Safeguarding Policy

For the Protection of Children and Adults with Care and Support Needs

Revised Autumn 2019

safeguarding@knighton.org.uk

‘This document is based on a Model Safeguarding Policy supplied by the Churches’ Child Protection Advisory Service. This Policy must not be copied by other churches/organisations without the written agreement of CCPAS.’
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Details of the Organisation

**Name of Place of Worship / Organisation:** Knighton Free Church (KFC)

**Address:** Brinsmead Road, Knighton, Leicester LE2 3WB

**Telephone Number:** 0116 270 4101

**Email address:** office@knighton.org.uk

**Membership of Denomination/Organisation:** Fellowship of Independent Evangelical Churches (FIEC)

**Charity Number:** 1129115

**Insurance Company:** Ecclesiastical – Employer’s Liability insurance

The following is a brief description of our place of worship and the type of work / activities we undertake with children and adults with care and support needs:

Knighton Free Church is an evangelical church in south Leicester with approximately 250 members. The church provides regular worship services with children/youth work provision, and a range of mid-week activity including pre-school groups and youth clubs, bible study and prayer meetings and small groups for adults. The church also supports a number of city-wide projects and partners with other churches for various events and activities.
Policy Statement

As a Leadership we recognise the need to provide a safe and caring environment for children and adults. We acknowledge that children 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 policy is based on the ten Safe and Secure safeguarding standards published by thirtyone:eight (previously known as the Churches Child Protection Advisory Service or CCPAS).

We are therefore committed to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Listening to and relating effectively with children and vulnerable adults, whilst valuing them and ensuring their protection – Standard 6
- Encouraging and supporting parents/carers and others involved in their care
- Good practice in appointing leaders and volunteers – Standard 3
- Ensuring that all of workers serving on behalf of KFC are given support and appropriate training, and that high standards are maintained at all times. – Standards 2 and 4
- Encouraging workers to be watchful for each other and report concerns to the appointed Safeguarding Co-ordinator or their deputy.
- Ensuring that safe practice is maintained at all times – Standard 5
- Having a system for dealing with concerns about possible abuse or bullying, responding promptly to allegations – Standard 7
- Helping victims of abuse through effective and compassionate pastoral care – standard 8
- Encouraging organisations they work with to do the same – standard 10

The leadership of Knighton Free Church (KFC) agree not to conduct their own investigations into allegations but will cooperate fully with the statutory and voluntary agencies concerned with child or vulnerable adult abuse.
General Guidance

What is safeguarding?
The UK’s statutory guidance on promoting the welfare of children and adults with care and support needs defines safeguarding as:

- protecting from maltreatment;
- preventing impairment of health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children and adults who need care and support to have the best outcomes.

Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.

In 2006 the UK Government passed the Safeguarding Vulnerable Groups Act which made provision for the protection of children and adults with care and support needs. Consequently, this policy, in line with UK legislation, will provide procedures for safeguarding both groups of people.

Thirtyone:eight has set 10 best practice standards, which we will outline below. Please note that they are not in order.

<table>
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<th>Standard 1: Organisations should adopt a formal, working safeguarding policy.</th>
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<td>The government expects all organisations open to or likely to have contact with children and/or adults with care and support needs to adopt a formal, working safeguarding policy. It is important that leaders and workers know how to respond to concerns about possible abuse, recruit safely and follow safe practice guidelines in their work with children and adults with care and support needs.</td>
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<td>This includes the appointment of a Safeguarding Co-ordinator who will deal with concerns and suspicions of abuse on behalf of the leadership. Their job will also include promoting safeguarding throughout their organisation.</td>
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Children and adults with care and support needs should be totally safe within KFC to learn about Jesus and to enjoy Christian fellowship without being put at risk. We do this primarily because it honours God, but we also want to make sure that we’re acting above reproach in the eyes of parents, carers, our communities and the government.

However, places of worship can be especially vulnerable. By their very nature, they are open to all, and it is possible for sex offenders and people who have or could abuse children / adults to attend services and activities. The FIEC advises all its affiliated churches to have in place a written safeguarding policy for children and adults with care and support needs; ensure that those involved in relevant activities have the appropriate level of Disclosure check; and to cooperate fully with the relevant authorities in the event of an allegation or disclosure.
Taking this in view, this policy has two distinct aims:

1. To make Knighton Free Church a safe place.

2. To equip leaders, workers and volunteers to listen effectively to children and adults with care and support needs, because most abuse happens in families or by people known to the abused person.
Code of Behaviour

All workers should:

- Treat all children, young people and adults with care and support needs with respect and dignity.
- Watch their own language, tone of voice and body language.
- Learn to control and discipline children without physical punishment. This must never be used even if parents have given explicit permission.
- Ensure that another adult is informed if a worker needs to assist a child or adult with care and support needs in the toilet.
- Where appropriate, ensure that each activity group has a minimum of two leaders.
- Ensure that children and young people know that they can speak to an independent person, or contact "Childline" if they need to talk to someone.

Workers should not:

- Invade a child's or adult's privacy whilst washing or toileting.
- Play sexually provocative games.
- Be sexually suggestive about or to a child, young person or adult with care and support needs even in fun. Touch a child or adult inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person or adult.
- Show favouritism to any one child, young person, adult or group.
- Allow a child or young person to involve the worker in excessive attention seeking that is overtly physical or sexual in nature.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children.
Best Practice

KFC will follow best practice where it is reasonably practical to do so. Best practice with regard to recruitment and checks is set out in the box below.

**Standard 3: Organisations should adopt a formal recruitment policy for both paid and voluntary workers.**

Safe recruitment is vital because it minimises the likelihood of people being harmed by those in positions of trust. Leaders, workers and those holding positions such as trusteeships must undergo a thorough recruitment process.

This includes the completion of an application form, an interview, taking up references including a DBS check, all of which have a part to play in the assessment of a candidate’s suitability. If this is done, then the chances of someone who could pose a risk to children and other vulnerable people being able to work with them will be greatly reduced.

Recruitment

The church has become the largest employer of youth workers in the country, far exceeding those employed by local authorities. It is therefore vital that our recruitment processes are exemplary.

