



**KING'S  
CHURCH  
HALIFAX**

# **SAFEGUARDING POLICY**

REVISED AND ADOPTED DECEMBER 2022

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**The King's Centre**

Park Road, Halifax, HX1 2TS



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## WHO WE ARE:

King's Church is a church and community facility in Halifax, made up of paid and volunteer staff. Our vision is to serve and reach out to the community in Halifax, Calderdale and beyond, bringing the life-changing Word of God into peoples' everyday lives. We run various activities for children and are pleased to host several community based organisations through the week. Our Sunday services are open to all and we aim to provide a safe and welcoming environment to everyone who visits.

### **Senior Leader/Chair of Trustees: Mr Peter Hamlett**

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### **Insurance company:**

Ansvar Insurance, Ansvar House, St Leonards Rd, Eastbourne, BN21 3UR

Via: BNL-Schofield Insurance Brokers Ltd, 0113 250 0377

## OUR COMMITMENT:

We believe that all people are of equal worth before God and therefore:

- We commit ourselves to the nurture, protection and general welfare of all, especially children, adults with additional care and support needs and those at risk of harm.
- We acknowledge that it is the responsibility of every church member to protect children and adults with additional care and support needs and those at risk of harm from all forms of abuse, and to report any disclosures of abuse, suspicions or concerns.
- We endorse and follow all national and local safeguarding legislation and procedures, and agree to work in partnership with parents, carers, statutory agencies and other organisations to ensure King's Church is a safe environment.
- We will adopt a robust Safeguarding Policy, agreed by the Trustees, and reviewed annually. This will be available for public scrutiny on our website and on request from reception.
- We will appoint a safeguarding officer (SG Lead) and support them in any action they may need to take in order to protect children and vulnerable adults or those at risk of harm. The safeguarding officer's contact details will be on public display on the premises, and via the website.
- We will adopt a Safer Recruitment Policy, to ensure all paid and volunteer staff are appointed, trained, supported and supervised in accordance with government guidance on safer recruiting.

- We commit to provide on-going safeguarding training for all relevant workers, whether paid or volunteers.
- All workers will be given a copy of the Code of Conduct towards children, young people and vulnerable adults and will be expected to adhere to this and the Safeguarding Policy at all times.
- We will endeavour to ensure the premises provides a welcoming and inclusive environment as far as may be physically possible

## **PREVENTION**

### **Understanding abuse and neglect**

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

In order to protect those attending our church premises we will adhere to the UN Convention on the Rights of the Child. Article 19 gives a basic definition of abuse:

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, negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent, legal guardian or any other person who has 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 care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

Detailed definitions of types of abuse can be found in **Appendix C**

## **SAFER RECRUITMENT**

King's Church is committed to a policy of safer recruitment, in line with government guidance. To this end, we will follow the process outlined below:

- There is a written job description/person specification for the role
- Those applying have completed an application form and self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- A disclosure and barring check has been completed where necessary (we will ensure that all information is handled confidentially and applicants are treated fairly)
- Relevant qualifications have been verified/ written references obtained
- A suitable training programme is provided for the successful applicant
- The applicant has been given a copy of the Safeguarding Policy
- The successful applicant will complete an agreed probationary period

A detailed explanation of the safer recruitment policy can be found in **Appendix B**

## **SAFEGUARDING TRAINING**

The leadership is committed to on-going training and development for all workers, ensuring that a culture of awareness of safeguarding issues exists across the organisation.

To this end:

- Following successful recruitment, all staff working directly with children or adults with additional care and support needs will be required to complete an appropriate training package, appropriate to their role.
- A refresher training course will be provided, as deemed appropriate – at least every 3 years.

## **CODE OF CONDUCT**

The leadership are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a Code of Conduct towards children, young people and adults with care and support needs. See **Appendix A**

## **PRACTICE GUIDELINES**

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

In order to do this, as well as our general Code of Practice, we have specific good practice guidelines for every activity we are involved in. These are available from the leader of the specific team.

## **WORKING IN PARTNERSHIP**

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

At King's Church, we regularly welcome other organisations and groups from the community to use our facilities or rent rooms for their activities. In order to ensure that King's Church remains a safe environment for all, we will:

- Discuss safeguarding with any group wishing to use our facilities.
- Ensure letting contracts include a reference to King's Church Safeguarding Policy and that a copy is available.
- Require that any organisation agree to either comply with our policy, or give assurance that they have their own safeguarding policy which complies with King's policy requirements.

