



DURSLEY TABERNACLE URC

Safeguarding Policy

Children, Young People
& Vulnerable Adults

2022-23

Renewal Date: DECEMBER 2023

Please note the policy is based significantly on documents produced by the Safeguarding Advisory charity ThirtyOne:Eight and the United Reformed Church.

Safeguarding Policy - Children, Young People & Vulnerable Adults

2022-23

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Section 1

Safeguarding is taken seriously by the Tab URC Church

We acknowledge children's and adults' right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our church.

Details of the place of worship / organisation

Dursley Tab URC
Parsonage Street
Dursley
Glos GL11 4BJ

Tel No: 01453 542 344 or 07443 568242

Church Minister: Rev Simon Helme

General Email address: minister@dursleytab.org.uk

Safeguarding Coordinator: Bobbie Spears

Contact details: Email: bobbie@spears37.uk Tel: 0777 2801667

Deputy Safeguarding Coordinator Children: Martine Carter

Contact details: Email: juliamartine.carter@gmail.com Tel: 07891 286356

Membership of Denomination/Organisation: United Reformed Church

Denomination / Organisation Safeguarding Officer: Donna Gordon

Contact details: 0121 7831177 ext 1009 or email; safeguarding@urcwestmidlands.co.uk

Charity Number: 1181354

Insurance Company: Congregational (Integra Insurance Solutions Ltd)

Dursley Tab has a meeting place in the centre of Dursley town. There are various activities run by the church members for children and adults in the church building on a regular basis. This includes; creche, TabToo, and Tab Youth for children. For adults this includes; Memory Café, Chop and Chat and for adults and children there is the Family Café. Throughout the year there are assorted one-off seasonal events.

The church also hires out rooms to various organisations including the Brownies, Cam and Dursley Child Contact Centre and P3.

Section 2

Our Commitment

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

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

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- the Leadership agrees not to allow the document to be copied by other organisations.

1 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 a 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 safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification,

reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

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

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

2 Safer Recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- o There is a written job description / person specification for the post
- o Those applying have completed an application form and a self declaration form
- o Those short listed have been interviewed
- o Safeguarding has been discussed at interview
- o Written references have been obtained, and followed up where appropriate
- o A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- o Qualifications where relevant have been verified
- o A suitable training programme is provided for the successful applicant
- o The applicant has completed a probationary period, and passed the subsequent review
- o The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

3 Safeguarding Training

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

4 Management of Workers - Codes of Conduct

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

Section 3

Practice Guidelines

As an organisation / place of worship working with children, young people and adults with 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 accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached or in the appendices.

Working in Partnership

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

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

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

Section 4

Responding to Allegations of Abuse

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

- o Documenting a concern

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

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

Name: Bobbie Spears (thereafter the "Safeguarding Co-ordinator")

Tel: 0777 2801667

Email: bobbie@spears37.uk

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

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

Name: Martine Carter

Tel: 07891 286356

Email: juliamartine.carter@gmail.com

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

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

URC Safeguarding Co-ordinator for West Midlands Synod:

Donna Gordon 0121 7831177 ext 1009 or email

safeguarding@urcwestmidlands.co.uk

Alternatively contact Social Services or the police.

- o The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring URC Safeguarding Co-ordinator for advice. They should then contact social services in the area the child or adult lives.

Name of local authority: Gloucestershire County Council

Children's Helpdesk

Tel: 01452 426565

Out of hours Tel: 01452 614758/01452 614194

Email: childrenshelpdesk@gloucestershire.gov.uk

Adult Social Care**Tel: 01452 426868****Out of hours Tel: 01452 614194****Email Address: socialcare.eng@gloucestershire.gov.uk****Police Tel: 101 or 999 in emergency**

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern

- Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

Suspensions must not be discussed with anyone other than those nominated above. A written record of the concerns and actions undertaken should be made in accordance with these procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinators should not delay referral to Social Services, the Police or taking advice from the URC Safeguarding Co-ordinator for the West Midlands Synod.

The Leadership will support the Safeguarding Co-ordinators in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from the URC Safeguarding Co-ordinator for the West Midlands Synod, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinators have not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinators is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:**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 will:

- Contact Children's Services 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 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 Services direct for advice.
- Seek and follow advice given by URC Safeguarding Co-ordinator if unsure whether or not to refer a case to Children's Services.

Allegations of sexual abuse

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

- Contact the Children's 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 URC Safeguarding Co-ordinator if for any reason they are unsure whether or not to contact Children's Services/Police.

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 will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively the URC Safeguarding Co-ordinator 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.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact URC Safeguarding Co-ordinator and in discussion with them will consider appropriate action with regards to the scale of the concern.

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:

- Liaise with Children's Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

Nigel Hatton 01452 426320

- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

- Liaise with Adult Social Care in regards the suspension of the worker
- Make a referral to the **Disclosure and Barring Service** following the advice of Adult Social Care

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.