We will endeavour to follow this 4-step process, scaled as appropriate to the nature of the role:

1. Invite expressions of interest
2. Interview applicants
3. Appoint and induct staff
4. Develop and maintain safe culture

Simple, clear job descriptions and person specifications will be created for all paid and volunteer roles existing within KFC that involve working with children and adults. Adverts or notices for vacancies will make clear that applicants will be required to complete an application process and undergo a criminal records check. This will act as a deterrent for unsuitable candidates.

Basic references will be taken up prior to interview. Candidates will complete a DBS self-declaration form which will also give permission for a DBS check to be completed. Interviews can be formal or informal depending on the role. All workers will be asked to attend safeguarding training annually and be familiar with this Safeguarding Policy.

Checks

As a registered charity, the Charity Commission requires KFC to ensure that safeguarding is taken seriously and that all workers have the appropriate level of DBS (previously CRB) check.

A worker is any person serving children and adults with care and support needs, at, or on behalf of, KFC.
All workers will go through the KFC vetting process, and where a leader does not have a current (i.e. less than 5 years old) certificate, a DBS check will be obtained.

KFC will renew DBS certificates every five years.

The following level of check will be required:

- For workers involved in regulated activity, or leading / supervising activities, an enhanced check with a check of the Barred List is required.
- For workers working regularly with children, young people and/or adults with care and support needs, for example on a rota, but not involved in regulated activity, a basic check will be required.

**Ratios**

When working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific. In general, younger children need to be more closely supervised and will require a higher adult to child ratio.

The NSPCC recommends the following adult to child ratios for voluntary organisations:

- Aged 0 - 2 years: 1 adult to 3 children.
- Aged 2 - 3 years: 1 adult to 4 children.
- Aged 4 - 8 years: 1 adult to 6 children.
- Aged 9 - 12 years: 1 adult to 8 children.
- Aged 13 - 18 years: 1 adult to 10 children.

When deciding on the number of adults required, it is important to bear in mind that these ratios are guidelines only: in certain situations it will be necessary to have a higher number of adults than the recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

It may not always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all times. Please note that only people aged 18 or over should be included as adults when calculating adult to child ratios. Leaders or helpers aged under 18 are counted as children when calculating these ratios.

**Training and Support**

The following best practice applies:

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<th>Standard 2: Organisations must develop safeguarding awareness and provide training.</th>
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<td>Everyone needs to know how children and adults with care and support needs are being kept safe and what to do if there is a concern about possible child or adult abuse. This includes the leaders, Safeguarding Co-ordinator, workers, parents/carers and children. The</td>
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leaders and the Safeguarding Co-ordinator should make sure everyone knows where they can see your safeguarding policy.

The organisation has a responsibility to provide training and development opportunities for all workers.

All KFC workers will be asked to attend safeguarding training sessions as appropriate. In addition, all workers will be provided with a pocket guide providing information about dealing with concerns and key contacts. Furthermore, sessions on safeguarding and e-safety will be held regularly with young people at Ignite and Knightlife. It is often the case that a young person who is being abused will talk to someone that they trust, and this may be one of their peers. It is therefore important that young people as well as adults are equipped to deal with these situations.

**Standard 4: Workers, paid and voluntary, should be appropriately managed, supervised and supported.**

Workers need encouragement and help, particularly when they are first appointed. Abuse is more likely to occur where workers are not accountable to others. All workers should attend planning meetings and training to help them develop their skills and to work as a team.

Working as a team will help people show responsibility for and to each other and motivate them to strive for the best possible practice in their work with children and adults with care and support needs. Procedures need to exist to help workers report concerns. Organisations also need to have procedures in place for suspending workers where allegations need investigation by the authorities.

**Risk Assessments**

**Standard 5: Organisations must ensure they adopt safe working practice.**

Working safely means the organisation must think about the safety aspects of every organised activity, including outings and holidays, and then do what is necessary to keep children and adults safe. This is called a risk assessment. Working safely also applies in areas such as transportation, discipline, dealing with bullying and first aid. If the organisation is committed to making sure children and adults are safe, workers will feel more confident about running activities, develop good relationships and minimise the risk of false accusations.

Places of worship often provide different activities for children and adults in different locations (e.g. toddler groups, Sunday school, internet cafes, lunch clubs). This makes it even more important to follow and have guidelines for running these activities.

KFC has a responsibility to assess the risk involved in the activities that are provided. This can include an informal check before the start of an activity that the building is safe and that
the planned activities have been assessed for any risks. It is advisable to appoint someone specifically for carrying out risk assessments. This person will be provided with a simple checklist for the activity, identifying any risks that could be encountered, the action required, and the person responsible to carry this out and when any action has been completed.

Managing Those who Pose a Risk

### Standard 9: Organisations must supervise and manage those who pose a risk to children.

There are those living in the community who pose a risk to children. They may wish to be actively involved in local organisations or groups. Some violent or sexual offenders genuinely want to change but others try to join places of worship and faith communities because they see them as places where they will easily gain access to children. This is because forgiveness, and unconditional acceptance are often important aspects of faith.

Organisations and faith communities must understand that no matter how well intentioned some people are, sex offending is often addictive. However repentant a person may appear to be, it is potentially very dangerous to allow them contact with children. This does not mean the person should be rejected but it does mean organisations must have strong policies in place to supervise and manage anyone who has committed or been accused of sexual or violent crimes against children.

Churches are sometimes approached by, or become aware of individuals attending meetings or functions who pose a risk to others.

One of the main reasons churches need to take abusive or offending behaviour seriously is because it is often addictive in nature. The person may have truly regretted and accepted responsibility for what they have done but the possibility of succumbing to opportunity or habit is still present. Equally they may try to manipulate and control, and start attending activities specifically to come into contact with children, young people or adults who need care and support. This attempt at establishing this type of trusting relationship is known as grooming.

The following may indicate that grooming could be happening:

- Individuals who attempt to exclude the child from other adults or children.
- Those who spend most of their time with children and have little or no interest in spending time with people of their own age.
- Individuals who regularly offer to babysit children for free or take children on overnight outings alone.
- Anyone who buys children expensive gifts or gives them money for no apparent reason.
- Someone who treats a particular child as a favourite, making them feel special compared with other children.

It is vital therefore that those who may be vulnerable are protected and this must be the prime motivator in decisions concerning an individual's involvement in the life of the church and attending activities. One way of doing this is for the person who poses a risk to sign a
contract of behaviour. This sets out the behavioural boundaries they sign and agree to abide by, as well as the provision of appropriate supervision and support.