## **ONLINE SAFETY**

The use of electronic devices and applications for communication via the Internet is commonplace and the dangers of these forms of communication are well known. King's Church has adopted the following policy to ensure children are protected from all forms of abuse using electronic forms of communication.

### **Policy guidelines for workers/volunteers**

- Maintain good and open relationships with children and their parents/carers regarding communication with them and their children
- Use an appropriate tone: friendly but respectful and not over-familiar or personal
- Do not suggest or offer a special friendship

- Communicate clearly and unambiguously with children, to avoid any possible misinterpretation of your motives, or behaviour that could be construed as grooming
- Do not share personal information with children, or request or respond to any personal information from a child, unless appropriate as part of your role
- Do not share your private contact details with children, unless their parents/carers have given permission
- If a child wants to share their contact details with you, ensure their parent/carer is aware and has given permission
- Only contact a child in relation to the church's activities and maintain a record of all electronic contact with individuals or groups including messaging and texting
- Respect a child's right to confidentiality, unless abuse or harm is suspected or disclosed
- Email should only be used to communicate specific details about an event, not as a relationship building tool
- Email history should be kept and dated
- If possible, electronic communication with children should not take place outside normal office hours. There should not be any communication after 9pm
- Any video communication e.g. Skype, Zoom, webcams etc should only be used for group activities, and 2 adult workers must be involved including breakout activities

## **Social Media**

- All social media activity between workers and children shall be limited to monitored/ administrated groups
- Workers should ensure their privacy settings provide the highest level of security in order to prevent children being able to see more than is relevant to communication within the group
- All users of social media must be above the minimum age limit i.e.13 for Facebook
- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding allegations or concerns arising from social media use shall be reported to the SG lead
- Links should be provided to statutory authorities such as CEOP, to enable children to report abuse online

## **Use of photographic images online**

- Permission will be sought before any images are taken or displayed.
- Images will only be used for the specific purpose that permission was given. Further permission must be sought if an image is to be used in a way not originally stated
- If the image is to be used on the internet, this must be clearly stated on the consent form
- Photos containing images of children will be carefully selected and endeavour to prevent them from being easily identified whenever possible
- Children's full names will not be used in association with their images
- Live streaming of events will be clearly advertised in advance, and permission sought where children are involved e.g. nativity plays, choir performances
- Use of images will, wherever possible, reflect diversity of age, gender and ethnicity of the event

## **RESPONDING TO AN ALLEGATION OF ABUSE**

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow the procedures as described below:

### **DOCUMENTING A CONCERN**

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the SG Lead, whose details are available from the church office and displayed on posters. These details are also on the King's Church website and in this document. A form is available to record any information via the church office. It can also be found in **Appendix D**. Any written report should only record what was said as accurately as possible. No attempt should be made to interpret or question further except to clarify.
- The information should be handed directly to the SG Lead/deputy in a sealed envelope, marked CONFIDENTIAL. If neither is able to be contacted in person, it should be handed to the main reception and an email sent to the SG Lead via the contact details given as above.  
The SG Lead is nominated by the Trustees and leadership team to act on their behalf in dealing with any allegations or suspicions of abuse, including referring on to statutory authorities.

- In the absence of the SG Lead, or if the suspicions in any way involve the SG Lead, then the report should be made to the deputy officer in the same way.
- If the allegation implicates both the lead and deputy then the report should be made in the first instance to:  
Thirtyone:eight  
PO Box 133, Swanley, Kent, BR8 7UQ  
0303 003 1111  
Alternatively, contact Social Services or the police
- The SG Lead should contact the appropriate agency or may first contact Thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives
- The SG Lead may need to inform others depending on the circumstances/nature of the concern:
  - Chair or trustee responsible for safeguarding. They may need to liaise with the insurance company or The Charity Commission to report a serious incident
  - Local Authority Designated Officer (LADO) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made and kept in a secure place. Documents must be kept for a minimum of 70 years to allow for historical allegations to be investigated as a future date.
- The absence of a SG Lead or deputy should not delay referral to social services, the police or taking advice from Thirtyone:eight via their helpline.
- The leadership undertake to support the SG Lead in their role and accept that any information will be shared strictly on a need to know basis.
- It's the right of any individual to make a direct referral to the safeguarding agencies or seek advice, although the leadership hope that members of King's church will use the procedure outlined above. If at any point, an individual feels that the concern has not been dealt with in an appropriate manner, or they have a disagreement with the officer regarding the appropriateness of a referral, they are free to contact an outside authority directly. We hope this statement demonstrates the leaderships open approach to effective safeguarding and the protection of all those who are vulnerable.