Section 5

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Working with offenders and those who may pose a risk

When someone attending the place of worship / organisation 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 supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support

Supporting those with Suicidal Ideation

The leadership is committed to offering pastoral care, working with statutory and voluntary agencies as appropriate to support all those who have poor emotional health. Where there is a concern that a person has suicidal ideation this will be discussed with the Safeguarding Co-ordinators to consider a referral to Children's Services or Adult Social Care as appropriate. In an emergency the emergency services will be contacted.

Concerns, Complaints and Compliments

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

Name _____

Telephone No _____

Email _____

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 working days.

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: _____

Date of the next review: _____

Signed: _____

(on behalf of the church Elders)



Appendix A

Safeguarding Policy Statement

The following statement has been agreed by the leadership of Dursley Tabernacle United Reformed Church

This church is committed to the safeguarding of children and adults at risk, and to ensuring their well-being.

- We believe that all children and adults at risk should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our church
- We respect the personal dignity and rights of children and adults at risk (for example, as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child) and will ensure that our policies and procedures reflect this
- 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 at risk
- 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 will report any abuse of children or adults at risk that we discover or suspect
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency
- We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child, and that Adult Services do so for adults at risk
- We acknowledge that Local Authority Designated Officers (LADOs) or the equivalent in Scotland and Wales have responsibility for dealing with all allegations and concerns about people working with children, whether paid or voluntary workers, lay or ordained
- We recognise that safeguarding is a whole church responsibility

We are committed to:

- The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse
- Following the relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk
- Ensuring that we keep up to date with national and local developments relating to safeguarding
- Building constructive links with the relevant Voluntary and Statutory Authorities
- Taking all reasonable steps to ensure that as a church, everyone works within the agreed procedures of our safeguarding policies
- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect children and adults at risk

- Following safer recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff, lay or ordained
- Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk
- Ensuring that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm
- Reporting any abuse of children or adults at risk that we discover or suspect
- Supporting all those in our church who are affected by abuse
- Supporting and supervising those who pose a risk to children or adults at risk, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount

Name: _____

(on behalf of the church leadership)

Signed: _____

Date: _____



Appendix B

The Role of a Church Safeguarding Coordinator

Context

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved. 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 be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

Responsibilities

To coordinate safeguarding policy and procedure in the church

- To familiarise themselves with church policies and procedures and URC good practice guidelines 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 are 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 the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks.

To be the first point of contact for safeguarding issues

- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care 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 Social Care, the Police or the Local Authority Designated Officer (LADO) or the equivalent in Scotland and Wales of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To cooperate with 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.
- To inform the Synod Safeguarding Officer at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.

- To report summary safeguarding information annually to the Synod Safeguarding Officer to enable them to monitor safeguarding in the Synod.

To be an advocate for good safeguarding practice in the church

- To promote sensitivity within the church towards all those affected by the impact 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 three 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.

Appendix C



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 should 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.

All workers should agree to the following code of conduct when working with children and young people:

- 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 everyone 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 use 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 sight of other people
- Do make sure that any electronic communication is done with parental consent and is transparent, accountable, 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 URC good practice guidelines
- Don't take photos or videos without consent, store them in a safe place designated by the church and only use them in the ways agreed, in line with URC 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

- 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 tell the church Safeguarding Coordinator if you have any concerns about a child's welfare
- Don't promise to keep something secret if it is about a child being harmed or 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 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 and young people on behalf of Dursley Tab URC

Name of worker: _____

Signed: _____

Date: _____



Appendix D

What is abuse and neglect of children?

The below definitions are taken from Working Together to Safeguard Children 2013 and apply to England. Please note that there are national variations for Scotland (National Guidance for Child Protection in Scotland 2014) and Wales (All Wales Child Protection Procedures 2008).

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 from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

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



Appendix E

What is abuse of adults at risk?

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

Physical abuse

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

Psychological or emotional abuse

These are acts or behaviour, which cause mental distress or anguish or negate the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk'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 adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or 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 an adult at risk 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 an adult at risk 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.



Appendix F

Signs of possible abuse in children

Physical abuse

Physical signs include:

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or finger tip bruising
- Burns/scalds, especially from a 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

Factitious illness by proxy

This is a 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 and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.

Female Genital Mutilation

A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision. This is normally undertaken on pre pubescent girls who are either taken abroad for procedure or "practitioners" come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

Emotional abuse

The classic description of emotional abuse is a “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
- 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 the child's 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



Appendix G

Signs of possible abuse in 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
- 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



Appendix H

Safeguarding Incident Recording Form

Basic information	
Full name of child, young person or adult concerned	
Address (including postcode)	
Email address	
Telephone number	
Date of birth	
Date and time of incident	
Location of incident	
Other people present (witnesses)	
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.	
Include details such as tone of voice, facial expression and body language.	
Record what you said as well as what the child, young person or adult said.	
If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.	

