



St. Andrew's United Reformed Church

The United Reformed Church in Monkseaton and Whitley Bay

Safeguarding Policy for Children and Adults at Risk

February 2022

Aim and purpose

The aim of this policy is to ensure that protecting people from abuse, harm or neglect is central to our culture. It provides procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our church, or those who attend our activities and events.

Who this policy applies to

This policy is approved and endorsed by the Elders and applies to:

- all members of our church
- all those who attend and serve our church/place of worship and its services
- our trustees and elders
- paid staff (both internal and external, such as consultants)
- volunteers
- organisations and groups which hire our building with written agreement to operate under the church safeguarding policy.

The values and safeguarding principles within the United Reformed Church are described in *Appendix 1*. The policy and procedures should be interpreted in accordance with these principles and the most recent URC good practice guidance. Children, parents/carers, adults at risk and those responsible for safeguarding them will be informed of this policy and our procedures.

Definitions

The term '**children**' refers to those under the age of 18 years.

The term '**adult at risk**' refers to any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation, are permanently, or for time being, unable to take care of themselves, or to protect themselves against significant harm, abuse or exploitation.

Duty of care and confidentiality

We have a duty of care to all beneficiaries of the church, whether adults, children or young people. We will always maintain confidentiality, except in circumstances where to do so would place the individual or another individual at risk of harm or abuse.



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Preventing abuse

The church will appoint Safeguarding and Deputy Safeguarding Coordinator(s) for safeguarding children and adults. A job/role description is attached as *Appendix 2*.

Activities will be organised in accordance with URC's safeguarding policy and guidance to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation. For each event, risk assessments will be carried out, appropriate and accessible consent forms will be used (for children's activities or activities for people with special needs), appropriate records will be kept, and adequate insurance will be in place.

We are committed to safer recruitment and selection of all paid staff and volunteers with emphasis on those in regulated activities. We will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed (see *Appendix 9* for the church policy statement on the recruitment of ex-offenders) and ensure that all safer recruitment-related procedures are followed, which include:

- asking applicants to complete an application form
- providing workers with job or role descriptions and person specifications
- completion of self-declaration forms
- obtaining Disclosure and Barring Service (DBS) checks for eligible roles and positions
- taking up two references (not from family members)
- interviewing candidates
- providing workers/volunteers with written contracts/agreements.

All trustees, paid staff and volunteers will work within a code of conduct (code for workers attached as *Appendix 3*) and understand that there may be action taken if this code is not followed, possibly involving suspension or the termination of people's service.

If we become aware of someone within our congregation known to have harmed or harm children or adults, we will inform the Church Safeguarding Coordinator or Synod Safeguarding Officer within 24 hours and co-operate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children, young people and adults.

When any church premises are let to an external, informal group or individual, those hiring the premises should hold and abide by their own safeguarding policy. If a hirer does not have a policy, they must abide by the church's own safeguarding policy, a copy of which should be made available. Each hiring body is required to ensure that children and adults at risk are always protected by taking all reasonable steps to prevent injury, illness, loss or damage occurring.



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How to recognise abuse

It is important to be aware of possible signs and symptoms of abuse. *Appendices 4,5,6 & 7* provide definitions of different forms of abuse and further help and guidance. Some signs could be indicators of several different categories of abuse.

It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. There might be domestic abuse that requires a different approach. The indicators will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

Church workers and members will also pay attention to online safety and their electronic communications with children and adults. Grooming and abuse of any form can occur offline (both physically and verbally) and online.

What to do if there is a disclosure or allegation of abuse

If a child, young person or adult makes a disclosure that they are being abused and have been abused, it is important that the person being told:

- stays calm and listen carefully.
- reassures them that they have done the right thing in telling.
- does not investigate or ask leading questions.
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them.
- does not promise to keep secret what they have been told.
- informs the church Safeguarding Coordinator within 24 hours (if the Safeguarding Coordinator is implicated in the allegation, inform the Deputy or the Synod Safeguarding Officer)
- makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in *Appendix 8*). This should be given to the church Safeguarding Coordinator who will arrange secure storage in the church safe (via the Church Secretary) or the Synod Safeguarding Officer if appropriate.