## **DETAILED PROCEDURES WHEN THERE IS CONCERN ABOUT A CHILD**

### **Allegations of physical injury, neglect or emotional abuse:**

If a child has a physical injury, a symptom of neglect or if there are concerns about emotional abuse, the SG lead/deputy will:

- 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
- Not tell the parents or carers, unless advised to do so after contacting Children's Social Services
- Seek medical help, if needed urgently, informing the doctor of any suspicions
- For lesser concerns, such as poor parenting, encourage the parent/carer to seek help, but not if this places the child at risk of significant harm
- Where the parent/carer is reluctant to seek help, offer to accompany them. In cases of real concern, if they fail to act, contact Children's Social Services for advice
- Seek and follow advice from Thirtyone:eight if unsure whether to refer a case to Children's Social Services

### **Allegations of sexual abuse**

If there is an allegation or suspicion of sexual abuse, the SG lead/deputy will:

- Contact Children's Social Services Duty Social Worker or Police Child Protection Team direct
- They WILL NOT speak to the parent/carer or anyone else
- Seek and follow advice from Thirtyone:eight if unsure whether or not to contact Children's Social Services/police

## **DETAILED PROCEDURES WHERE THERE IS CONCERN THAT AN ADULT IS IN NEED OF PROTECTION**

### **Suspicious or allegations of abuse or harm including physical, sexual, organisational, financial, discriminatory, neglect self-neglect, forced marriage, modern slavery, domestic abuse**

The SG lead/deputy will:

- Contact the Adult Social Care Team, who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice
- If there is immediate danger of harm or a serious injury has been sustained, contact the Emergency services, informing them of any suspicions  
If there is concern regarding spiritual abuse, the SG lead/deputy will:
- Identify support services for the victim i.e. counselling or other pastoral support
- Contact Thirtyone:eight to discuss the scale of the concern and any appropriate action

### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker (whether a volunteer or paid member of staff), as well as following the procedure above, the SG lead/deputy will:

- Liaise with Children's Social Services regarding the suspension of the worker
- Make a referral to a designated officer (Local Authority Designated Officer or LADO) whose function is to handle all allegations against adults who work with children and young people, whether in a voluntary or paid capacity
- Make a referral to DBS for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This would be done after consultation with the LADO

## **Allegations of abuse against a person who works with adults with additional care and support needs**

The SG lead/deputy will:

- Liaise with Adult Social Services with regards to the suspension of the worker
  - Make a referral to DBS, following the advice of Adult Social Services
- The Care Act places the duty to investigate allegations of harm to adults with additional needs on Adult Social Services. There are a range of options including action against the person or organisation causing harm, increasing the support for carers or no further action if the victim chooses this and has the capacity to understand and communicate their decision. This is entirely a decision for Adult Social Services and not the church.

## **PASTORAL CARE**

### **Supporting those affected by abuse**

The leadership are committed to offering pastoral care, working with statutory agencies as appropriate, and endeavouring to support all those who have been affected by abuse who have contact with or are part of the church.

The Pastoral team are available via the church office.

Other organisations offering counselling and support are listed in **Appendix F**

### **Working with offenders and those who may pose a risk**

The leadership recognises that, as a place of worship open to all, individuals may use access to our premises and meetings as an opportunity to gain access to children and young people for inappropriate reasons.

In order to mitigate the risk, the leadership will ensure that:

- All reception staff and welcome team members have a basic understanding of safeguarding
- The foyer area is suitably manned during any services or meetings
- The congregation is aware of the need to remain vigilant when moving around the building
- No one will enter areas where children's work is taking place without permission from the person responsible for the activity
- Parents/carers are made aware of their responsibility to supervise their children when not attending an organised activity

When someone wishing to take part in activities or become a member of the church is known to have abused children, is under investigation or is known to be a risk to adults with care and support needs, the leadership will:

- Meet with the individual and any appropriate parties to discuss their involvement in the church
- Agree boundaries with all concerned, which they will agree to keep
- Consider the use of a contract, defining these boundaries and the pastoral support available
- Provide appropriate chaperones if necessary
- Keep all discussions confidential
- Take advice from statutory agencies where appropriate
- Agree a regular review of behaviour, involving other appropriate parties