Position/Organisation	Name	Email	Telephone number
Church Safeguarding Coordinator			
Synod Safeguarding Officer			
Children's Services			
Adult Services			
Police			
NSPCC			
Parent/Carer			
Other (please state role and organisation)			
Feedback and follow up actions (continue on a separate sheet if necessary)			

Name: _____

(person who completed this report)

Position held in the church: _____

Signed: _____

Signed Declaration Form



I have read and understand the Dursley Tabernacle URC Safeguarding policy

Role	Name	Signed	Date
Site Administrator			
Development Worker			
Pastoral Care Coordinator			
Church Minister			
Children's Worker			
Youth Worker			
Music Group Leader			
Safeguarding Officer			
Youth & Children's Elder			



Appendix i

Role Descriptions

Senior Youth Worker Job Description

Contracted 6 Hours / week

This includes:

- Planning
- Session Delivery
- Meetings

Duties include:

- Prepare weekly session to include an opportunity for Children & Young People (CYP) to pray, a theologically based teaching on the Christian faith or aspect of the Christian life, a selection of activities suitable to the age of the group and / or a positive reward activity or free time
- Delegate activity to supporting leader as appropriate
- Prepare the space before each session, setting out resources and carrying out visual risk assessment

Make sure the register is up-to-date and available by the door as the CYP and parents enter if applicable

- Ensure all paperwork, policies etc are up-to-date and that staff have been informed of these policies
- Clear away after the session
- Maintain regular supervision and keep accurate records for staff and volunteers
- Complete risk assessments
- Ensure CYP information is up to date and that details are stored securely
- Complete timesheets and manage budgets with integrity

Additional Information:

For your own protection and the protection of children under your supervision, it is good practice not to be in a situation where you do not have immediate access to other responsible adults in the vicinity. Please ensure that you are always accountable to the senior session leader making every effort to have line of sight with another adult.

Under no circumstances should an adult without DBS clearance take a CYP (other than their own) to the toilet. It should be sufficient to point the CYP in the right direction.

Accountable to:

..... - Elder responsible for Children and Young People's Work OR LINE MANAGER

These duties are in addition and compliment any other policies at Dursley Tabernacle Church



Job Description: Specific Individual Support

This includes:

- Supporting a specific individual CYP during Youth Work Session

Responsibilities:

N.B You will be informed before the session if you are working with a specific child

- Ensure you have seen the individual Risk Assessment and necessary Personal Action Plan
- Make sure you have a mobile number for the child's parent/carer so you can text during the service if necessary.
- At the start of the session introduce yourself to the child and explain you will be spending time with them today and if they need anything or want to ask any questions they can ask you
- Ideally you will support them to join in the session as much as possible, however this will not always be possible with every child and some may wish to choose an activity independently.
- If this is the case encourage the child to choose as quiet an activity as possible to avoid disturbing the rest of the session.
- Support the individual child as much as possible, so that they will feel welcome and valued as much as any other child in the session.
- If the child starts to act inappropriately or attempts to leave the main building and put themselves or others in danger, more assertive responses may be appropriate along with parent/carer intervention, according to their Personal Action Plan

Additional Information:

For your own protection and the protection of children under your supervision, it is good practice not to be in a situation where you do not have immediate access to other responsible adults in the vicinity. Please ensure that you are always accountable to the senior session leader making every effort to have line of sight with another adult.

Under no circumstances should an adult without DBS clearance take a CYP (other than their own) to the toilet. It should be sufficient to point the CYP in the right direction.

Accountable to:

Vix Thomas - Senior Youth Worker

Church Eldership Team

These duties are in addition and compliment any other policies at Dursley Tabernacle Church



Job Description: Support Staff / Volunteer

Maximum Commitment Required: 1-2 hours / week

This includes:

- Session Delivery
- Meetings

Duties include:

- Leading a portion of the session which will be discussed with you and delegated by the session leader before the session.
- Carrying out duties required in order for the session to run effectively
- At the beginning of the session make sure the register is complete (either by parents/carers at TabToo or by young people TabYouth)
- Encourage all Children & Young People (CYP) are ready to start session by encouraging positive behaviour
- Support separation from parents/carers when necessary
- Participate in session debrief which will include recording CYP and staff present, recording any incidents or accidents that occur, if applicable during the session, and making a note of them on the incident report with any action taken and by whom when necessary
- Attend supervision or team meeting at the request of the Senior Youth Worker or the Church Leadership

Additional information:

For your own protection and the protection of children under your supervision, it is good practice not to be in a situation where you do not have immediate access to other responsible adults in the vicinity. Please ensure that you are always accountable to the senior session leader making every effort to have line of sight with another adult.

Under no circumstances should an adult without DBS clearance take a CYP (other than their own) to the toilet. It should be sufficient to point the CYP in the right direction.

Accountable to:

Vix Thomas – Senior Youth Worker
Church Eldership Team

These duties are in addition and compliment any other policies at Dursley Tabernacle Church