



**CHRIST CHURCH
LOUGHBOROUGH**

**SAFEGUARDING CHILDREN AND ADULTS
POLICY**

June 2021

(Replaces original policy adopted October 2013;
Updated April 2015, May 2017, May 2019)

Safeguarding Children and Adults Policy

Contact Details

Name: Alex Wright
Position: Designated Safeguarding Lead (DSL) (Elder responsible for Safeguarding)
Tel No: 07841 639 250
Email: alex.wright@christchurchlboro.org

Name: Catriona Hargest
Position: Designated Safeguarding Lead (DSL)
Telephone: 07984 339 422
Email: catriona.candler@christchurchlboro.org

Address: Safeguarding, The Nottingham Road Trust, 63 Toothill Road,
Loughborough, LE11 1PN

Any concerns or reports of abuse must be reported to one of the Designated Safeguarding Leads as soon as possible.

Christian Safeguarding Services (CSS)

Address: The CSS, 39 Gracedieu Road, Loughborough, Leics, LE11 4QF
Phone : 0333 303 4101
Email: info@thecss.co.uk

Leicestershire County Council, Children and Family Services

First Response, 24/7

Telephone: 0116 305 0005

LADO Allegations Manager (Mon – Fri, 9am to 5pm)

Telephone: 0116 305 7570

Leicestershire Police

Child Abuse Investigation Unit (CAIU)

Telephone: 0116 248 5569 (8.30am – 5pm Monday to Friday only)
(If calling outside these times, call the main switchboard on 0116 222 2222).

Always call 999 in case of an emergency

Table of Contents

	<i>Page No.</i>
A. Introduction	
1. Purpose	1.
2. Commitment	1.
3. Summary of the Principles of Good Practice	2.
4. What is Safeguarding	2.
B. Safeguarding Children	
1. What is Child Abuse	3.
2. How to recognise abuse of children	3.
3. What to do if you suspect abuse or a child makes a disclosure of abuse	4.
4. Code of conduct for children's workers	5.
C. Safeguarding Adults	
1. Who is an adult at risk	7.
2. What constitutes abuse of adults at risk	7.
3. What to do if you suspect an adult at risk is being abused or neglected	7.
D. How does Christ Church Loughborough safeguard children and adults at risk in specific situations?	8.
1. Safe Recruitment	8.
2. Church Building	8.
3. Intimate Care Policy	9.
4. Transporting children	9.
5. Trips, events and specific activities	10.
6. Photography	10.
7. Recommended ratios	10.
8. Dealing with allegations against CCL workers or volunteers	11.
9. Supporting those affected by abuse	11.
10. Working with individuals with a history of abuse against children or adults at risk	12.
Declaration	13.
Appendix 1: Categories and signs of abuse in children	14.
Appendix 2: Categories and signs of abuse in adults	18.
Appendix 3: Voluntary disclosure form	22.
Appendix 4: Contract for Individuals with a history of offences against children/adults at risk	25.

A. Introduction

1. Purpose

This is the Safeguarding Policy for Christ Church Loughborough (CCL) legally constituted as the Nottingham Road Trust (NRT, Charity No. 1147604). The church takes seriously the responsibility to safeguard the welfare of children (anyone under the age of 18 years) entrusted to their care, as well as adults at risk or in need of care and support who attend church events.

The church is committed to:

- Ensuring that our Sunday services, weekday meetings, small groups and various activities provide safe places for children and adults at risk to be.
- Listening to, relating effectively with and valuing children and adults at risk while ensuring their protection within church activities.
- Encouraging and supporting parents and carers, and informing them of our activities.
- Supporting and supervising members of the church who are involved in ministry among children and adults at risk.
- Having a system for dealing with concerns about possible abuse.
- Maintaining good links with the statutory social care authorities and other relevant organisations, such as the Christian Safeguarding Service (CSS) of which CCL is a member.

All activities organised by CCL, will be subject to this Safeguarding Policy. This policy applies to everyone who works on behalf of CCL with children or adults at risk of abuse whether trustees, elders, group leaders, paid staff, volunteers, or others working on our behalf. Only workers who have been approved by CCL can participate in activities for children.

2. Commitment

Christ Church Loughborough recognises the need to provide a safe and caring environment for children (anyone under the age of 18 years), adults at risk and adults in need of additional support. We also acknowledge that children and adults at risk can be the victims of physical, sexual and emotional abuse, and neglect. We 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”¹. Furthermore, CCL actively seeks to protect children in accordance with the *Keeping Children Safe* (2020) Guidance² and the Charity Commission guidance: *Safeguarding and protecting people for charities and trustees* (2019)³. CCL acknowledges the safeguarding principles contained within the *Children Act 1989* and *Children Act 2004* as well as those contained within *Working Together to Safeguard Children* (2018)

¹ Convention on the Rights of the Child (adopted 20 November 1989, entered into force 2 September 1990) 1577 UNTS 3

² HM Government (Department for Education), Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings (2020) <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings>

³ The Charity Commission 'Safeguarding and Protecting People' <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

Safeguarding Children and Adults Policy

recognising that “safeguarding children and protecting them from harm is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play”⁴. In addition, CCL is committed to safeguarding adults at risk from abuse. The Eldership and NRT trustees have therefore adopted the procedures set out in this document (hereafter “the policy”). We are committed to providing yearly safeguarding training for all church workers and volunteers and will regularly review this policy.

3. Summary of the principles of good practice

- Everyone has a responsibility to safeguard and protect children and young people.
- The welfare of the child is paramount.
- You are responsible for your actions and behaviour. Avoid any conduct which would lead any reasonable person to question your motivation and/or intentions.
- Apply the same standards to everyone you work with regardless of age, disability, race, colour, ethnic or national origin, gender, religion or belief, sexual orientation or marital status.
- Treat all children and ‘adults at risk’ with respect.