# APPENDICES

## APPENDIX A

### **CODE OF CONDUCT FOR THOSE WORKING WITH CHILDREN, YOUNG ADULTS AND ADULTS WITH ADDITIONAL CARE AND SUPPORT NEEDS**

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

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

#### **Good practice**

- Treat everyone with fairness, respect and dignity, which should be reflected in attitude, behaviour and speech, having proper regard for individuals' interests, rights, safety and welfare
- Teams of workers at mixed gender events will include both male and female workers and the organisation of activities within the events will reflect this balance wherever possible
- Teams will aim to work in groups and in public areas so that contact between participants and workers is in sight of others
- All workers will avoid forming exclusive relationships with individuals or displaying any favouritism towards individuals or groups of individuals
- If a team member becomes involved in a counselling situation with a participant, they should seek to involve another team member at an early stage
- Promises of confidentiality should not be made, particularly in cases of potential disclosure of abuse – in this case a written record of the conversation should be made and given to the SG lead/deputy as soon as possible
- It is generally inappropriate for adults to initiate physical contact with participants, and any contact initiated by participants should be deterred, except in exceptional circumstances such as the need for medical attention or to prevent harm
- The use of any form of corporal punishment is strictly prohibited – physical discipline is not acceptable in any situation
- Physical contact with a participant in the area of incident management must purely be by way of an intervention to prevent physical harm, violent or other inappropriate behaviour and should be proportional to the risk involved. Where possible, this should be witnessed by others and a written record made of the event

- If it is considered necessary to send a participant home from an event early, they must be collected by a parent or carer or accompanied home, thus ensuring that responsibility for their welfare is clearly transferred. Any different arrangements must be agreed in writing with the parent/carers prior to the event
- On residential events, the team leader is responsible, in consultation with the SG lead, for establishing and recording the protocol for access to the children's sleeping accommodation by team members. This will take into consideration the protection and general welfare of the children, the event's setting and this Code of Conduct
- Team leaders and workers are in a position of trust and must take care that this is not abused in any way. Any behaviour that may lead to an intimate relationship (emotional, physical or sexual) must be avoided
- This relationship of trust continues to exist outside of any organised event. Therefore, any communication between team members and a child will take place in a transparent manner and must operate within King's church policy on Safeguarding
- Team members will not communicate with participants outside of the event other than as directed by the team leader. One to one social media communication should not take place. Moderated social media groups may be used where appropriate. All communication must be consistent with King's church data protection requirements.
- Participants should be made aware of contact details for the SG lead/deputy and who they can contact about any concerns they may have

**Online events** – please refer to the Online Safety section of the Safeguarding Policy for more guidance

- Leaders for online events should be recruited following the same safer recruitment policy as for face-to-face events
- Session leaders should work from a 'public space' in a home and ask participants to do the same. On video calls the background should be appropriate to the meeting, preferably a neutral setting
- Contacts by email, Teams or Zoom should always use a King's account
- All sessions should be actively managed, using two team members. Similarly, any breakout session should have two adult team members present

## APPENDIX B

### SAFER RECRUITMENT POLICY

**In terms of recruitment, there is no difference between a paid or voluntary position. The same process should be applied to both, particularly in relation to disclosure checks.**

It is vital to ensure that all workers (voluntary or paid) are recruited in a safe manner that complies with government guidance on safer recruitment. The leadership undertake to follow a set process which is designed to mitigate the risks involved in staffing groups and events for children, young people and adults with care and support needs. By following this process, both workers and participants can be protected from harm or an allegation of abuse as far as is possible.

#### **Written job description/person specification**

Every potential worker/volunteer should be given a copy of a job description/person specification for the role they are applying for. These should be created in such a way that the applicant has a clear description of the role and requirements

#### **Application form/ self declaration form**

The application form should include:

- Name
- Contact details including current address
- NI number
- Job/role applied for
- Previous experience
- Names and contact details of 2 referees – work related/character. Ideally these should have experience of the applicant's work with children, either paid or as a volunteer. Church leaders or teachers may be able to supply a reference for a young person.
- Reasons for applying for the role

## **Self declaration form**

Applicants are required to complete and sign a self declaration form, giving details of any cautions, reprimands, final warnings and convictions as well as any other information that may not have led to a criminal record, but that may be relevant to the role such as disciplinary action relating to a safeguarding concern. This includes, subject to certain exceptions, disclosing convictions which for other purposes are 'spent', as posts involving direct work with children are exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974. This should be signed and returned in a sealed envelope for the attention of the person responsible for processing DBS checks.