Procedure in the event of a concern of abuse

If there is an immediate threat of harm, the Police should be contacted without delay.

Where it is judged that there is no immediate threat of harm the following will occur:

- The concern should be discussed with the Church Safeguarding Coordinator or the Synod Safeguarding Officer within 24 hours and a decision made as to whether the concern warrants a referral to statutory authorities.
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at *Appendix 8*. This record will be kept securely, and a copy passed to statutory authorities if a referral is made.



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- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at further risk. If the statutory authorities are involved, they should be consulted beforehand.
- The Synod Safeguarding Officer should be kept informed of any serious concerns and referrals to police and statutory authorities.

Prior to any referral to **children's services**, the child's wishes and rights will be considered. There will also be an informal verbal consultation with the local authority's children's services department to ensure that making a referral is an appropriate action. The parent/carer will normally be contacted to obtain their consent before a referral is made. However, if the concern involves alleged or suspected child sexual abuse, domestic abuse, Honour Based Violence, fabricated or induced illness; or the Synod Safeguarding Officer has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing will be said to the parent/carer ahead of the referral. In this case, a rationale for the decision to progress without consent will be provided with the referral.

In the case of referrals to **adult social care** or other services for **adults at risk**, information will be shared **with** consent provided the adult has capacity within the meaning of the Mental Capacity Act, and provided this does not place the referrer, them or others at an increased risk. A person's right to confidentiality is not absolute and may be overridden where there is evidence that sharing information is necessary to support an investigation or where there is a risk to others.

If the allegation is regarding a church staff member or church volunteer

If someone in the church is alleged or known to harm/have harmed children or adults, the Synod Safeguarding Officer will be informed so that they can offer advice and support.

For any concerns relating to **children**, the Designated Officer (previously known as LADO) will be contacted. The timing and method of any action to be taken will be discussed and agreed with the DO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the DO about when to inform the worker and the church will follow this advice.

For concerns relating to **adults**, Adult Social Care will be contacted.

In accordance with the law, a referral will be made to the DBS for consideration of barring, to share information about any individual in regulated activity where for safeguarding reasons the organisation has either terminated the employment, failed to appoint, or would have terminated the employment had the individual not moved on through resignation, retirement or re-deployment. In such cases, the Synod Safeguarding Officer will be advised/informed.

Depending on the seriousness of incidents or allegations, a report to the Charity Commission will also need to be considered at the elders/trustees' meeting, as they deem such a referral to be a 'serious incident' and require notification.



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Managing those who may pose a risk to the welfare of people

The use of rigorous and careful supervision is paramount to protect people from the risks associated with known offenders within the congregation, including implementing safeguarding contracts with known or alleged offenders and those who have been assessed as posing a risk. Where it is known that someone has a caution or conviction for committing a sexual offence, the church can play an important role in the prevention of further abuse by helping the offender to live an offence-free life.

If anyone is made aware that a person attending their church has been convicted of an offence against a child or has had an allegation of this nature made against them at any time, we immediately inform the Synod Safeguarding Officer and Minister or Interim Moderator.

It is important to provide known or alleged offenders with a group of people who will offer support, friendship and supervision. Following advice from the Synod Safeguarding Officer, when appropriate, a formal safeguarding contract will be drawn up between the church, the person who is considered to pose a risk to the welfare of people in the church, and any statutory agencies when involved.

Training

Safeguarding training will be provided and volunteers and paid staff will be given support and supervision in their role. All relevant staff members and volunteers will receive appropriate safeguarding training delivered by the synod. The Safeguarding Coordinator(s) should ensure that trustees/elders and people involved in regulated activities with children or adults (including Ministers, staff and volunteers) have undergone safeguarding training, as recommended by the URC.

Concerns, Complaints and Compliments

Should anyone have any concerns, complaints or compliments please contact:

Name: **Mr Ray Hammond (Church Secretary)** Church Secretary, 3 Cauldwell Close, Whitley Bay, NE25 8LP
Telephone No: **0191 2523319** Email: **annray@talktalk.net**

It would be helpful to have complaints in writing, as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon.

Any written complaint will be responded to **within 10 days**.