4. What is safeguarding?

Children

CCL defines safeguarding in line with the government guidance in Keeping Children Safe as:

- protecting children from maltreatment.
- preventing impairment of children's mental and physical health or development.
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- taking action if you identify children to be at risk of harm.

Adults

According to the Care and Support Statutory Guidance, issued under the Care Act 2014, safeguarding means:

- protecting an adult’s right to live in safety, free from abuse and neglect.

⁴ HM Government (Department for Education), Working together to safeguard children (2018) A guide to inter-agency working to safeguard and promote the welfare of children, DFE-00195-2018.

B. Safeguarding Children

1. What is child abuse?

The current Working Together guidance states that child abuse is: “A form 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.”⁵ The definition of child abuse changes over time as new forms of abuse come to light (e.g. via the internet) or there is a change in government guidance.

Child abuse is usually divided into 4 categories: physical abuse, emotional abuse, sexual abuse and neglect. Workers and volunteers should be aware of indicators of abuse so they can identify children who may be in need of protection or support.

Child abuse via social media/technology

Although social media and the use of technology can have many benefits for children. There are ever increasing risks of abuse to children and young people via social media and other forms of technology. Some of these risks include: grooming, sexual exploitation, cyber bullying and catfishing.

CCL trains volunteers to be aware of these risks and encourages parents to put appropriate internet safety measures in place at home. We also want to support parents to speak to their children about the possible risks and dangers of being exposed to inappropriate material or abusers online so that children can use the internet safely.

Think U Know: <https://www.thinkuknow.co.uk/> has a wealth of information and advice re. internet safety for children, parents/carers and those working with children.

For more in-depth information on categories and descriptors of abuse see Appendix 1.

2. How to recognise abuse of children

The Keeping Safe Guidance states:

“Signs of abuse could be behaviour changes, such as becoming withdrawn or seeming anxious, physical signs, such as having money or items that they can’t explain, or something they say, such as a comment that shows knowledge of adult issues inappropriate for their age”⁶.

For more in-depth information on possible signs of abuse see Appendix 1.

⁵ ibid

⁶ See note 3 above

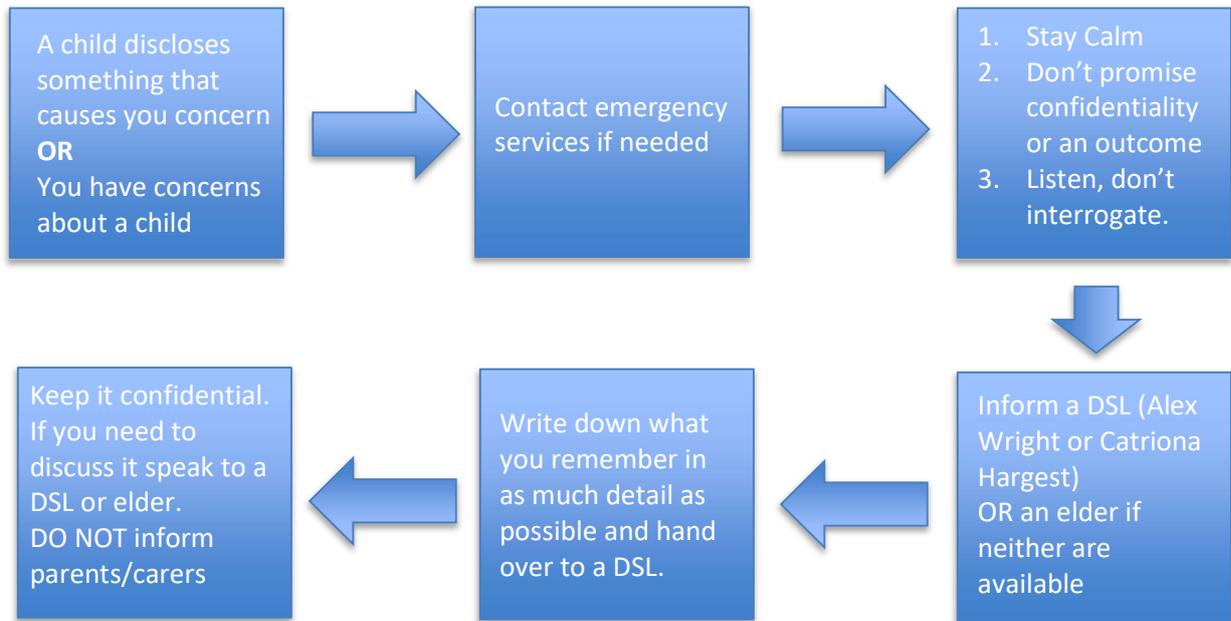
3. What to do if you suspect abuse or a child makes a disclosure of abuse

It may not always be possible or appropriate to go through these steps sequentially. The child may need immediate intervention from emergency services. Insofar as is possible, please seek advice and support from a DSL.

- Be alert at all times to signs of abuse and/or neglect. Do not assume that someone else will act or be concerned that you are being overly concerned.
- Acceptable questioning behaviours:
 - If you're concerned about a child's appearance or behaviours it's fine to ask them **open** questions about it e.g. 'what happened to your arm?', 'You seem sad today, what's up?'
- If a child is making a disclosure, listen to the child without questioning. Be aware of your own reactions as showing disapproval, shock or upset may stop the child from continuing with their disclosure.
- Once the child has finished what they are saying, reassure the child that they have done the right thing in telling you. Let them know that you can't keep it confidential/secret because you need to make sure they are safe and you're worried about them. You will only be discussing it with the people who need to know to help to keep them safe.
- Inform a DSL immediately or, if they are unavailable, any Elder. If no-one is available and you are unsure of what action to take seek advice from either the police or children's social care (contact numbers at the top of this document).
- It is **NOT** your responsibility to investigate concerns about a child or talk to the parents/carers, you could put a child in more danger by doing so. *"Do not let other considerations, like the fear of damaging relationships with adults; get in the way of protecting children from abuse and neglect"*⁷.