Thirtyone:eight recommends that due to the addictive and/or persistent nature of abusive behaviour, if a person has committed sexual offences, they should never again work or be placed in any position of responsibility that puts them in contact with children, young people or adults who need care and support. Similarly where an individual has committed offences of a violent nature a thorough risk assessment will need to be carried out to ascertain their suitability for working with the above.

KFC should seek direct contact with the person's supervising probation officer, and also expect the probation officer to make contact with them on any issue relating to the safety of children, young people and adults with care and support needs. If the person is no longer being supervised, KFC should contact the police child protection team to ascertain how much of a risk the individual is considered to be.

As well as the above measures, there are several practical ways of managing those who may pose a risk.

- Details about a convicted offender should be shared only with key individuals, e.g. the Safeguarding Coordinator and those with leadership responsibilities for children, young people and adults who need care and support. As well as addressing safeguarding issues, this should be done to promote greater understanding and support for the individual.

- The person who poses a risk should never be on their own with children, young people or adults who need care and support.

- Seating and activities should be planned to avoid unwittingly placing the vulnerable in the vicinity of the person who poses a risk.

- No undue attention should be given to an offender’s story because they may derive sexual pleasure from this.

If the person does not keep to the boundaries set, the police should be contacted for advice. If the person no longer attends KFC, the statutory agencies, such as probation, police child protection team, or Children’s and Adult Social Services, should be informed. This is because the individual may start to attend another church. If the statutory agencies are aware of this they can share relevant information with the new place of worship.

Managing Allegations against Workers

If a child or adult makes an allegation that a worker has abused them, or is abusing them, then the following actions should be taken.

1. Report of allegation / disclosure / suspicion of abuse sent to KFC Safeguarding Coordinator or their deputy immediately.
2. Safeguarding Coordinator, in agreement with the pastor, contacts thirtyone:eight for advice.
3. Safeguarding Co-ordinator contacts Local Authority Designated Officer (LADO) within 24 hours.
4. KFC will ensure that pastoral care and support is made available to all concerned, if required.
The Safeguarding Co-ordinator has a “duty to refer” a worker to the DBS when two conditions have been met: firstly when permission has been withdrawn to engage in regulated activity, and secondly when the referring party thinks that the person has either engaged in relevant conduct, or satisfied the harm test, or received a caution for, or been convicted of a relevant offence. Further information can be found on the DBS website www.gov.uk/dbs. As a registered charity, KFC is also obliged to report all incidents of this nature to the Charity Commission.

**Recording of incidents/accidents**

All notable accidents and incidents will be logged in KFC’s accident reporting log.

These reports are confidential, but will be shown to the child’s parent/guardian and signed by them. Where a child is under the care of the local authority, a photo copy of the report should be taken and given to the foster parents.

**NOTE:** Recorded information will only be kept if required under good practice and safeguarding regulations and used only for the purposes of safeguarding. Parents and carers will be shown all entries in accident/incident logs. The information recorded will be stored safely and in accordance with European safeguarding policies and confidentiality will be maintained.

**Pastoral Care**

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<th>Standard 8: Organisations should ensure pastoral care and support is available to all those affected by abuse.</th>
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<td>It may be in the present, recent or distant past but the effects of abuse can be devastating and long term, not only for the person who has been abused but also family members, friends, social groups and the organisation or faith community. Those affected may struggle with aspects of faith, having been abused spiritually. So, this needs sensitive handling.</td>
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<tr>
<td>Showing care and compassion, being available to listen and offering support are important in responding to the needs of adult survivors. Some people will need professional help and it is important to recognise this.</td>
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KFC will ensure that someone is available to those who wish to talk. It is important not to underestimate the contribution those with pastoral responsibilities can make in providing a listening, non-judgemental and caring environment. This may be all the person needs. However, if someone for example, admits to regularly self-harming or is suicidal, then counselling (and medical help) should accompany pastoral support. The website www.selfharm.co.uk provides useful advice.

Confidentiality is crucial within the pastoral care relationship and this includes written records. Information should only be divulged to a third party with the permission of the person involved or because they:

- are considered a danger to themselves or others.
• give information relating to significant harm to another child, young person or adult with care and support needs.

If a pastoral worker is given information about a risk of significant harm to a child or young person, it should be explained to them that the statutory agencies may need to be advised. Any proposed action should be explained carefully and sensitively with the offer of continued support to those concerned.

Where on-going pastoral care is being given when there has been an allegation of abuse, it is important that those providing it are accountable to suitably trained colleagues who can act in a supervisory capacity and offer appropriate support.

**Issues of Touch**

Due to the effects abuse may have had on a person they may be extremely uncomfortable with expressions of physical affection such as a hug or even a handshake. It is therefore vital to be sensitive and if the pastoral carer thinks the person would, for example, appreciate a hug or an arm around them they should obtain permission with them first and be aware of appropriate safeguards. If in doubt of these, avoid physical contact.

One reason for this is if sexual abuse has been an issue they may not be have a clear idea of appropriate boundaries of touch. They may be flirtatious or overtly sexual. In these circumstances the pastoral carer would need to be able to explain gently why such contact is not appropriate in this relationship.

Although wanting to physically comfort someone who is upset is a natural response, it is worth bearing in mind that unless used appropriately it may actually interrupt or detract from the person expressing what they are thinking or feeling.

**Physical, emotional and spiritual effects**

Children who have been physically hurt may need medical attention. Physical injuries coupled with sexual and emotional abuse and neglect may not leave visible scars but the psychological effects can continue into adulthood. People with low self-esteem and unresolved issues such as childhood abuse may begin self-harming as a way of expressing their pain or deep-seated anger. They often find short-term relief by cutting, burning, vomiting or purging (eating disorders), drinking heavily, misusing drugs, solvent abuse.

For someone who has been abused, there can be issues of poor self-image and guilt for what has happened. The person, particularly children, may feel dirty or unlovable. It is important to stress to them that they are not to blame for the abuse and responsibility for the abuse rests with the person who has done it.

Sensitive pastoral support can help a child to accept that God loves them just as they are and they will not be rejected. It is also important KFC pays attention to the issues and responds to the victim in a way that doesn't make them feel isolated or stigmatised. This may well help in the recovery process to build a more healthy self-esteem.