Key Contacts: Sources of advice and support

The church **Safeguarding Co-ordinator** is the person to whom all concerns or allegations relating to children, young people or adults should be addressed:

Name: **Mrs Lucy Cooke**

Telephone No: **01670 354834 / 07476734849**



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Email: cookelucy@live.co.uk

In the absence of the Safeguarding Coordinator, the **Deputy Safeguarding Co-ordinator** can be contacted:

Name: **Mrs Hazel Hall**

Telephone No:

Email: hazel-hall@tiscali.co.uk

Synod Safeguarding Officer

Name: **Mr Matt Knowles**

Telephone No: **07761525592**

Email: matt.safeguarding@urc-northernsynod.org

URC National Safeguarding Office

(This should only be used if you are unable to contact your Synod Safeguarding Officer)

Telephone No: **020 7520 2729**

Email: safeguarding@urc.org.uk

ThirtyOne: Eight (This should only be used for urgent advice if you are unable to contact URC)
24 hour helpline: **0845 120 4550**

Statutory contact in the case of a child:

North Tyneside Front Door Service

Telephone: **0345 2000 109**

Statutory contact in the case of an adult at risk:

North Tyneside Adults Social Care Gateway Team

(Mon-Thurs, 8.30am-5pm; Friday 8.30am-4.30pm):

Tel: **0191 643 2777**, Fax: **0191 643 2569**

Out of Hours Service: Tel. **0191 200 6800** (Evenings: 5pm-8.30am and Weekends)]



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Review

The Elders will review this policy annually, amending and updating it as required, and informing Church Meeting that this has been done.

Date of the most recent review: **February 2022**

Date of the next review: **February 2023**

Signed:

(on behalf of the church Elders)



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Appendix 1

St Andrew's United Reformed Church, Monkseaton

Safeguarding Policy Statement

The following statement was agreed by the leadership of St Andrew's United Reformed Church, Monkseaton.

This church is committed to the safeguarding of children and adults in need of protection, and to ensuring their well-being.

- We believe that all children and adults in need of protection should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our place of worship.
- We recognise the personal dignity and rights of children and adults in need of protection (for example as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child).
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults in need of protection.
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.
- We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adults Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult in need of protection.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Local Authority Designated Officers and Adult Safeguarding Teams have responsibility to deal with all allegations and concerns about people working with children and adults in need of protection whether they are interacting with them as paid or volunteer workers and whether they are lay or ordained.
- Safeguarding is a whole church responsibility.

We are committed to:

- Following relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults in need of protection.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Building constructive links with relevant Voluntary and Statutory Agencies.



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- Taking all reasonable steps to ensure that as a place of worship all will work within the agreed procedures of our safeguarding policies.
- Supporting the Safeguarding Leads (and Deputy) in their work and in any action they may need to take in order to protect children and adults in need of protection.
- Exercising proper care, following safer recruitment principles, in the appointment and selection of all those who work with children and adults in need of protection, be they volunteer or paid staff, lay or ordained.
- Supporting, supervising, resourcing and training all those who undertake work with children and adults in need of protection.
- Taking all reasonable steps to ensure that the children and adults that we have contact with know that they are valued and are empowered to tell us if they are suffering harm.
- Reporting any abuse of children or adults in need of protection that we discover or suspect.
- Supporting all in our place of worship affected by abuse.
- Supporting and supervising those who pose a risk to children or adults in need of protection, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount.
- If an assessment is made that someone poses an unmanageable risk to those that are vulnerable and in need of protection and could no longer safely attend our place of worship, we will ensure that they continue to be offered pastoral care and will also be signposted to appropriate agencies that could support them.

Name:

(on behalf of the church leadership)

Signed:

Date:



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Appendix 2

The Role of a Church Safeguarding Lead

Context

We believe that children and adults at risk, deserve the best possible care that the Church can provide. We recognise and give thanks for the time and devotion given by anyone carrying out this role.

Purpose of the role:

- To coordinate safeguarding policy and procedure in the church.
- To provide a first point of contact regarding safeguarding issues.
- To be an advocate for safeguarding in the church.