⁷ HM Government, 'What to do if you're worried about a child being abused, Advice for Practitioners' March 2015, DFE-00124-2015.

Safeguarding Children and Adults Policy



Allegations of abuse will be treated the same whether the disclosure is relating to an individual from within or outside Christ Church Loughborough. The information must be passed onto a DSL and handled in the same way.

Allegations of peer-to-peer abuse or abuse by staff/volunteers will generally involve informing parents/carers at an early stage, a DSL will be responsible for this.

4. Code of Conduct for children’s workers

The aim of these guidelines is to ensure the safety and well-being of all children accessing CCL activities and to support those running activities in providing a safe and caring environment. It is also to protect leaders working with children from allegations of abuse.

- Never believe that ‘it could never happen to me’.
- Adults must be careful not to misuse their power and influence over children.
- If you suspect that a child is developing an inappropriate affection for you, discuss it with a DSL to explore constructive ways of dealing with it.
- If you develop an abnormal affection for a child withdraw from the situation and discuss the matter with a DSL it may also be appropriate to speak to an Elder about this.
- Always report and record **any** allegations made by children even if they seem minor to you.

Dos	Don'ts
<ul style="list-style-type: none"> • Where possible parents/carers are to take responsibility for their own children. This applies to Sunday services, weekday meetings and any activity where formal responsibility has not been handed over to CCL children’s workers. 	<ul style="list-style-type: none"> • Don’t engage in rough, physical or sexually provocative games, nor in inappropriate touching of any form. • Don’t discriminate, engage in harsh criticism, labelling and unnecessary competition or comparison.

Safeguarding Children and Adults Policy

<ul style="list-style-type: none"> • Work in the open & be publicly visible. If working in a one-to-one situation (e.g. to have a conversation with a child) you should ensure there is a line of sight to other workers and avoid remote or secluded areas. • Set an example of appropriate behaviour. Behaviour in your personal life may indicate an unsuitability to work with children. Children’s workers must not act in a way which would lead any reasonable person to question their suitability to work with children. (1 Peter 2:12) • Set appropriate boundaries. • Physical contact must be minimal, time limited and age appropriate. • Good behaviour should be positively encouraged. • Only use physical intervention as a last resort and appropriately. Interventions need to be clearly recorded and reported. 	<ul style="list-style-type: none"> • Force should never be used as a form of punishment. • Do not deprive any child of, or force any child to consume food or drink. • Do not humiliate or frighten any child. • Don’t take photos of children on your own mobile phone. Photos at CCL events will only be taken on a designated device by leaders of the event. • Don’t engage in personal communication with children. This includes: texting, emailing, telephoning, messaging, video calling, social networking sites, apps etc. • If you arrange to meet with a parent/carer who you have met <i>in your volunteer role</i> (e.g. drop off/pick up) please inform a DSL. Any appropriate social contact will be easily recognised and openly acknowledged⁸.
---	--

⁸ Adults who groom children can often first ‘groom’ parents/carers in order to gain access to their children. DSLs do NOT need to be informed of pre-existing relationships.

C. Safeguarding Adults

1. Who is an adult at risk?

The Care Act 2014 recognises that any adult may be considered at risk, or more vulnerable at some points in their life, but not at others, it therefore removes the idea of a 'vulnerable adult' and replaces it with the concept of an 'adult at risk'. The emphasis is on the situation an adult might find themselves in which puts them at risk, namely when the adult:

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

(Taken from Care and support statutory guidance, Updated June 2020)

2. What constitutes abuse of adults at risk

Much of what constitutes abuse of adults at risk is mirrors how abuse of children is defined in terms of the 4 categories of physical, emotional, sexual abuse and neglect (for more details see Care and Support Statutory Guidance). However, there are some additional ways in which adults at risk can be abused such as:

- Domestic Abuse – including coercive control.
- Psychological abuse – including blaming, threats and harassment.
- Financial/Material abuse – including targeted fraud and internet scamming.
- Modern slavery – including human trafficking and forced labour.
- Organisational abuse – including neglect within an institution or care setting

For more in-depth information on forms of abuse of adults at risk, see Appendix 2.

3. What to do if you suspect an adult at risk is being abused or neglected

- Don't ignore it! Just because someone is an adult it doesn't mean that they are automatically protected from abuse. The most recent guidance recognises the importance of workers from faith groups being vigilant to any changes in an adult which may indicate they are being abused or neglected.
- Inform a DSL or elder of your concerns and follow the procedure in the flowchart above.