Abused children and adults will often encounter difficulties relating to God as a loving, patient, gracious 'Father'. This may be because it conjures up an image of an absent, silent, mocking, violent or sexually abusive person in a position of power and authority. A child, young person or adult can be helped to understand that the Father God of the bible is not the same as their abuser.
**Future relationships and sexual issues**

Sexual abuse may make a victim feel they could never have a healthy sexual relationship, and that any relationship of this nature would bring back memories of the abuse and the abuser. They may have been so hurt by their experiences that they consider they are not good enough to be loved.

Sexual abuse may have awakened sexual feelings in a child that they find hard to deal with and feel guilty about. They might have enjoyed certain touches. They might even have approached the abuser for further contact because it felt pleasant or because it was expected of them. For an abuser to behave in this way and deliberately arouse sexual feelings in a child is not only age-inappropriate but also a crime. The child again may well need reassurance that they are not to blame for the abuse and that sexual feelings demonstrate that their bodies are working normally.

It is also true that people who were sexually abused in childhood can experience difficulties as adults forming meaningful relationships with other adults.

**Forgiveness**

Though few would deny that forgiveness can be an important element in recovering from the effects of abuse, it must be handled sensitively. It is not appropriate to expect a child to forgive an abuser - they will not be able to appreciate the effects of the abuse has had on them until they are older. In counselling, survivors are helped to understand that forgiveness is usually a process and often linked to them being able to acknowledge the full effects the abuse has had on them.

Forgiveness is not the same as reconciliation. It may not be safe for the person who has been abused to renew contact because the abuser may continue to abuse. Reconciliation would need be thought through very carefully and discussed with the pastor who would take advice from thirtyone:eight if needed.

The other side of forgiveness is for the abuser to acknowledge the effects and extent of their actions on the person they have abused. They may lessen the harmful after-effects by a full apology and, if they are able, offer to pay for any therapy needed by the person, providing it is not seen as another attempt to control them. It is also important to remember that just because someone has apologised does not mean the abuse has been forgotten, that the victim has automatically forgiven them and/or that there should be reconciliation.

**Working in Partnership**

KFC works with, and supports, a variety of partner organisations, locally, nationally, and internationally. Examples include Open Hands and the work in Romania. With regard to this work, standard 10 applies.

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<th>Standard 10: Organisations working in specialised areas, culturally diverse settings or through partner organisations or agencies must ensure appropriate safeguarding policies and procedures are in place.</th>
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<td>These types of organisations can include overseas projects, independent schools and a</td>
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range of support services to the local community like education, domestic violence, counselling and pregnancy advice.

The diversity of organisations and settings mean there can be great variation in practice when it comes to safeguarding standards perhaps because of cultural tradition, belief or religious practice.

There must be an understanding and clear guidance given on how safeguarding policies can be applied in ways that are sensitive to cultural tradition but without condoning practices that are harmful, abusive or neglectful.

The UN Convention on the Rights of the Child (UNCRC) or regional equivalent is universally recognised as the foundation on which safeguarding policies and procedures must be based. All organisations involved in overseas work with children, young people and adults who need care and support must have a safeguarding policy for all workers, paid and voluntary as well as procedures for safe recruitment. A statement consistent with the standards in this Policy will be developed for KFC’s mission trips to Romania.

Organisations working overseas may well face additional difficulties in responding to concerns, such as:

- Differences in legal frameworks e.g. definition of sexual abuse in the UK may be indecent assault or rape in the foreign country because the legal system treats children the same as adults.

- The belief that sexual abuse doesn't really happen.

- Different cultural attitudes particularly where the age of consent and marriage are lower than in the UK.

- No equivalent to the UK statutory agencies to ensure an independent and thorough enquiry.

- Lack of experienced and appropriately qualified personnel to investigate and provide skilled support/therapy.

- Poor supervision of an isolated project making 'cover-up' relatively easy.

- Logistical problems faced by an agency in the UK in determining an appropriate response to something that has happened thousands of miles away.

- Ensuring the safety of a child and other children, young people or vulnerable adults once a report is received.

- Knowing what action to take when there has been an allegation of abuse against an employee, volunteer or other personnel, where other family members (i.e. partner and/or children) and other children, young people or adults with care and support needs have been affected, such as those served by the agency or living in the local community.

In the event of a concern, seek external advice (e.g. from thirtyone:eight).
Use of the Church Premises by other Individuals or Groups
When KFC allows other individuals or groups to use its premises, they should be given a copy of the Safeguarding Policy and agree to abide by it unless they have their own policy.

Working in Schools
KFC often provides input into assemblies, Religious Education lessons and after school activities such as a Christian Unions. It is important that KFC has a discussion with the school as to what they are providing. The discussion should cover:

- A commitment that KFC has undertaken recruitment in line with Safe from Harm and Working Together and an enhanced disclosure on any workers.
- Arrangements for reporting safeguarding concerns, accidents or incidents requiring medical attention, with the additional requirement that should a concern be expressed about a worker, the safeguarding co-ordinator for KFC will be informed.
- Clear practice guidelines provided by the school for the workers from KFC.
Child Protection

Physical Contact and Child Protection

Child abuse is harm of a very serious nature. If the simple rules of safeguarding and child protection are adhered to, it should be very hard for normal physical contact in the course of children and youth work to be misconstrued as abuse.

KFC should provide a warm, nurturing environment whilst avoiding any inappropriate behaviour. With this in mind, all children’s workers must work with or within sight of another adult, unless an emergency situation dictates otherwise.

- Games and activities involving physical contact should be included in the group’s risk assessment.
- There must be no physical punishment of any kind nor should any sanction ridicule or humiliate a child.
- Be aware of instigating touch as this can be unwanted or misconstrued, including sitting children on knees (unless it is to give comfort after injury or incident and is in the best interests of the child).
- Where children need comforting, make sure they are responded to warmly but with other adults around.
- First Aid should ideally be administered with others around.
- Very occasionally it may be necessary to restrain a child or young person who is at risk of harming themselves or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded via email to the Safeguarding Co-ordinator.

All physical contact should be an appropriate response to the child’s needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately – even if that behaviour is born out of naivety.

Written contact with children

<table>
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<tr>
<th>Standard 6: Organisations should ensure that workers know how to talk with, listen and relate to children with whom they come in contact.</th>
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<tbody>
<tr>
<td>This helps develop positive and trusting relationships, build self-esteem and create an environment of acceptance where those being cared for feel able to share what may be troubling them.</td>
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</table>
Contact with children and young people by letter or email is good, especially where children or young people need encouragement and support, but this sort of communication should be open and brief, as it is easily open to misinterpretation.