Responsibilities

To coordinate safeguarding policy and procedure in the church

- To familiarise themselves with church policies and procedures, URC good practice guidelines and contemporary national good practice in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and fit for purpose.
- To make others in the church aware of the church safeguarding policies and procedures, as well as URC guidelines.
- To ensure safer recruitment practices are operated in recruitment of all workers, both volunteers and paid, including, but not exclusively, ensuring that relevant workers have up to date Disclosure and Barring Checks
- To provide a first point of contact regarding safeguarding issues
- To be a named person that children, adults, church members and outside agencies can talk to regarding any issue to do with child protection or safeguarding adults.
- To be aware of the names and telephone numbers of appropriate people within Local Authority Social Care (Adults and Children) and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Local Authority Social Care (Adults or Children), the Police or the Local Authority Designated Officer of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To cooperate with Local Authority Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.



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- To report summary safeguarding information annually to the Synod Safeguarding Advisor to enable them to monitor safeguarding in the Synod.
- To be an advocate for safeguarding in the church
- To promote sensitivity within the church towards all those affected by the impacts of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers.
- To update their own safeguarding training every 2 years.
- To seek appropriate support, and advice, in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.



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Appendix 3

Code of Conduct for working with children or young people

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children or young people. Therefore, all workers agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model within the United Reformed Church.

More specifically, all workers agree to the following code of conduct:

- Do treat all people with dignity and respect.
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo).
- Do act inclusively, seeking to make all people feel welcome and valued.
- Don't exclude other children or workers from conversations and activities unless there is a good reason.
- Do treat people with equal care and concern.
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child (e.g. gifts).
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently.
- Don't threaten or use sanctions which have not been agreed or make empty threats.
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences.
- Don't feel you have to deal with every problem on your own.
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact.
- Don't use physical restraint except as a last resort to prevent injury. This should be the use of minimum force.
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk.
- Don't spend time alone with children out of the sight of other people and without the knowledge of someone in leadership.
- Do make sure that any electronic communication is done with parental consent, and in a way which is transparent, accountable and noted / recorded and adheres to safeguarding policies.
- Don't keep communication with children secret, while still respecting appropriate confidences.
- Do have a designated photographer to take, store and share photos of your group's activities, in line with people's consent and URC good practice guidelines.
- Don't take photos and video without consent and stored in a place designated by the church and only use in the ways agreed in line with Good Practice guidelines.
- Do use physical contact wisely - it should be:
 - in public.
 - appropriate to the situation and to the age, gender and culture of the child.



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- in response to the needs of the child, not the adult.
 - respectful of the child's privacy, feelings and dignity.
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.
- Do respect children's privacy.
- Don't assume that children should tell you anything you ask just because you are a worker.
- Do respect the right of children to wash, change and use the toilet in private.
- Don't walk in unnecessarily or unannounced
- Do listen to children and do tell the safeguarding officer if you have any concerns about a child's welfare.
- Don't promise to keep something secret if it is about a child at risk of harm, but only tell those who need to know.
- Do respect and promote the rights of children to make their own decisions and choices.
- Don't work in ways that put your needs and interests before those of the children you work with.
- Do respect and encourage respect for difference, diversity, beliefs and culture.
- Don't discriminate or leave discrimination or bullying unchallenged.

I agree to abide by the above code of conduct while working with children & young people
on behalf of St Andrew's United Reformed Church Monkseaton.

Name of worker: _____

Signed: _____ Date: _____



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Appendix 4

What is abuse and neglect? Children

These definitions are taken from Working Together 2013.

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 a child 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.



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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);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



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Appendix 5

What is abuse? Adults at Risk

Safeguarding responsibilities apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect: and
- 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.

The Care Act 2014 – Statutory Guidance – October 2014

An adult at risk is therefore any adult of any age, who may be vulnerable due to a permanent or temporary illness or disability, or who has been made vulnerable by their circumstances which include domestic abuse and discrimination.

The cross government 2013 definition of 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 and emotional abuse'.

This definition of abuse encompasses domestic settings and domestic abuse.

Physical Abuse

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

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.

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.

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



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to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

Financial or Material Abuse

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

Discriminatory Abuse

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

Institutional Abuse

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.