D. How does Christ Church Loughborough safeguard children and adults at risk in specific situations?

1. Safe Recruitment

CCL shall ensure all volunteers & staff who work with children are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- All volunteers applying for a role working with children, young people or adults at risk must be a member of Christ Church Loughborough for a minimum of 1 year before applying.
- Those applying must complete a self-declaration form (see Appendix 3)
- References may be obtained where deemed necessary by a DSL.
- A disclosure and barring service check is completed and seen by one of the DSLs⁹.
 - Anyone on the DBS barred list will not be allowed to work with children or adults at risk in **any** capacity within Christ Church Loughborough and will never be permitted to be alone with any of the above at any Christ Church Loughborough activity.
 - Police information which is recorded on a DBS check will not necessarily preclude a volunteer from working with children or adults at risk. This decision will be taken by the DSLs in consultation with the Eldership.
 - Volunteers with the new style DBS check will be encouraged to register for the Update Service and to renew their registration each year. One of the DSLs will then check (with permission from the volunteer) that details pertaining to that individual are unchanged annually. Any changes noted must be investigated by the DSLs in consultation with the Eldership and may preclude that individual from any ongoing roles.
- All volunteers are given safeguarding training at a minimum of bi-annually when activities are taking place. They also are given access to CCL's safeguarding policy and know how to report concerns.
- Volunteers who have completed the self-declaration form and are in the process of being DBS checked *may* be permitted to work with children & young people, under supervision, pending the result of their DBS check. They will be risk assessed and informed of the result of this assessment. This decision will be made by the DSLs in consultation with the Elders.

2. CCL Church Building (Herbert Street Building)

Christ Church Loughborough wants our meeting space to be a place where people from the local community are welcomed and can learn what the bible says. We also want to ensure that in having an 'open door policy' no child or adult at risk is placed at unnecessary risk.

Therefore, we expect the parent/carer or adult responsible for the child to know where they are at all times. This is particularly important in relation to younger children. This will require vigilance from parents/carers.

⁹ A note will be kept of the DBS number and limited data in accordance with the Data Protection Act, 2018 and GDPR regulations. More information can be found within the CCL Privacy Policy and Data Retention and Disposal Schedule.

2.1 Good Practice for using the CCL Church Building

- In the Church building it is recommended that no child be allowed to go to the toilet without a parent/carer (or someone nominated by that parent/carer) having line of sight to the toilets. It is also recommended that children are not changed in the public meeting area, but in an area that provides adequate privacy.
- A responsible church member will be staffing the main door at all times during regular Sunday services to welcome people, but also to reduce the risk of a child leaving without a parent/guardian.
- Upon entering and leaving Christ Church Kids (CCK), children will be signed in & out by a parent/carer, ensuring a clear hand-over of responsibility to and from CCK leaders.

Situation specific risk assessments will be carried out when deemed necessary by the DSLs or the Elders. For example if an event (outside normal Sunday services) will be held where children will be present as well as unknown members of the public. These risk assessments will be agreed by the elders and the relevant people will be informed of their content.

3. Intimate Care Policy

Christ Church Kids is open for all children up to around 7 years of age. Parents/carers may choose to send babies younger than 1 year. Therefore, many of the children may require assistance with their intimate care, namely toileting.

- CCK leaders will not change nappies. Parents/carers will be expected to ensure that children have clean nappies on entering CCK. They will be called if a nappy change is required.
- If a child is toilet training, there is an expectation that parents/carers will provide a potty to be used in CCK (if that is what the child uses) and will deal with it afterwards. CCK leaders assisting younger children with the potty/toilet will do this in line of sight of another leader while protecting the child's modesty.
- Where a child requires assistance with toileting, this should be mentioned by parents/carers to the CCK leaders when dropping children off and give verbal agreement for their child to be assisted. Where possible the toilet used should have an open door, while protecting the child's modesty.
- CCK leaders assisting children with toileting will encourage the child to do as much themselves as possible.

4. Transporting children

These guidelines apply to all drivers involved in the transportation of children and young people which is organised by or on behalf of the church. *Private arrangements for transport made directly between those with parental responsibility and their friends are not covered by these guidelines.*

- Only those who have gone through the church recruitment procedures for workers and volunteers may transport children. All drivers must have read the safeguarding policy and have agreed to abide by it. Where possible 2 workers or volunteers should be in the car.

Safeguarding Children and Adults Policy

- Written parental/carer consent must be given and all journeys should be carried out with the knowledge of an Elder and DSL.
- Seat belts must be worn, the driver needs to have adequate insurance and it's essential that the vehicle is roadworthy with an up-to-date MOT Certificate.
- Drivers should not spend unnecessary time alone in a car with a child. It is possible that drivers may be alone with a child for short periods (for example when dropping off the last child).
- When dropping off do not leave a child on their own. Ensure they are collected or met by an appropriate adult.
- It may be unwise for a particular driver to transport a child if, for example, they have had a recent disagreement or the child has an infatuation with the driver.
- When using a minibus ensure that you have adequate supervision. As well as a driver, another DBS checked volunteer sitting with the children or young people is required.

5. Trips and Specific Activities

All trips and specific activities run by Christ Church Loughborough will involve information being provided and a consent form being obtained from those with parental responsibility for a child before a child may participate. CCL encourages parents to introduce themselves to those running the trips/activities and be present for drop off and pick up.

Only those church members who have gone through CCL's safe recruitment should wear CCL branded clothing at CCL trips and activities involving children.

All events have a specific risk assessment, any events involving children will include child specific considerations.

A DSL will be 'on call' during all trips, events and activities for any safeguarding matters.

6. Photography

No unauthorised photography of children or young people may take place by CCL leaders. Parents, carers or guests may take photos of their own children at events (or friend's children with explicit permission). Where parents have given explicit permission for photographs and/or video of their children to be used by CCL, this will be evidenced by a consent form. Any data about or photographs of children will be held in accordance with the Data Protection Act 2018 as outlined in CCL's Privacy Policy and Data Retention and Disposal Schedule.

7. Recommended ratios

These ratios should be adhered to where there are no other trained/ DBS checked adults in the vicinity. In situations like CCK where there are parents/carers and other DBS checked adults easily accessible in an emergency situation these ratios are more flexible.