To avoid misunderstandings, use the following guidelines:

- Always put a PS on the bottom asking the children/young people to make sure their parent/guardian knows you are writing/emailing.

- If writing – post cards are the best for showing openness.

- Keep emails and letters brief, friendly and business like.

- Try not to use comments or phrases that may be misinterpreted as undermining parental responsibility – always try to support parental decisions in your correspondence.

- Instant messaging is not the best way to keep contact, but if it is the best and only route available to you, it is much better to have another adult around or online at the same time, adding their comments in too. Save/keep a copy of these messages if you are the only adult in the conversation.

- Text messaging will probably be how many teenagers will communicate with trusted youth leaders. It is also a known route for peer group bullying in this age group. In this context, it would be a good idea to suggest to them that if they are not happy with any text message they receive they should let someone know.

- For Facebook etc, it is OK to accept friend requests if they come from a young person, but workers should not initiate friendship requests for under 18s. Make sure there is another adult who is a shared friend on the site, or consider letting their parent/carer know you are friends on Facebook (Many parents may opt for ‘friending’ you too). If there are no mutual adult friends, send a friend suggestion of another worker to the young person to consider. This is to help maintain accountability. Keep all messages to public areas, or as a mass message. NOTE: If you have young people as friends on Facebook, please make sure your own Facebook activity reflects the Christian life we teach about - live your online world well.

- With all social media, including Instagram, SnapChat etc, talk to the young person concerned about any worrying behaviour / content and seek advice if needed from thirtyone:eight.

**Downloading Abusive Images of Children and other On-line Crimes**

This is becoming a huge problem, and can be very difficult to effectively “police” when so many people now have access to the internet. Abusive images of children are visual records of sexual abuse. These can include videos known as “live” or “real world” abuse and can be disseminated over the internet. They can never be deleted and have a profound effect on victims which may follow them into their adult lives. The Internet Watch Foundation (www.iwf.org.uk) deals with a 1000 reports a month concerning 31,000 websites with illegal child abuse content.
Abuse and bullying can also happen on social networking sites, mobile phones and digital cameras. Children sometimes circulate photos of themselves to friends in compromising positions – this is against the law.

According to a survey carried out in 2005 by Livingstone and Bober, LSE:

- One third of 9-19 year olds who go on-line at least once a week report having received unwanted sexual (31%) or nasty (33%) comments by email, chat, instant messaging or text.
- 38% of 13-18 year olds have received sexually explicit material.
- 39% admit to sharing intimate images of themselves.

It is therefore highly likely that the young people attending our youth clubs, camps and activities have either directly been impacted by on-line abuse or know someone who has been affected.

If a child or young person reports any concerning behaviour or contact through on-line activity, it is important to note your concerns and email them to the KFC Safeguarding Co-ordinator. If in doubt, contact thirtyone:eight for advice.

Workers who have concerns regarding the above should report these to the Safeguarding Co-ordinator. If a child is in danger the police should be contacted immediately. Otherwise, advice is available from thirtyone:eight and from CEOP (Child Exploitation and On-line Protection) at www.ceop.police.uk. CEOP is part of the Serious Organised Crime Agency, and works in the UK and internationally in co-ordinating and investigating on-line crime against children with partner agencies, including thirtyone:eight. CEOP has also created an education programme for children, parents and carers.

** Discipline Policy**

We believe that children thrive in a safe and secure environment with set boundaries in place. We also believe that all children, regardless of their behaviour, deserve our love and acceptance. Within these boundaries we believe that:

- It is better to prevent poor behaviour and not need to put this policy into action.
- Poor behaviour is often a result of other factors such as difficult circumstances in a child’s life, physical problems and emotional upsets.
- Boredom is also a reason for poor behaviour.
- Where possible, parents/carers should be included in the process of discipline within our children and young people’s work.
- Children who show good behaviour should be praised and not forgotten.
- Children should be aware that there is a consequence of bad behaviour.
- There should be no physical punishment or humiliation, and fear should never be the catalyst for good behaviour.
There should be mutual respect between children and adults.

Sanctions should fit the actions and age of the child and should not be out of proportion. Circumstances surrounding the child and the behaviour should also be taken into account.

There should be an accepted process of discipline, warnings and sanctions in all age groups.

**Children with Additional Needs**

KFC believes that all children, regardless of their abilities or needs should be welcomed. To achieve this, the Ministry Team Leader for Children will identify the children who have additional needs and, in consultation with the parents / carers, will put appropriate provision in place where possible.

**Inappropriate Behaviour by Children towards Adults**

Children or young people can sometimes make suggestive approaches to an adult. They may have a crush or may act inappropriately following previous abusive experiences. The behaviour may be a “cry for help”.

If an adult feels uncomfortable about a child or young person's behaviour he or she must:

- Make it clear to the child or young person, with sensitivity, that their language or behaviour is inappropriate. (A simple “We don’t do that here” is sufficient.)

- Log via email to the Safeguarding Co-ordinator, if you have concerns. Agree with them what measures should be taken to prevent a reoccurrence.

**Procedures to be followed if there are Allegations or Suspicions of Child Abuse**

<table>
<thead>
<tr>
<th>Standard 7: Workers must develop awareness of the issues surrounding abuse, be able to recognise possible signs and symptoms and respond appropriately.</th>
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<tr>
<td>Where there is a suspicion or allegation of abuse the organisation must know who to contact. In the case of sexual abuse, deliberate injury or where there are concerns for a child’s safety, the Safeguarding Co-ordinator should contact Children’s Services or the Police Child Abuse Investigation team for advice.</td>
</tr>
<tr>
<td>Sometimes people are worried about doing this but both Children’s Services and the Police are highly trained to respond sensitively and appropriately. Medical help should be sought in an emergency and the doctor informed of any concerns.</td>
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</table>
Any suspicion, allegation or disclosure that a child is suffering or is likely to suffer significant harm, must be referred to the local Social Services Department.

There are several ways in which concerns about a child can become apparent:

- By an allegation made by the child directly.
- By reports or allegations made by a parent or another person.
- By observing signs and symptoms of abuse.
- By the admission from someone who says they are harming a child.