## **Interview**

The interview process is designed to assess the applicant's suitability for the role and is a two way process, giving them the opportunity to find out more about the role and requirements.

Ideally, it should be conducted by two people, one of whom has a clear understanding of safeguarding and also one who has experience of working with children, young people or adults with additional care and support needs.

All questions must be fair, open, appropriate, legitimate and non discriminatory.

The applicant's experience of working/contact with children, young people or adults with additional needs should be explored at interview as appropriate to the role

An outline of the Safeguarding Policy and Code of Conduct should be given, with an explanation of safeguarding within the context of the role

Make it clear that any offer of a position is subject to satisfactory references and DBS checks

## **DBS Checks**

Following a successful interview, a DBS check will be carried out, via Thirtyone:eight.

All those whose role is likely to involve activity with children are required to apply for an enhanced disclosure unless they are registered with the update service. For those who are expected to engage in regulated activity, a barring list check is also made. This will be carried out every three years, unless there is a significant change in an individual's circumstances.

Potential Trustees or Senior Leadership Team of King's church are required to apply for an enhanced disclosure before their appointment is confirmed. On appointment, checks will be carried out every three years

Staff whose role requires them to participate in the selection or supervision of those working with children are required to apply for an enhanced disclosure.



Those with criminal convictions, cautions, cases pending, reprimands or bindovers are not necessarily refused a position. Individual cases will be considered on merit, but a general guidance is that convictions or cautions listed below exclude an applicant from working with children or adults at risk

- Any form of abuse involving children or adults at risk of harm
- Any types of serious violence
- Recent offences involving misuse of substances such as drugs or alcohol

### **Update service**

Disclosures for work with King's church are currently carried out by Thirtyone:eight

- Where an individual has registered a disclosure certificate with the DBS update service, King's will accept registered certificates that comply with the following criteria:
- The disclosure is for the Child Workforce category and
- It is an enhanced disclosure, with a barring list check if the individual is expected to be involved in regulated activity

Disclosures registered with the update service will be checked on a three yearly basis

### **Handling disclosure information**

- If a disclosure contains information about cautions, convictions, reprimands or warnings, or other relevant information, advice on how to proceed should be sought from Thirtyone:eight by the SG lead
- Information recorded on the disclosure may be shared only with those directly involved in the employment decision, and only if it is likely to affect that decision
- If additional information is received from a police force, action follows to procedure outlined in the letter and is not shared with the applicant or anyone other than those involved in the employment decision, if the police letter does not forbid this
- The date and disclosure number of all checks is recorded by King's. In certain circumstances, where the check has not been completed prior to starting the work, a risk assessment must be completed to determine what role the individual may take. That risk assessment must be signed off by the SG lead and Trustees

## **Appointment**

### **References**

Following interview (or prior if the applicant agrees), 2 references should be sought. These should be obtained from church leaders, employers or equivalent, seeking information that includes character and relationship assessment and describing their abilities to work with children, young people or adults with additional needs, as appropriate

### **Probationary period**

All paid or voluntary appointments are conditional on the successful completion of a probationary period. The short term nature of volunteer roles makes a long probationary period inappropriate, but a short period of close supervision and ongoing support is appropriate. This will enable the team leader to assess the applicant's suitability and also give the opportunity for them to decide if they feel suited to the role.

### **Induction and training**

All successful applicants will be offered appropriate induction training and will be required to complete an online e-learning safeguarding training course (or other course appropriate to their role) before taking up their role.

A copy of the Code of Conduct will be given, along with any other role specific guidelines.

Guidance on how to deal with a disclosure or concern of abuse will be explained and details of how to contact the SG lead or deputy will be given.

### DEFINITIONS OF ABUSE

#### Children:

The 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 cyber bullying), 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.

#### Spiritual Abuse

Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision-making, the requirement of secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, the requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child 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 caregivers)
- ensure access to appropriate medical care or treatment

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

## **Peer-on-peer abuse and bullying**

Peer-on-peer abuse is any form of physical, sexual, emotional abuse, and coercive control between children. It is an issue of serious concern throughout England and Wales and is a significant risk facing children.

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through online platforms.

## **Adults with additional care and support needs**

A person who is aged 18 or over and who has care and support needs as defined by the Care Act 2014(England) and the Social Services and Wellbeing (Wales) Act, 2014. The Safeguarding duties apply to an adult who:

- Has need 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.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual wellbeing, as defined in Section 1 of the Care Act.