- | | |
|----------------|----------------------|
| ○ 0 to 2 years | 1 adult : 3 children |
| ○ 2 to 3 years | 1 adult : 4 children |
| ○ 4 to 8 years | 1 adult : 6 children |

Safeguarding Children and Adults Policy

- 9 to 12 years 1 adult : 8 children
- 13 to 18 years 1 adult : 10 children

8. Dealing with allegations against Christ Church Loughborough workers or volunteers

If you have a concern about the conduct of a Christ Church Loughborough worker or volunteer you must report it immediately to a DSL. They will consult with the Local Authority Allegations Designated Officer (LADO) within 24 hours (or asap if over a weekend/bank holiday).

Record what you have noticed or what had been said, sign and date it and pass it to a DSL as soon as possible.

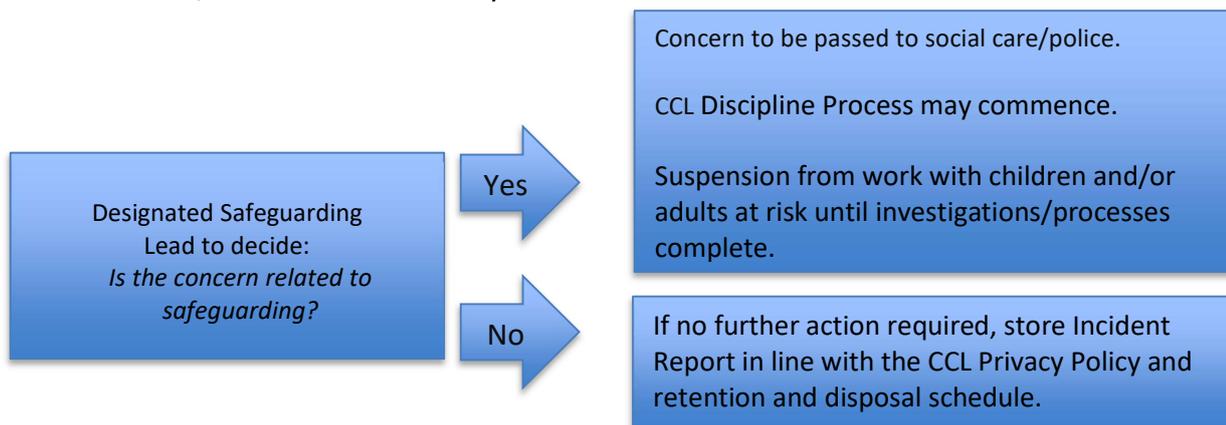
If it is not appropriate to speak to either DSL (i.e. because it concerns them, or their relative) speak to another Elder.

If your concern is not taken forward you can seek advice by contacting the following agencies:

- For children and young people: LADO (0116 305 7570).
- For adults at risk : Adult Social Care (0116 305 0004).

If a child or adult at risk makes an allegation against another worker or volunteer you **must** follow the same procedure.

If the LADO decides to investigate, the worker/volunteer will be suspended from working with children, young people and adults at risk until the investigation is completed. Christ Church Loughborough discipline procedures may apply regardless of whether an investigation is taken further or not, this will be decided by the Elders.



9. Supporting those affected by abuse

Christ Church Loughborough is committed to offering pastoral care and support to adults who have been affected by abuse who have contact with or are members of Christ Church Loughborough. Adults who have been affected by abuse will be encouraged and supported to get in contact with statutory agencies and external services where appropriate. Parents/Carers with concerns for their

Safeguarding Children and Adults Policy

children will also be signposted to relevant statutory authorities and other services where appropriate.

10. Working with individuals with a history of abuse against children or adults at risk

When someone who is a member of, or in contact with, Christ Church Loughborough is known to have abused children or adults at risk in the past the Elders & DSLs will supervise the individual concerned and the Elders may offer pastoral care. In line with Christ Church Loughborough's commitment to safeguarding and to the protection of children and adults at risk, boundaries for that person will be put in place which they will be expected to keep. These will include preventing them from any volunteering with children or adults at risk, requiring them to never be alone with a child or vulnerable adult, expecting them to be forthcoming if invited to someone's home. Elders will meet with the individual to discuss these boundaries. This may include having the individual sign a written contract (for example see Appendix 3).

Offences against children are almost always addictive. Even when there has been true repentance, it would be wrong to place an individual in a position of temptation. If the individual is subject to any legal orders it may be appropriate to ensure that the case handler has the contact details for the DSL & Elders of CCL.

Safeguarding Children and Adults Policy

Declaration

This policy has been formally agreed and adopted by the Elders, Trustees & DSLs of Christ Church Loughborough at a meeting of the trust on the 16th June 2021, it was signed by the same (signed copy on file). It replaces the policy originally adopted on 6th October 2013 which was updated in line with the latest guidance on 25th April 2015, 1st June 2017 and 12th May 2019.

This policy will be reviewed at least biennially by the DSLs.

Name	Position	Date
Catriona Hargest	DSL	16/06/2021
Nicholas Pollock	Elder	16/06/2021
Christopher Rimmer	Trustee	20/06/2021
Andrew Snart	Elder & Chair of Trustees	16/06/2021
Thomas Staunton	Trustee	16/06/2021
Jonathan Woodrow	Elder	16/06/2021
Alex Wright	Elder and DSL	16/06/2021

To be reviewed by: 01.05.2023

Appendix 1: Categories & signs of abuse in children

Physical Abuse

A form of abuse which 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

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. It may involve seeing or hearing the ill-treatment of another (e.g. domestic violence). It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

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:

- a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)

Safeguarding Children and Adults Policy

- b. protect a child from physical and emotional harm or danger
- c. ensure adequate supervision (including the use of inadequate caregivers)
- d. ensure access to appropriate medical care or treatment

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

These lists are not exhaustive, but do include most of the most common forms of abuse.