The Safeguarding Co-ordinator or their deputy should make sure that those people working with children are aware of their responsibilities in the event of any child protection concern and what to do.

All workers must be clear who should be told about concerns regarding children and young people. In the first instance, this will usually be KFC’s Safeguarding Co-ordinator who will, if necessary, ask for advice. This advice, if needed should be sought as soon as practically possible. The Safeguarding Co-ordinator will make decisions in conjunction with the pastor of KFC. NB: It is best to involve as few people as possible at this stage; confidentiality is important and should be maintained.

If an allegation concerns the Safeguarding Co-ordinator or the pastor, then it would be advisable to bring in an independent contact to oversee the implementation of the Safeguarding Policy.

Where there is a risk of “Significant Harm” to a child, contact with the relevant authorities must be made immediately. In all other cases of concern, the Safeguarding Co-ordinator (or their deputy) should be contacted and a decision must be made as soon as possible, which is likely to include taking advice from thirtyone:eight. The time span for this should never exceed 24 hours.

It is the responsibility of the Safeguarding Co-ordinator and the pastor to make sure that appropriate referrals are made to the local Social Services Department, if advised to by thirtyone:eight. They should make clear that the referral is concerned with a matter of child protection.

If any individual is unhappy about the response of the pastor or Safeguarding Co-ordinator, if there is an unnecessary delay, or for some reason they do not wish to go through the procedures, they have a personal responsibility to make the referral to the Social Services Department (Children and Young people service) themselves. It would be preferred if advice is first sought from thirtyone:eight on their 24 hour help line: 0303 003 1111.

In the case of serious allegations or if it is possible that a criminal offence has been committed; for example a physical or sexual assault, care should be taken not to inform the child’s parents if they are implicated, or the alleged offender so that any investigation is not compromised. An agreement should be made with the police and Social Services Department about who should be given information and when that information should be given.

During child protection investigations, if the allegation is against a volunteer or worker, it is normal for the alleged offender to be withdrawn from any contact with children or young
people. This is a neutral act and is done without prejudging the person concerned. Support will be offered to that person by someone designated by the leadership of KFC.

All actions regarding child protection concerns must be logged via email to the Safeguarding Co-ordinator.

**Hearing a Child Abuse Disclosure**

*Children’s workers and youth leaders may get to know the children and young people in their groups very well. A child or young person may feel enough trust to be able to talk about unhappy things that are happening at home, at school or at church. This is both a privilege and a responsibility.*

Remember that the child may want the abuse to stop but still love the abuser. The child may think that it is possible to stop the abuse without anything else happening. If a child asks to talk in confidence ALWAYS tell them that that will depend on the circumstances. **Never promise to keep a secret.** If someone promises to keep a secret and then has to report what is said, the child will lose trust in those around them, become distressed and not want to say any more. A child who is kept informed with simple and basic information is more likely to cope. Try to word this positively along the lines of “I will keep secrets that are nice surprises, but if anyone could get or is hurt, I will have to get them help”.

Tell the child it will be necessary to get other people to help if they are being harmed. If it is possible, try to have another adult present whilst the child speaks, but do not prevent the child from speaking if this is not a possibility.

- Listen to the child attentively.
- Maintain eye contact.
- Allow the child to talk, but don't press for information.
- Tell the child that they are not to blame for anything that has happened.
- DON’T say “Why didn’t you say something sooner?” as this implies the child is at fault.
- Reassure the child that they were right to tell.
- Let the child know that other people will have to be told so that the abuse can stop.
- Try to explain what will happen next in a way that the child can understand.
- Reassure the child that he or she will continue to be supported during the difficult time to come.

Seek advice from the Safeguarding Co-ordinator or their deputy; if no one is immediately available contact thirtyone:eight for advice. As soon as practicable log via email to the Safeguarding Co-ordinator as carefully as possible everything that was said, what the child has said, how they said it and how they appeared emotionally. Give examples of emotional behaviour e.g. they kept chewing their nails or they kept looking over their shoulder – anything that gives you clues to how the child was feeling. Describe clothing and appearance if relevant e.g. torn/dirty/neat/well presented/ inappropriate to weather or situation. This report should be purely factual with no conjecture or opinion.
Adults with Care and Support Needs

Knighton Free Church is a place where children and adults come together to share in the services and activities. We therefore need to make sure that adults, as well as children, at risk of harm or abuse are safeguarded, cared for and protected.

Definition

The Care Act 2014 refers to adults with care and support needs. It applies to an adult (ages 18 and over) who:

- Has need for care and support (whether or not the local authority is meeting any of those needs), and;
- Is experiencing, or at risk of, abuse and neglect (including coercive control), and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse and neglect.

Which groups of adults might have additional care needs?

Any one of us can become vulnerable at any point in our life. It is not necessarily a permanent state and is not always visible. Adults may be vulnerable because of:

- Dementia
- Learning disabilities
- Drug, alcohol or substance abuse
- Physical or sensory disabilities
- Bereavement, grief or loss
- Dependent on others due to age or illness
- Mental health issues
- A care leaver
- Homelessness
- Domestic abuse
- Refugee or asylum seeker

What is adult abuse?

Adult abuse may be defined as the mistreatment and violation of an individual’s human and civil rights by another person or persons. Such abuse can take many forms, from treating someone with disrespect to causing actual physical suffering.

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 or coerced 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.

Categories of abuse in the Care Act 2014:

- **Discriminatory abuse** is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality or disability. It exists when values, beliefs or culture result in misuse of power that denies opportunity to some
groups or individuals. It includes harassment / taunting / bullying; loss of self esteem; not being able to access services or being excluded.

- **Physical abuse** is to inflict pain or physical injury, which is either caused deliberately, or through lack of care. Includes: hitting, slapping, scratching, restraining without justifiable reasons, misusing medication and inappropriate physical sanctions. Signs include:
  a. Person reports unexplained falls or you observe repeated minor injuries
  b. Unexplained bruising

- **Psychological or emotional abuse** is acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult’s emotional health and development – or any other form of mental cruelty. It includes words that are hurtful and/or demeaning and cyber bullying. Someone may feel threatened or fearful of someone, anxious or confused. They may spend long periods alone, appearing frightened. It is possible to argue that psychological abuse is present in all forms of abuse.