[www.legislation.gov.uk/ukpga/2014/23/contents/enacted](http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted)

[www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance](http://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance)

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

- **Modern slavery** – encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion
- **Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating
- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more
- **Emotional Abuse** – This is behaviour that has a harmful effect on the person's emotional health and development or any form of mental cruelty that results in: mental distress; the denial of basic human and civil rights such as self-expression, privacy and dignity; negating the right of the adult at risk to make choices and undermining their self-esteem; isolation and over-dependence that has a harmful effect on the person's emotional health, development or well-being
- **Spiritual Abuse** – Spiritual abuse is a form of emotional and psychological abuse. It is characterised by a systematic pattern of coercive and controlling behaviour in a religious context.

Clearly, these types of abuse may not solely affect adults with additional care and support needs – any adult can become a victim, and workers should be aware that any instance of abuse should be brought to the attention of the SG Lead.

## APPENDIX D



### WELFARE CONCERN FORM

Please complete clearly. This form should be hand written, legible and state the facts accurately. It should be completed as soon as possible after the disclosure and handed to the Safeguarding Lead. Thank you.

#### General Information

Name of child/young person: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### Disclosure/Concern Details

Date of disclosure: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of disclosure: \_\_\_\_\_

Those present at the time of disclosure: \_\_\_\_\_

\_\_\_\_\_

#### Nature of disclosure/concern

Description of any visible injuries:

What the child/young person said, in their words:

How did you respond?

What action did you take?



Please add any other information that might be helpful

**Your Details**

Name of person completing form: \_\_\_\_\_

Contact details: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Any information given will be treated in a strictly confidential manner and only shared with appropriate people and/or statutory authorities.**

## APPENDIX E

### KING'S CHILDREN'S WORK REGISTRATION FORM

Child's Full Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Home Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Parent/Guardian Full Name: \_\_\_\_\_

Family Email Address: \_\_\_\_\_

Does your child have any allergies (food, medicine or other)? Please Specify

\_\_\_\_\_

Does your child have any Special Educational Needs we should be aware of?

\_\_\_\_\_

\_\_\_\_\_

Child's 1st Language: \_\_\_\_\_ Child's 2nd Language: \_\_\_\_\_

Do you give your permission for your child to have their photograph taken to be displayed inside church? (Please delete as appropriate) **YES / NO**

Do you give your permission for your child to have their photograph taken to be used on King's Church Website & Social Media? (Please delete as appropriate) **YES / NO**

Do you give your permission for your child to have their photograph taken to be used in the local press? (Please delete as appropriate) **YES / NO**

Signed (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## TODDLER GROUP REGISTRATION FORM

Child's Full Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Home Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Parent/Guardian Full Name: \_\_\_\_\_

Family Email Address: \_\_\_\_\_

Does your child have any allergies (food, medicine or other)? Please Specify

\_\_\_\_\_

Does your child have any Special Educational Needs we should be aware of?

\_\_\_\_\_

\_\_\_\_\_

Child's 1st Language: \_\_\_\_\_ Child's 2nd Language: \_\_\_\_\_

Do you give your permission for your child to have their photograph taken to be displayed inside church? (Please delete as appropriate) **YES / NO**

Do you give your permission for your child to have their photograph taken to be used on King's Church Website & Social Media? (Please delete as appropriate) **YES / NO**

Do you give your permission for your child to have their photograph taken to be used in the local press? (Please delete as appropriate) **YES / NO**

Signed (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## APPENDIX F

### USEFUL CONTACTS

#### **Thirtyone:eight Helpline:**

0303 0031111 (option 2)

[helpline@thirtyoneeight.org](mailto:helpline@thirtyoneeight.org)

#### **Calderdale Child Protection – Multi-Agency Screening Team (MAST)**

01422 393336

[MASTadmin@calderdale.gov.uk](mailto:MASTadmin@calderdale.gov.uk)

Emergency Duty Team

01422 288000

#### **Adult Social Services**

[gatewaytocare@calderdale.gov.uk](mailto:gatewaytocare@calderdale.gov.uk)

#### **Childline**

0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

#### **National Whistle blowing Advice Line – NSPCC**

0800 028 0285

#### **Non-Emergency NHS**

111

#### **Child Exploitation and Online Protection (CEOP)**

[www.ceop.police.uk](http://www.ceop.police.uk)