of self -neglect:

- Lack of self-care - this includes neglect of one's personal hygiene, nutrition and hydration, or health, to an extent that may endanger safety or wellbeing;
- Lack of care of one's environment - this includes situations that may lead to domestic squalor or elevated levels of risk in the domestic environment (e.g., health or fire risks caused by hoarding);
- Refusal of assistance that might alleviate these issues. This might include, for example, refusal of care services in either their home or a care environment or of health assessments or interventions, even if previously agreed, which could potentially improve self-care or care of one's environment.

## **DEFINITIONS OF SPIRITUAL ABUSE**

In recent years the concept of Spiritual Abuse has become one that has gained greater understanding amongst those in the faith community. Spiritual abuse has many similarities to the other categories of abuse and indeed may include the identification of those categories as abuse is often multi-faceted.

Although not recognised as a category of abuse in its own right by the statutory authorities, Spiritual abuse will often co-exist with those accepted forms of abuse (described above). A number of definitions have been given to this type of abuse in an attempt to adequately describe what often amounts to an abuse of trust and power to the detriment of others.

Thirtyone:eight have defined Spiritual Abuse as follows:

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

### **Additional information**

In addition to the above, in relation to adults and children, there needs to be an understanding of other forms of harm such as Female Genital Mutilation, Forced marriage and trafficking of adults and children. All these are included in various pieces of legislation and all those concerned with safeguarding need to be aware of the issues.

## APPENDIX 4

### HARMFUL CULTURAL PRACTICES

#### Physical chastisement (resulting in physical harm)

Under UK legislation physical punishment is considered "unreasonable" if it leaves a mark on the child or if the child is hit with an implement such as a cane or a belt.

#### Forced Marriage (FM)

A Forced Marriage is when one or both prospective spouses is coerced or faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if they are made to feel they are bringing shame on their family).

#### Female Genital Mutilation (FGM)

Female Genital Mutilation or FGM is a cultural practice that involves cutting, removing or altering the female external genitalia for non-medical reasons. It is child abuse, an illegal practice in the UK and a violation of human rights. FGM is classified as physical abuse therefore professionals must follow their local Safeguarding Children Partnership's Procedures

#### Breast Ironing

Breast Ironing also known as "Breast Flattening" is the process whereby young pubescent girls breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage and therefore be kept in education. Much like Female Genital Mutilation (FGM), Breast Ironing is a harmful cultural practice and is child abuse. Those working with children and young people must be able to identify the signs and symptoms of girls who are at risk of or have undergone breast ironing. Similarly to Female Genital Mutilation (FGM), breast ironing is classified as physical abuse therefore professionals must follow their local Safeguarding Children Partnership's Procedures

#### Abuse linked to Faith or Belief.

(Including belief in witchcraft branding, spirit possession and other forms of the supernatural.

The types of child abuse linked to faith or belief. This includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

Fear of the supernatural is also known to be used to make children comply with being trafficked for domestic slavery or sexual exploitation. Child abuse is never acceptable wherever it occurs and whatever form it takes.

Abuse linked to faith and belief is a horrific crime which is condemned by people of all cultures, communities and faiths. This type of abuse is never acceptable and should be responded to in line with local safeguarding procedures as with any other form of abuse.

## APPENDIX 5

### PRAYER MINISTRY GUIDELINES

At New Life Church, Coalville we are passionate about meeting with God. During our meetings we will always try to let God lead what is going on and make space for Him to meet with us.

As part of this, the leaders of the meeting may make time for us to wait on the Holy Spirit and pray for groups of people. This is an opportunity for God to work in our lives and for us to be open to Him moving in our lives.

Ministry times will usually begin with an invitation from the service leader for people to wait on God or to respond to a word from God. The most important thing to remember is that this is God's work, not ours.

It is important to remember as we facilitate what the Holy Spirit wants to do in the lives of those we pray for that we should also be mindful of our Safeguarding practices and procedures. Leadership, safeguarding and prayer team members should make themselves aware of this policy and ensure they receive regular guidance and training.

#### **Guidance:**

When you're praying, remember that you are there to encourage those seeking God and to facilitate what the Holy Spirit is doing.

As much as possible, please bring someone alongside you to pray and do not leave yourself vulnerable.

Please only pray for someone if they share your gender or the gender of the person praying alongside you for them. Prayer ministry can bring up all sorts of personal issues, so it is best practice to keep to this rule. Even if you are married, or you are praying for someone you know, please adhere to this guideline to avoid confusion and to set an example to others.

Ask people how they would like you to pray for them; (Luke 18:40) However, be aware of not turning this into a lengthy conversation, as this is a time for the Holy Spirit to offer counselling. Be sensitive when speaking into the situation or offering a word or image.

#### **Guidance on Touch during prayer ministry:**

The laying on of hands to pray is Biblical; we see Jesus touch a man to heal him of leprosy in Mark 1: 40-45, and He lays hands on the children to bless them in Matthew 19: 13-15. However, not everyone is comfortable with this, so please be sensitive to the situation. Always ask if you can lay hands on someone. Be careful where you place your hands to keep in line with safeguarding requirements and so that it doesn't become a distraction for the person you are praying for. Only touch in a restrained and appropriate manner.

You should only lay your hands on shoulders, upper back, forehead or hold the person's hands. Never place your hands in a personal area of the body and never under items of clothing. If the person requesting healing has an issue in a part of their body that is inappropriate for you to touch, then encourage them to place their hands on that spot whilst you lay hands appropriately.

Be aware of what is happening while you are praying for others; how is the person responding? Be aware that they may shake, cry or fall in the power of the Holy Spirit; if this does occur then make

them comfortable and respect their dignity by covering them with a cover/coat so they feel less exposed. It is not always necessary to stay with them for the whole time, but if you do remain with them, ensure that you are visible to others.

The person you are praying for may tell you about things that have happened in their life. Try not to appear shocked by any disclosures and do not request further information. Confidentiality is important but DO NOT promise to keep anything a secret, especially in regard to claims of abuse (these must be reported to your Safeguarding Coordinator as soon as possible and you should discreetly bring in a member of Leadership to support you during the prayer time) If at any time you feel uncomfortable or out of your depth, please ask for assistance from a member of the prayer team or church leadership. Report any concerns of mental illness, victims of abuse or any incident where a person has been physically hurt to the Safeguarding Coordinator, who will ensure it is dealt with appropriately.

Not everyone who attends our church will be familiar with ministry and prayer times and some will feel a bit concerned or anxious when they become aware of God working through His Holy Spirit. We must make people feel safe and comfortable whilst encouraging them to reach out to God. Always be respectful and sensitive, speak healing, peace and release in Jesus' name.

### **Summary**

Things you should do:

- Recognise that you are working under authority from church leadership and be aware of your limits.
- Be careful where you place your hands. Only touch in a restrained and appropriate manner.
- Never place your hands in a personal area of the body and never under items of clothing.
- If people would like ongoing prayer, then refer them to a leader.
- Be open to correction and guidance from leadership, given in love
- Report any concerns of mental illness, victims of abuse or any incident where a person has been physically hurt
- Notify the pastoral team ministry leader of any appointments to meet people outside of the meeting. This should happen prior to the appointment, except in exceptional circumstances.

Things you should NOT do:

- Do not promise to keep anything a secret, especially in regard to claims of abuse.