

KING'S CHURCH EDEN

CHILDREN AND VULNERABLE ADULT PROTECTION POLICY

DECLARATION

King's Church Eden acknowledges that it has a growing children's and young people's ministry. The Leaders take seriously their responsibility for the continuing welfare and protection of all children and young people entrusted to the Church's care. They are also aware of responsibility to take seriously the welfare and protection of vulnerable adults.

CHURCH MISSION

As part of its mission, King's Church Eden is committed to:-

- a) Listening to, relating effectively with and valuing children, young people and vulnerable adults whilst ensuring their protection within church sponsored activities.
- b) Encouraging and supporting parents/carers.
- c) Ensuring that children's and youth workers are given full support and training.
- d) Ensuring that those working with vulnerable adults are supported and given training where required.

KEY AREAS OF POLICY

King's Church Eden recognises that children, young people and vulnerable adults in contemporary society may become victims of neglect and/or physical, sexual and emotional abuse. We have therefore set in motion this policy providing sensible and practical operational guidelines relating to the following areas:-

- a) Responding to allegations of abuse or neglect, including any made against leaders or members of the church
- b) Engaging paid staff (where appropriate) supported by a team of voluntary youth workers.
- c) Exercising proper supervision of activities and developing sound working practices.

King's Church Eden is committed to provide on-going training for all such workers within its total training program.

To implement this policy King's Church Eden has a designated **Safeguarding Coordinator**, to whom all concerns on this subject should be addressed. Currently this person is **Mrs Nicola Maybury – in case of safeguarding concerns she can be contacted on 07930 108313 or (if less urgent) safeguarding@kingschurcheden.co.uk**.

In the event of a concern regarding the coordinator, or if she is unavailable, concerns should be passed to the church leader: **Zeke Dixon**
zeke@kingschurcheden.co.uk.

King's Church Eden Safeguarding Policy

Throughout this document the following terms and definitions are used:

Safeguarding: Safeguarding is the protection of children and adults at risk from abuse, harm or neglect.

Vulnerable Adult: Anyone aged 18 years or over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Abuse: This occurs when there is a violation of an individual's human or civil rights by another person(s). It can include single or multiple acts of physical, sexual and emotional/psychological harm but can also include acts of neglect or failure to act.

Role of the Safeguarding Coordinator

1. To respond to any report or disclosure or suspicion of abuse, relating to children and vulnerable adults, and to pursue procedures instituted by the Church.

This will mean in regard to any report/allegation of PHYSICAL ABUSE to decide:-

- a) What follow-up is required if emergency medical attention has been obtained
- b) If referral to Social Services is appropriate, whether the coordinator should initiate this in cases where there are serious concerns regarding the child, the parents, the vulnerable adult or when the individual is fearful of returning home.
- c) What further action is required.

In regard to any report/allegation of SEXUAL ABUSE to decide:-

- a) When to refer to Social Services Department and/or the Police and to initiate this.
- b) Whether to consult with 31:8 (Churches' Child Protection Advisory Service) and to record outcome.
- c) What further action is required by church staff.

2. To receive written reports within 48 hours from all staff or team workers of all incidents and retain these in a secure confidential file.

3. To ensure the contact point of the Coordinator is known to all team workers in all activities.

4. To agree with KCE leaders a program of training for dealing with disclosures and suspicions of abuse and ensure that each worker undertakes this training.

APPOINTMENT OF VOLUNTARY CHILDRENS' AND YOUTH TEAM WORKERS, AND THOSE WORKING SPECIFICALLY WITH VULNERABLE ADULTS

Selection will usually be made from existing Church members based on a prior assessment of their willingness and capability to serve. The final decision of appointment will be at the discretion of the church leadership team.

They will be told that DBS via the 31:8 website is a prerequisite for appointment and that the appointment cannot be confirmed until satisfactory clearance has been obtained.

They must undergo the Church's stipulated training program and receive and read a copy of the current Safeguarding Policy. The Safeguarding Coordinator will retain their written confirmation that they have read the policy in the form annexed (Annex 1)

Guidelines – Good Practice in working with children, young people and vulnerable adults.

All workers should:

- (a) Treat all individuals with the respect and dignity befitting their age, being careful of language, tone of voice and body language.
- (b) Not engage in any of the following:
 - (i) invading the privacy of children/vulnerable adults, especially when they are changing, showering or using the toilet (without explicit prior consent due to medical or personal needs which require help);
 - (ii) dangerously rough, inappropriately physical or sexually provocative activities;
 - (iii) making sexually suggestive remarks about / to an individual, even in fun;
 - (iv) inappropriate or intrusive touching of any form;
 - (v) any scapegoating, ridiculing or rejecting of any person.(These behaviours are equally unacceptable between all group members and should be corrected as appropriate).
- (c) be capable of managing and disciplining children in a positive and constructive way. There must not be any form of physical punishment under any circumstance. In the event of confrontation between young people, positive forms of behavioral management should be implemented and physical intervention should be avoided. Consideration for personal safety and the safety of others in the group is paramount.
- (d) as far as is reasonably possible, ensure that another adult is present when treating children in cases of accident with first aid, or in illness, where close personal attention is required. One of the adults should be the same gender as the child.
- (e) not allow an individual to engage in unhealthy attention-seeking behaviours, particularly that which is overtly sexual or physical in nature.
- (f) only use their home for group activities (of more than 2 attendees, and including 2 leaders if group members are under 18) and then only when no other appropriate venue is available.
- (g) exercise the greatest care and discretion in giving unaccompanied transport lifts to single vulnerable individuals – be they children or adults. Other than in exceptional circumstances, parents (or care-givers) should, in any case, know beforehand of all travel arrangements.