Possible Signs of Abuse			
Physical	Emotional	Sexual	Neglect
<ul style="list-style-type: none"> ● Unexplained injuries or burns (recurrent) ● Refusal to discuss injuries ● Improbable explanations for injuries ● Untreated injuries (lingering illness) ● Admission of punishment which appears to be excessive. ● Shrinking from physical contact ● Fear of returning home or of parents being contacted. ● Fear of medical help. ● Fear of undressing. ● Aggression/bullying behaviour ● Over compliant or watchful attitude ● Running away ● Change in behaviour (over longer time) 	<ul style="list-style-type: none"> ● Continual self-depreciation ● Fear of new situations ● Inappropriate emotional responses to painful situations ● Self-harm ● Compulsive stealing or scrounging ● Drug/solvent abuse ● Air of detachment ● Social isolation, depression, withdrawal. ● Parents/carers withdrawing all attention from a child (consistently giving children the 'cold shoulder'. ● Parents/carers blaming their problems on the child. ● Parents/carers who humiliate their child – name calling/negative comparisons. 	<p><i>Younger children</i></p> <ul style="list-style-type: none"> ● Bruises, scratches, burns and bite marks. ● Sexual awareness inappropriate for the child's age. ● Sexually abusive towards other children (younger or more vulnerable). ● Frequent public masturbation. ● Attempts to teach other children about sexual activity. ● Refusing to stay with certain people or go certain places. ● Aggressiveness, anger, tears and anxiety. ● Withdrawal from friends <p><i>Older children</i></p> <ul style="list-style-type: none"> ● Promiscuity ● Provocative sexual behaviour ● Unexplained UTIs or STIs ● Pregnancy ● Eating disorders ● Tiredness, lethargy and listlessness ● Over-compliant behaviour 	<ul style="list-style-type: none"> ● Constant hunger ● Poor hygiene ● Inappropriate/unwashed clothing. ● Untreated medical problems/injuries. ● Recurring illness/infections. ● Low self-worth ● Skin rashes, flea bites, sores, scabies, ringworm. ● Poor social relationships, poor communication skills. ● Compulsive stealing or scrounging. ● Constant tiredness. ● Left in circumstances without appropriate adult supervision.

Safeguarding Children and Adults Policy

		<ul style="list-style-type: none"> • Unexplained gifts or money • Depression • Self-harm, thoughts about suicide. 	
--	--	--	--

These lists are not, by any means exhaustive, any concerns need to be reported to a DSL. Equally a child may exhibit, one or several of these symptoms and not be experiencing abuse.

Peer on Peer abuse

Children can abuse other children, this is called peer on peer abuse. It should not be discounted or ignored because it does not involve an adult, but must be dealt with in the same way as any abuse. The abuse may involve abuse which would fall into the above categories, in addition it could involve:

- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment which may be stand-alone or part of a broader pattern of abuse.
- Up-skirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- Sexting (also known as youth produced sexual imagery).
- Initiation/hazing type violence and rituals.

In the UK the age of criminal responsibility is 10 years.

Child Criminal Exploitation

Where an individual or group controls, manipulates, coerces or deceives a child or children into committing a crime. It is common in 'county lines' – where drug dealers (often gangs) exploit children to transport drugs and/or money from one area into another. It can also include children being forced to work on cannabis farms or to commit theft.

Child Abuse via Social Media/Technology

<i>Grooming</i>	More than 25% of children in the UK have been approached by a stranger (adult) online. Online grooming takes place when an adult builds a relationship with a child (or vulnerable person) with the aim of abusing or exploiting them in some way. Groomers can persuade children to meet with them in real life which can put them in danger of sexual abuse and physical abuse. Children have tragically even been murdered by adults who have initially groomed them online.
<i>Sexual Exploitation</i>	Children can suffer sexual abuse via the internet for example being sent explicit images or videos or being coerced into sending explicit images or videos of themselves. It is worth noting that two teenagers who exchange indecent images

Safeguarding Children and Adults Policy

	of each other online, even if voluntarily, can be charged with making child pornography.
<i>Catfishing</i>	Pretending to be someone else online. Adults can pretend to be a contemporary of the child they have contacted online. Similar & overlapping with grooming, this could lead to online sexual abuse, emotional abuse or even encouraging the child to meet the adult IRL (in real life) this has sadly led to real life cases of children being sexually abused and even murdered.
<i>Cyberbullying</i>	Generally, this is where peers of a child bully them online, it can leave children feeling anxious, distressed and/or pressured into doing things which could make them extremely vulnerable e.g. sending indecent images, suicide attempts.
<i>Exposure to illegal activity or extremism</i>	

Appendix 2: Categories and signs of abuse in adults

Additional categories of adult specific abuse

<i>Domestic abuse including:</i>	<i>Psychological abuse including:</i>	<i>Financial or material abuse including:</i>	<i>Modern slavery encompassing:</i>
<ul style="list-style-type: none"> ▪ psychological ▪ physical ▪ sexual ▪ financial ▪ emotional abuse ▪ so called ‘honour’ based violence 	<ul style="list-style-type: none"> ▪ emotional abuse ▪ threats of harm or abandonment ▪ deprivation of contact ▪ humiliation ▪ blaming ▪ controlling ▪ intimidation ▪ coercion ▪ harassment ▪ verbal abuse ▪ cyber-bullying ▪ isolation ▪ unreasonable & unjustified withdrawal of services or supportive networks. 	<ul style="list-style-type: none"> ▪ 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 ▪ the misuse or misappropriation of property, possessions or benefits. 	<ul style="list-style-type: none"> ▪ Slavery ▪ human trafficking ▪ forced labour and domestic servitude. ▪ Sexual exploitation <p><i>Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.</i></p>

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.