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Appendix 6

Signs of Possible Abuse - Children

Physical abuse

Physical Signs include:

- Unexplained injuries.
- Injuries that are inconsistent with explanation.
- Injuries that reflect an article used e.g. an iron.
- Bruising, especially trunk, upper arm, shoulders, neck or finger tip bruising.
- Burns/scalds, especially cigarette.
- Human bite marks.
- Fractures, especially spiral.
- Swelling and lack of normal use of limbs.
- Serious injury with lack of / inconsistent explanation.
- Untreated injuries.
- Psychological/Emotional Signs include:
- Unusually fearful with adults.
- Unnaturally compliant to parents.
- Refusal to discuss injuries/fear of medical help.
- Withdrawal from physical contact.
- Aggression towards others.
- Wears cover up clothing.
- Fictitious Illness by Proxy
- Psychiatric Illness, whereby a parent or carer deliberately inflicts harm onto a child.
- Normally the child's mother.
- The child has commonly had genuine serious illness in the first year of life (a dependency on medical attention has developed in the mother).
- Very difficult to diagnose/evidence.
- Most common example – Beverley Allet – a nurse convicted of murder and actual bodily harm in the 1980's.

Female Genital Mutilation

A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision.

- Illegal in UK.
- Normally undertaken on pre pubescent girls.
- Girls either taken abroad for procedure or "practitioners" come to UK.
- There can be no anaesthetic, no sterile equipment, barbaric practice.



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- Complications include – serious infection, septicaemia, death, numerous gynaecological problems.

Emotional abuse

The classic description of Emotional Abuse is “Low Warmth High Criticism” style of parenting.

Signs include:

- Physical, mental and emotional lags.
- Acceptance of punishments, which appear excessive.
- Over reaction to mistakes.
- Continual self-depreciation.
- Sudden speech disorders.
- Fear of new situations.
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking).
- Self harm.
- Extremes of passivity or aggression.
- Drug/solvent abuse.
- Running away.
- Bullying/Aggression.
- Overly compliant behaviour.
- Overeating or loss of appetite.
- Clingy.
- Fearful/withdrawn.
- Sleep disorders.
- Neglect
- Physical Signs include:
 - Tired/listless.
 - Poor personal hygiene.
 - Poor state of clothing.
 - Emaciation, potbelly, short stature.
 - Poor skin tone and hair tone.
 - Untreated medical problems.
 - Failure to thrive with no medical reason.
- Psychological/Emotional Signs include:
 - Constant hunger.
 - Constant tiredness.
 - Frequent lateness/non attendance at school.
 - Destructive tendencies.
 - Low self esteem.
 - Neurotic behaviour.



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- No social relationships.
- Running away.
- Compulsive stealing/scavenging.
- Multiple accidents/accidental injuries.

Sexual abuse

Physical Signs include:

- Damage to genitalia, anus or mouth.
- Sexually transmitted disease.
- Unexpected pregnancy especially in very young girls.
- Soreness to genitalia area, anus or mouth.
- Repeated stomach aches.
- Loss of weight.
- Gaining weight.
- Unexplained recurrent urinary tract infections, discharges or abdominal pain.
- Unexplained gifts/money.
- Psychological/Emotional Signs include:
- Sexual knowledge inappropriate for age.
- Sexualised behaviour in young children.
- Sexually provocative behaviour/promiscuity.
- Hinting at sexual activity.
- Sudden changes in personality.
- Lack of concentration, restlessness.
- Socially withdrawn.
- Overly compliant behaviour.
- Poor trust in significant adults.
- Regressive behaviour, onset of wetting – day or night.
- Suicide attempts, self mutilation, self disgust.
- Eating disorders.



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Appendix 7

Signs of Possible Abuse - Adults

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems unattended.
- Psychological
- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful.
- Intimidated or subdued in the presence of the carer.
- Fearful, flinching or frightened of making choices or expressing wishes.
- Unexplained paranoia.