Guideline - How to react when an individual wants to talk about abuse

It is not easy to give comprehensive guidance in advance of the event, but the following pointers should be helpful

GENERAL POINTS

Accept what the individual says (however unlikely the story may sound)

Keep calm

Look at the individual directly

Be honest

Let them know that you will need to tell someone else - don't promise total confidentiality

Even when a child has broken a rule, they are not to blame for the abuse.

Be aware that the individual may have been threatened

Never push for information

HELPFUL THINGS TO SAY OR INDICATE

I am glad you have told me

It's not your fault

I will help you

AVOID SAYING

Why didn't you tell anyone before?

I can't believe it!

Are you sure this is true?

Why? How? When? Who? Where?

Never make false promises

Never make statements such as:- "I am shocked, don't tell anyone else"

CONCLUDING

Again reassure the individual that he/she was right to tell you and that you believe them.

Inform them of what you are going to do next and that you will let them know what happens (You might have to consider referring the issue to Social Services or the Police to prevent a child/young person from returning home if you consider them to be seriously at risk of further abuse.)

Immediately afterwards refer to someone appropriately qualified for support, advice or follow-up.

Make notes of the discussions as soon as possible (preferably within an hour of the interview).

Write down exactly what the informant said, when he/she said it and what was happening immediately beforehand (e.g. a description of the activity).

Record the dates and times of these events and of when you made the record.

Keep all your hand-written notes - even if they are subsequently typed up.

Guideline – for Recognising and responding to signs of abuse

CHILDREN AND YOUNG PEOPLE – Definitions of Abuse

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2015)'.

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.

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.

CHILDREN AND YOUNG PEOPLE – Signs and Symptoms

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

Neglect

- Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses,
- Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

ADULTS - definitions

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults 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 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 adult. It is also behaviour that has a harmful effect on the 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/Self Neglect

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behavior, 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 an 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.

Organisational/ Institutional Abuse

This is the mistreatment or abuse of an 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.

ADULTS – signs and symptoms

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

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

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

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

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

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Organisational/ 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
- 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

The above signs may or may not be indicators that abuse has taken place, but in the light of preceding events the possibility needs to be considered and investigated.

Procedure - following an incident or on suspicion of any incident

If physical injury is seen or reported

- a) If emergency treatment is required, attend Casualty Department at Penrith Hospital (or nearest other alternative) and inform the doctor of any concerns you may have. Then inform the Safeguarding Coordinator and write a note of incident.
- b) If a satisfactory explanation of the injury is given, appropriate medical treatment has been obtained, and the team worker has no special concerns, no further action should be necessary.
- c) If concern arises because of inappropriate explanation, lack of medical treatment or apprehension in the child (see guideline on 'Recognising and responding to abuse') contact the Coordinator to decide whether:-
 - parents/guardians should be contacted to encourage them to seek medical attention and, if so, who should visit them?
 - If they go to their G.P. no further action is required.
 - If they are unwilling to seek medical help and the visitor still has concerns, the Coordinator will need to decide whether to refer to the Social Services Department.

2. If a child refuses to go home

If there is serious concern regarding the child's safety or about the parents, contact the Coordinator, who will decide whether to refer to Social Services Department, as well as any other action to take.

3. If concerns arise regarding the possibility of sexual abuse

- a) Inform the Church Safeguarding Coordinator directly what caused the concern and he/she will liaise with Social Services or the Police. Make a written record of your particular concern.
- b) Avoid speaking to parents or anyone else, at this stage, as there is always the possibility that they might be involved. Even if you doubt the child's story, this must not prevent you from following through the action.
- c) It is in the best interests of all parties to involve the child protection authorities from the beginning, (For example, a child may say he/she has been abused by 'an older young person' when, in reality, it could be by a parent or close relative, but the child can only bring him/herself to speak of 'another person'. Clearly, in such cases it would not be in the child's best interests to tell the parents before telling the authorities).
- d) If sexual intercourse is alleged to have occurred very recently, then referral to the Police is urgent. To ensure that any physical evidence is preserved, do not interfere with items such as stained clothing.
- e) Remember that church staff or team workers should not attempt to carry out any investigation themselves; the investigation of allegations is a matter for the Child Protection authorities. (Under Section 47 of the Children Act 1989, the Social Services Department has the lead responsibility for this).
- f) If, EXCEPTIONALLY, there should be disagreement between the worker and the Coordinator as to the making of a referral, the worker retains the responsibility, as a member of the public, to report serious matters directly to the Social Services Department.