‘Mate crime’ and ‘cuckooing’

‘Mate crime’ is defined by the Safety Net Project as:

‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.’ Cuckooing is where a vulnerable person’s home is taken over by drug dealers in order for them to sell drugs from that location, it has been employed frequently by gangs in county lines drug trafficking. These crimes can be difficult for police to investigate as it often happens in private by someone known to and trusted by the individual and determining whether a criminal offence

Safeguarding Children and Adults Policy

has been committed can be difficult in the case of ‘mate crime’. However, it is worth being aware of the signs/symptoms (below) so you can report any concerns to a DSL.

Signs/symptoms of abuse in adults

N.B. many of the signs/symptoms for abuse mirror those for children, these are additional signs which may be present for adults. As with the lists for children these are not exhaustive.

Physical abuse	Sexual abuse	Psychological abuse	Financial/Material abuse
<ul style="list-style-type: none"> ▪ person exhibiting untypical self-harm; ▪ sudden and unexplained urinary and / or faecal incontinence; ▪ evidence of over-/under-medicating; ▪ person appears frightened or subdued in the presence of particular people; ▪ person asks not to be hurt; ▪ person may repeat what the alleged abuser has said (for example ‘shut up or I’ll hit you’); ▪ reluctance to undress or uncover parts of the body; ▪ person wears clothes that cover all parts of their body or specific parts of their body 	<ul style="list-style-type: none"> ▪ person has urinary tract infections, vaginal infections or sexually transmitted diseases that are not otherwise explained ▪ person appears unusually subdued, withdrawn or has poor concentration; ▪ person exhibits significant changes in sexual behaviour or outlook; person experiences pain, itching or bleeding in the genital / anal area; ▪ person’s underclothing is torn, stained or bloody; ▪ a woman who lacks the mental capacity to consent to sexual intercourse becomes pregnant; ▪ sexual exploitation. 	<ul style="list-style-type: none"> ▪ untypical ambivalence, deference, passivity, resignation; ▪ person appears anxious or withdrawn, especially in the presence of the alleged abuser; ▪ person exhibits low self-esteem; ▪ untypical changes in behaviour (for example continence problems, sleep disturbance); ▪ person is not allowed visitors / phone calls; ▪ person is locked in a room / in their home; ▪ person is denied access to aids or equipment, (for example glasses, dentures, hearing aid, crutches, etc.); ▪ person’s access to personal hygiene and toilet is restricted; ▪ person’s movement is restricted by use of furniture or other equipment; ▪ bullying via social networking internet sites and persistent texting/messaging. 	<ul style="list-style-type: none"> ▪ change in living conditions; ▪ lack of heating, clothing or food; ▪ unexplained loss/misplacement of financial documents; ▪ recent changes to authorisation of financial accounts, documents or changes of will and beneficiaries. ▪ lack of money when it would be unexpected. ▪ inadequately explained withdrawals from accounts; ▪ disparity between assets / income and living conditions; ▪ recent acquaintances expressing sudden or disproportionate interest in the person and their money; ▪ person not in control of their finances. ▪ misleading sales by door-to-door traders / cold callers.

Safeguarding Children and Adults Policy

Neglect	'Mate' Crime	Organisational Abuse	Modern Slavery
<ul style="list-style-type: none"> ▪ person has inadequate heating and / or lighting; ▪ person's physical condition/appearance is poor (for example ulcers, pressure sores, soiled or wet clothing); ▪ person is malnourished, has sudden or continuous weight loss and / or is dehydrated; ▪ person cannot access appropriate medication or medical care; ▪ person is not afforded appropriate privacy or dignity; ▪ person and / or a carer has inconsistent or reluctant contact with health and social services; ▪ callers / visitors are refused access to the person; ▪ person is exposed to unacceptable risk. <p><i>N.B. Neglect could be unintentional e.g. if an elderly spouse is trying to care for their husband/wife who requires support.</i></p>	<ul style="list-style-type: none"> ▪ perpetrators routinely going to a vulnerable person's house and clearing their cupboards of food and alcohol; ▪ people being persuaded to part with or having their benefits taken from them; ▪ being exploited sexually or coerced into prostitution; ▪ being physically harmed for the amusement of others; ▪ having their home used as a place for others to meet, gather, sleep, take drugs or hold parties or having their home taken over altogether by someone else; ▪ women or men can be sexually exploited by someone who pretends to be their partner; ▪ adults who are at risk of experiencing abuse may be asked to look after a package that contains drugs, guns or ammunition; ▪ they may go shoplifting with their new 'friends' to support the friends' drug or alcohol dependency, only to be caught by the police. The adult may not realise that what is happening is wrong. 	<ul style="list-style-type: none"> ▪ unnecessary or inappropriate rules and regulations; ▪ lack of stimulation or the development of individual interests; ▪ inappropriate staff behaviour, such as the development of factions, misuse of drugs or alcohol, failure to respond to leadership; ▪ restriction of external contacts or opportunities to socialise 	<ul style="list-style-type: none"> ▪ distrustful of authorities; ▪ expression of fear or anxiety; ▪ signs of psychological trauma ▪ the person acts as if instructed by another; ▪ injuries apparently a result of assault or controlling measures; ▪ evidence of control over movement, either as an individual or as a group; ▪ found in or connected to a type of location likely to be used for exploitation; ▪ restriction of movement and confinement to the workplace or to a limited area; ▪ passport or documents held by someone else; ▪ lack of access to medical care; ▪ limited social contact/isolation; ▪ limited contact with family; ▪ signs of ritual abuse and witchcraft (juju); ▪ substance misuse; ▪ doesn't know home or work address; ▪ perception of being bonded by debt; ▪ money is deducted from salary for food or accommodation; ▪ threat of being handed over to authorities; ▪ threats against the individual or their family members;