Sexual

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

Neglect or Omission

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

Financial or Material

- Disparity between assets and living conditions.
- Unexplained withdrawals from accounts or disappearance of financial documents.
- Sudden inability to pay bills.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes of deeds or title to property.
- Discriminatory
- Inappropriate remarks, comments or lack of respect.
- Poor quality or avoidance of care.
- Institutional
- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc.
- Inadequate medical care and misuse of medication.
- Inappropriate use of restraint.



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- Sensory deprivation e.g. denial of use of spectacles or hearing aids.
- Missing documents and/or absence of individual care plans.
- Public discussion of private matter.
- Lack of opportunity for social, educational or recreational activity.



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Appendix 8

INCIDENT RECORDING FORM

Basic information

Date and time of incident:

.....

Date on which this report was written:

.....

Your full name:

.....

Full name of child, young person or adult concerned:

.....

Address, if known:

.....

.....

.....

Date of birth, if known:

.....

Location / Situation:

.....

.....

Other people present:

.....

.....

Record of incident:

- Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.
- Record what you said as well as what the child, young person or adult said.
- Include details such as tone of voice, facial expression and body language.
- If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.



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Signed:

Dated:

(person who wrote this report)

Who has been spoken to about the incident?

Record below the names of all those with whom you have spoken about your concerns:

Local Church Safeguarding Lead:

.....

Synod Safeguarding Advisor:

.....

Childrens / Adult Services:

.....

Police:

.....

Parent/Carer:

.....

Child:

.....

Other (name, role and organisation):

.....

.....

Feedback and follow up actions:

Signed:

Dated:

Position held in the church:

.....



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Appendix 9

Church Policy Statement on the Recruitment of Ex-Offenders

Introduction

This appendix is applied to local churches in England and Wales with a view to support their local safer recruitment processes.

The DBS code of practice, published under section 122 of the Police Act 1997, makes it a requirement that DBS applicants who have a criminal record are treated fairly and are not discriminated against because of a conviction or other information revealed in a DBS check.

The code also obliges bodies that undertake checks to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process. The sample policy statement below can be used or adapted for this purpose.

Policy statement

St Andrew's URC, Monkseaton complies fully with the DBS code of practice when accessing an applicant's suitability for positions within the church which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order. We are committed to treating all applicants fairly and to not discriminate against any subject of a criminal record check based on convictions or other information revealed.

St Andrew's URC, Monkseaton will only request that an individual disclose details of convictions or cautions that we are legally entitled to know about. Where the position advertised is included in the Rehabilitation of Offenders Act 1974 (Exemptions) Order, a DBS certificate at either a basic or enhanced level can legally be requested. Where a position falls within the legal definition of a "regulated" activity, a check against the Barred Lists for Children and Adults will also be undertaken.

St Andrew's URC, Monkseaton will only ask potential candidates about convictions and cautions that are not protected in law. We actively promote equality of opportunity for all and encourage applications from a wide range of candidates, including those with criminal records and regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. We select all candidates for interview based on their skills, qualifications and experience.

St Andrew's URC, Monkseaton will only make an application for a criminal record check through the DBS service where the law indicates that this is proportionate and necessary to the position advertised, such as those roles which involve working with children and adults at risk in a regulated or unregulated activity. Where this is the case, application forms, job adverts and recruitment information will contain explicit reference to the fact that this position requires a criminal record check in the event that the applicant is offered the position.

At interview or during an appropriate discussion, St Andrew's URC, Monkseaton will ensure that an open conversation takes place with the applicant regarding any offences or other information that may



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be relevant to the position. Failure of the applicant to share any information that is relevant to the position sought may result in the withdrawal of an offer of employment or voluntary position.

St Andrew's URC, Monkseaton ensures that all those who are involved with the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. St Andrew's URC, Monkseaton will also ensure that they have received appropriate training and guidance in the relevant legislation and understand the importance of confidentiality throughout the recruitment process.

St Andrew's URC, Monkseaton will discuss any matter revealed on a DBS certificate with the individual seeking the position before a decision is made whether to continue with the offer of employment. A risk assessment will be conducted with the applicant and only in cases where the disclosure impacts upon the applicant's ability to safely hold the offer of employment will it be withdrawn. This is provided that the information revealed has been brought to St Andrew's URC, Monkseaton's attention prior to disclosure being received.

St Andrew's URC, Monkseaton makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.