- **Financial or material abuse** is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. Signs are:
  a. Unexplained withdrawal of large sums of money
  b. Personal possessions go missing from home
  c. Extraordinary interest and involvement by the family/carer or friend in an individual’s assets

- **Sexual abuse** is the involvement in sexual activities to which the person has not consented, or does not truly comprehend and so cannot give informed consent.
  o Examples are rape or attempted rape, sexual assault and harassment, exposure to pornography or witnessing sexual acts.
  o Possible signs and indicators are: bruising / bleeding in the rectal or genital areas, sexually transmitted diseases or pregnancy where individual cannot consent to sexual acts, and self-harming.

- **Neglect** or acts of omission are the repeated deprivation of help that an adult needs which, if withdrawn, will cause them to suffer. Examples include:
  a. Inadequate care of medical, emotional or physical care needs
  b. Failing to provide education, social opportunities or mental stimulation
  c. Unkempt clothing or never being supported to get dressed out of nightclothes

- **Self-neglect** includes a wide range of behaviour neglecting to one’s personal hygiene, health or surrounding. Examples are: poor physical health, malnutrition, pressure sores (where the person lives alone)
  o Alcohol / drug dependency
  o Hoarding
  o Lack of basic facilities such as gas and electricity
  o Dangerous deterioration of living conditions
  o Smoking in bed or dangerous disposal of smoking materials

- **Institutional or organisational abuse** is the mistreatment or abuse of an adult by a regime or individuals within an institution or in the community. Examples include:
Neglect or abuse within an institution (e.g. hospital / care home) or care provided in own home
   a. One off incident or on-going ill-treatment
   b. Poor professional practice, policies or structure of organisation
   c. Individual needs are ignored in favour of blanket policies which make things easier for staff.

- **Modern slavery** includes slavery, human trafficking, forced labour and domestic servitude. 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. The Salvation Army works closely with the Home Office to help potential victims of trafficking. The Modern Slavery Helpline is 0800 0121 700.

- **Domestic abuse** includes physical, psychological, sexual and financial abuse, “honour” based violence, FGM (Female Genital Mutilation) or forced marriage, and involves intimate an partner or family member. The age range is down to 16 years to include intimate partners in this age range. Possible signs and indicators: visible injuries or unexplained marks, scars or injuries; “excuses" for injuries; partner appears controlling or manipulative.

**Principles in the Care Act 2014**
There are six key principles that need to be taken into account when safeguarding adults with care and support needs at risk, or experiencing, abuse:

1. **Empowerment** – adults have the ability to make their own decisions and give consent
2. **Prevention** if possible, for example, by providing information, advice and understanding the risks
3. **Proportionality** - think about the appropriate response to a concern / incident
4. **Protection** - consider the mental capacity of the adult concerned, then offer appropriate support and safeguards
5. **Partnership** – all communities working together. Consider partners / local organisations that can be contacted for advice and referrals.
6. **Accountability** (recording and reporting)

Safeguarding adults should be made personal – what do they want to happen to stay safe and how would they like this to be achieved?

**Risky decisions and/or declining help**
Adults have the right to make decisions that others think might be unwise. If someone doesn’t want you to do anything about their situation, consider:

- Is anyone else at risk?
- Has a serious crime been / will be committed?
- Does the person seem to understand the implications of not doing anything?
- How likely is it that the person will come to serious harm?

If the risk is low, the person seems to understand and no-one else is at risk, you can respect their choice.
If the risk is high, if others are at risk, or to prevent serious crime, you have a right to share the information with the relevant authorities — but try to obtain the person’s consent if you can.

**Safeguarding carers**
Circumstances in which a carer (e.g. a family member or friend) could be involved in a situation that may require a safeguarding response include:

- A carer may witness or speak up about abuse or neglect
- A carer may experience intentional or unintentional harm from the adult they are trying to support or from professionals and organisations they are in contact with
- A carer may unintentionally or intentionally harm or neglect the adult they support on their own or with others (e.g. they may be vulnerable themselves).

**Mental Capacity Act 2005**
Mental capacity is:

- An ability to make a particular decision
- An adult may not be able to make a decision due to illness, disability, poor mental health, dementia, a learning disability or because of anything that might impair their judgement.
- A person without capacity cannot do one or more of the following:
  - Understand the decision
  - Retain the information
  - Weigh up the information
  - Communicate their decision

It is not our job to determine mental capacity — just document any concerns and share with a known family member or next of kin, or adult social care, with consent if possible. If in doubt, phone the thirtyone:eight helpline for advice.

**Safeguarding the integrity of the worker**
People who work with adults with care and support needs particularly can become involved in aspects of their personal finance. For example, they may be asked to collect pensions, do shopping or carry out banking transactions on the person’s behalf. When conducting a home visit, money may be lying about. It is therefore important to consider how to protect both the adult who needs care and support and the worker from accusations of financial mismanagement or dishonesty. The following suggestions may help.

- Ensure that receipts are always given for purchases.
- Don’t move any money which may have been left out (e.g. when cleaning).
- Ideally two people should be involved when handling money.
- Occasionally workers may be offered presents and / or monetary gifts by those they are caring for. These gifts should be declined, especially if there are of a significant nature, but if this will cause offence, all gifts and offers of gifts should be reported to the leader of the group. Offers of significant value should be logged via email to the Safeguarding Co-ordinator.
If a worker is approached to be an Executor of a will for an adult with care and support needs it would be advisable to discuss this with the Pastor. The outcome should then be logged via email to the Safeguarding Coordinator (safeguarding@knighton.org.uk) to ensure accountability and protect against any future concerns.

**Procedures for Dealing with Concerns**

You may suspect abuse because:

- You have a general concern about someone’s well being.
- You see or hear something which could be abusive.
- Someone tells you that something has happened or is happening to them which could be abusive.

In these circumstances, do not delay. **Pass on your concerns to the Safeguarding Co-ordinator, or their deputy, immediately.** The following flow chart will then apply:

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**Confidentiality**

Every effort should be made to ensure that confidentiality is preserved; although this may well be subject to what may be an overriding need to protect someone who has been, or is at risk of, abuse. Everyone working with adults with care and support needs must be clear that it is not possible to keep information about suspected or actual abuse confidential. The needs of the adult and any potential risk to others means that any such suspicion must be reported to the Safeguarding Co-ordinator or their deputy immediately.
Appendix 1. Types of Abuse

Definitions of Child Abuse

Someone 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. The following definitions are taken from "Working Together to Safeguard Children" (1999).