Safeguarding Children and Adults Policy

			<ul style="list-style-type: none"> ▪ being placed in a dependency situation; ▪ no or limited access to bathroom or hygiene facilities;
--	--	--	--

For more information on the indicators of abuse of adults please see Leicester, Leicestershire & Rutland Adult Safeguarding Board:

[https://www.lradultsafeguarding.co.uk/abuse/#4 Who might Abuse](https://www.lradultsafeguarding.co.uk/abuse/#4_Who_might_Abuse)

Appendix 3: Voluntary Disclosure Form for volunteering positions with children/adults at risk**STRICTLY CONFIDENTIAL**

Christ Church Loughborough holds all information in line with its privacy policy meeting the requirements of the latest data protection guidance including the Data Protection Act 2018 (GDPR) and all other relevant legislation.

Name:

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution? (please circle)

Yes**No**

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s) if relevant. Continue on a separate sheet if necessary.

Police Investigations

This should include **relevant** police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced DBS check (i.e. children's worker).

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction? (please circle)

Yes**No**

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services (Children's or Adult Social Care)? (please circle)

Yes**No**

If yes, please provide details, we will need to discuss this with you.

Safeguarding Children and Adults Policy

Has there ever been any cause for concern regarding your conduct with children or adults at risk? (please circle)

Yes

No

If yes, please give details.

--

After completing the attached self-declaration statement, place it in a sealed envelope and address it to: Safeguarding, The Nottingham Road Trust, 63 Toothill Road, Loughborough, LE11 1PN

DBS check: please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with children or adults at risk.

I confirm that the submitted information is correct and complete and I understand and agree to the conditions involving a DBS check.

Signed: _____ Date: _____

Declaration

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____

of (address) _____

Confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999 or the Care Standards Act 2000 (Protection of adults at risk List).

I consent to a disclosure and barring service check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform a DSL, or an Elder of Christ Church Loughborough if I am convicted of an offence or become the subject of a police and/or social care investigation after I begin working with children, young people or adults at risk. I understand that failure to do so may lead to the immediate suspension of my work with children or adults at risk and/or the termination of my employment/voluntary work.

Signed: _____ Date: _____

Legal Basis

As this post involves substantial, unsupervised contact with children all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Disclosure and Barring Service (DBS).

Safeguarding Children and Adults Policy

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or adults at risk within CCL.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and CCLs Privacy Policy and Data Retention and Disposal Schedule are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered relevant. CCL agrees to abide by the Code of Practice on the use of personal data in employee/employer relationships as per the Data Protection Act 2018 (GDPR) as well as the expectations of the DBS Service.

As a CCL volunteer we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children or adults at risk. Should we ever need to refer an individual to the DBS service or statutory agencies then we would also inform them of any knowledge we have of that individual working in any other capacity with children/adults at risk.

Notes for England & Wales Only - Children and Young People

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or DCSF List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position.

Safeguarding Children and Adults Policy

Appendix 4: Contract for Individuals with a history of offences against children/adults at risk

The law of God tells us how we ought to live. We all break his law (sin). But through the person and work of Christ, forgiveness and restoration is held out to all who hear the gospel. Those who refuse to recognise their need for a Saviour exclude themselves.

Christ Church Loughborough is committed to enabling people from all backgrounds to hear the gospel, attend services, respond with faith and repentance, and belong to the local church. We recognise that everyone will come with different backgrounds and life situations. Therefore, we will work hard together to help each other to love God with all our hearts and others as themselves.

To this end the following boundaries have been established and agreed to meet the requirements of Christ Church Loughborough and to ensure a healthy, wholesome and safe environment for _____ (name of person for whom contract is for) and other members of the church community.

_____ (name of person for whom contract is for) therefore agrees to the following:

1. I will never allow myself to be in a situation where I am alone with children or adults at risk.
2. I understand that I will not be asked, or seek to work with children or adults at risk.
3. I understand that I should not be a key holder for the Church premises.
4. I accept that there are certain people who will need to be told of my circumstances in order for them to safeguard children and adults at risk who attend CCL services and events.
5. I understand that the Church elders & DSLs will be made aware of my circumstances and will monitor my conduct during church activities.
6. I will be proactive in seeking accountability when I am struggling.
7. I understand that clause 1 is all-encompassing and a rule of life I have now adopted. I equally recognise that for elders & DSLs at CCL clause 4 is all encompassing and that it is their responsibility to notify those who have the care of children or adults at risk of my circumstances. As a consequence, I agree that if an invitation of hospitality is made then I will only accept the invitation in the knowledge that I will be at all times in the company of some other responsible adult who is aware of my history. I also accept that it is my responsibility to inform an elder of CCL that such an invitation has been accepted.
8. I understand that if I fail to adhere to these boundaries or there are any concerns regarding my behaviour that this may lead to church discipline and statutory authorities being contacted (e.g. police/probation/social care).

Signed: _____ Date: _____

Christ Church Loughborough is delighted that _____ is attending the church/seeking to become a member. In response the church wants to commit itself to him/her by:

1. Providing them with opportunities for service.
2. Encouraging them to be an active participant.
3. Providing them with a named elder for pastoral care.

Safeguarding Children and Adults Policy

This contract is intended to be a document that outlines a safe, living and developing relationships between _____ (name of person) and the church that gives each party benefits and also outlines their responsibilities. It is an ongoing relationship and as such the contract should be reviewed every 6 months or as becomes necessary if that is sooner.

Signed (Representative Elder): _____ Date: _____