4. *If concerns arise regarding the possibility of other types of abuse (as described above)*

Inform the Church Safeguarding Coordinator directly what caused the concern and he/she will liaise with Social Services/the local safeguarding hub/ or the Police as required. The worker must make a written record of your particular concern and reasons for it, with as much detail as possible.

In the case of a referral being required they will be made to the
Cumbria Local Safeguarding Children Board:

<https://www.cumbriasafeguardingchildren.co.uk/professionals/hub/whattodoifyouhaveconcernsaboutachild.asp>

Or for adults:

The adult safeguarding board

<https://cumbriasab.org.uk/people/howto.asp>

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(s) will:

- Contact Children's Social Services (or 31:8) 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, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- 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 cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by 31:8 (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(s) 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 31:8 if, for any reason they are unsure whether or not to contact Children's Social Services/Police. 31:8 will confirm its advice in writing for future reference.

Detailed procedures where there is a 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

If there is concern about any of the above, Safeguarding Co-ordinator(s) will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively 31:8 can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- The primary responsibility for managing any investigation process rests with managers of the Adult Social Care social services teams. When the concern is about someone in residential care, the Care Quality Commission will be involved. Where a crime may have been committed, the police will investigate.
- Organisations have a duty to act on any concern of abuse of an adult to ensure that the situation is assessed and investigated. The first priority should always be to ensure the safety and protection of the person concerned.

Responding in an emergency to an adult who alleges abuse

- Adult Social Care Teams operate Emergency Duty Teams (EDT), outside regular office hours, at weekends and over statutory holidays. They are available to offer advice and will also take action to protect an adult, including arranging emergency medical treatment and, where appropriate, involving the police.
- A member of the EDT would not be responsible for a criminal investigation but if the allegations are serious, a co-ordinated approach between the police and the Adult Duty Team may result to produce the best possible outcome for the adult concerned.

Action by Adult Social Services / Care

Once a referral is made to Adult Social Care they will check to see if the adult or alleged abuser is known to them. If the adult is known, details of the referral will be passed on to the worker involved. The worker and a team manager will then decide if an Adult Protection Inquiry should proceed. If the individual isn't known to Adult Social Care, it is likely a duty worker and manager will make that decision.

PRACTICE GUIDANCE FOR ADULTS WITH CARE AND SUPPORT NEEDS

Many adults within the church may have periods where they have additional care and support needs. These could be short term (bereavement or unemployment/ redundancy, or health concerns) or more longer term (mental health needs/learning difficulties or a physical or learning disability). The church has a strong reputation for caring and plays a significant role in supporting such adults. However, at times concerns may arise.

Involving Adult Services / Social Care or the police where there is concern for an adult.

- Where possible, concerns should be passed to the Safeguarding Co-ordinator but difficulty in contacting these individual(s) should not delay action being taken. If the

Safeguarding Adults Co-ordinator is concerned that an adult may have been or is in danger of being abused they should contact Adult Social Services. 01228 526690 <https://cumbriasab.org.uk/people/howto.asp>

- If they are not sure whether an official referral is warranted but they nevertheless have legitimate concerns, they should still contact Adult Social Services to discuss their concerns. Alternatively they can contact 31:8 for advice (0845 120 45 50).

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) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

Allegations of abuse against a person who works with adults with care and support needs.

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

PROCEDURE FOR APPOINTMENT OF PAID STAFF

This is to be applied in the case of all paid staff employed by the Church who have regular involvement or contact with young persons, and also to voluntary team workers, wherever deemed to be appropriate at the discretion of the leaders of Kings Church Eden.

- 1 Completed application form to be sent to Church Leader
- 2 Written acknowledgement of receipt by Church Leader
- 3 Leader to compile short list if necessary
- 4 Letter inviting candidate(s) to interview
Requesting two written references
Letter to decline those not short-listed
- 5 Leader to set up Interview Panel
Meanwhile, references to be taken up and candidate's experience, skills and qualifications checked
- 6 Interview procedure
Candidates to be selected and offers of appointment made subject to Police references and/or other checks followed by a probation period,
Decline unselected applicants by letter.
- 7 Performance and security review to follow in 4 months' time.
Date of this to be set in advance
- 8 After probationary period and satisfactory security clearance
Confirm appointment to staff and provide contract
Obtain signature verifying acceptance of King's Church Eden Children and Vulnerable Adult Protection Policy – this will remain on file.

King's Church Eden Children and Vulnerable Adult Protection Policy

Approved by the Trustees on

30th November 2022

Due for review November 2023

Signed by Nicola Maybury King's Church Eden Safeguarding Coordinator

On December 2022

Annex 1

King's Church Eden's Children and Vulnerable Adult Protection Policy

I _____ (voluntary worker within King's Church Eden) confirm that I have read, and agree to abide by King's Church Eden's Children and Vulnerable Adult Protection Policy dated _____ 20....

I know that if I have any concerns, or require further training, I must speak, in the first instance, to Nicola Maybury

I confirm I have a current DBS disclosure check with King's Church Eden, which is dated:/...../20.....

Signed:.....

Date:.....