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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fictitious illness by proxy or Munchausen syndrome by proxy.

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

Emotional Abuse
Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Emotional abuse also includes children who regularly see or hear acts of violence within their home. Some level of emotional abuse is involved in all types of ill-treatment 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, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Common Signs and Symptoms of Abuse

This summary gives a brief outline of some of the signs and symptoms you may see which are causes of concern.
Physical Abuse
The first evidence of abuse may not be an obvious severe injury.

Bruises
- In or around the mouth.
- Fingertip bruising on arms, chest or face indicating tight gripping or shaking.
- Bruises of different colours indicating injuries of different ages.
- Two simultaneous black eyes without bruising to the forehead.
- Bruising showing the marks of a belt or implement or a hand print.
- Bruising or tears around the earlobes.
- Bruising to the head or soft tissue areas of the body.

Bites
Human bite marks are oval or crescent shaped and can leave a clear impression of teeth.

Burns and scalds
- Burns with a clear outline are suspicious.
- Circular burns from cigarettes.
- Linear burns from hot metal rods or electric elements.
- Burns of a uniform depth over a large area.
- Friction burns from being pulled across a floor.
- Scalds producing a water line from immersion or pouring of hot liquid.
- Splash marks around the main burn area caused by hot liquid being thrown.
- Old scars indicating previous burns.
- Chronic untreated nappy rash (Urine from irregularly changed nappies causes burns).

Fractures
- Any fracture in a child under 2 years old is suspicious.
- Any skull fracture in the first 3 years is suspicious.

Neglect
Often difficult to identify, neglect leads to the physical and emotional harm of a child. The signs and symptoms include:

- Failure of a parent to provide adequate food, clothes, warmth, hygiene, medical care or supervision.
- Failure of a child to grow within the normally expected pattern; they may show pallor, weight loss and signs of poor nutrition.
- Failure of a parent to provide adequate love and affection in a stimulating environment, a child may look listless, apathetic or unresponsive with no apparent medical cause.
- A child may be observed thriving when away from the home environment.

Emotional Abuse
Emotional abuse can also be difficult to identify. It is the result of ill treatment in the form of coldness, hostility and rejection; constant denigration or seriously distorted emotional demands; extreme inconsistency of parenting. Some of the signs and symptoms are:
● Low self-esteem.
● Apathy.
● Being fearful and withdrawn or displaying "frozen watchfulness".
● Unduly aggressive behaviour towards people, animals or belongings/furniture.
● Excessive clinging or attention seeking behaviour.
● Constantly seeking to please.
● Over-readiness to relate to anyone, even strangers.
● A need to "control".

Sexual Abuse
Sexual abuse can be suspected based on physical signs, the child's behaviour or following a direct statement by the child. It is often investigated because of a combination of these signs.

Physical signs
These will normally be identified by a medical practitioner. Others can be more generally observed:

● Recurrent abdominal pain.
● Unexplained pregnancy.
● Difficulty walking and sitting.
● Faecal soiling or retention.
● Recurrent urinary tract infections.

Behavioural signs
● Knowledge unusual for the age of the child.
● Sexually provocative relationships with adults.
● Sexualised play with other children.
● Hints of sexual activity through play, drawing or conversation.
● Requests for contraceptive advice.
● Lack of trust or marked fear of familiar adults.
● Sudden onset of soiling or wetting.
● Severe sleep disturbance.
● Change of eating habits.
● Social isolation and withdrawal.
● Role reversal in the home e.g. a daughter taking over the mothering role.
● Inappropriate displays of physical contact between adult and child.
● Learning difficulties, poor concentration.
● Inability to make friends.
● Using school as a haven, arriving early and seeming reluctant to leave.
● Reluctance to take part in physical activity.
● Truancy, running away from home.
● Self harm, mutilation or suicide attempts.
● Dependence on drugs or alcohol.
● Anti-social behaviour including promiscuity and prostitution.

How to Respond if Someone Mentions Abuse
☺ Never promise to keep a secret.
☺ Listen and accept what you hear.
☺ Don’t be judgmental.
☺ Don’t ask questions.
☺ Let the person know what is going to happen.
Make careful notes as soon as you can.
Keep it confidential!

Action:
Their welfare comes first.
Report concerns immediately to KFC’s Safeguarding Co-ordinator – even if in doubt.
Remember – it’s confidential.
The Safeguarding Officer will do everything else.

Note: If you don’t feel the Safeguarding Co-ordinator or KFC leadership are dealing with any issue you have raised, you have the right to contact the NSPCC or Social Services, or call thirtyone:eight’s confidential 24 hour helpline for advice.
Appendix 2. Self-harm and Suicide

Secure, loved, active Christians can still experience serious depression that won't just disappear because they have faith or quote a Bible verse.

UK suicide rates make incredibly shocking reading. In 2014, 6,122 suicides were registered in the UK. This corresponds to a suicide rate of 10.8 per 100,000 people (16.8 per 100,000 for men and 5.2 per 100,000 for women). The highest suicide rate in the UK in 2014 was for men aged 45-49 at 26.5 per 100,000. (Source: the Samaritans).

It's almost impossible to say how many young people are self-harming. This is because very few teenagers tell anyone what's going on, so it's incredibly difficult to keep records or have an accurate idea of scale. It is thought that around 13% of young people may try to hurt themselves on purpose at some point between the ages of 11 and 16, but the actual figure could be much higher.

In 2014, figures were published suggesting a 70% increase in 10-14 year olds attending A&E for self-harm related reasons over the preceding 2 years.

Girls are thought to be more likely to self-harm than boys, but this could be because boys are more likely to engage in behaviours such as punching a wall, which isn't always recognised as self-harm or doesn't come to the attention of hospitals. In reality self-harm doesn't happen to one type of person, it can't be predicted and scarily, we don't really know how many people are going through it. This is all really vague, but you can take one thing away from it - you are not alone, whether you are harming or seeing someone you love or work with go through it. It's more common than you think. (Source: [www.selfharm.co.uk](http://www.selfharm.co.uk)).

Prevention
In light of the above, KFC will endeavour to:

1. Be a mental health-friendly church – where the issues and emotions are talked about freely, and where people look out for those who might be struggling or isolated.
2. Share testimony, celebrating the journey as well as victories.
3. Have a sermon, or meeting, addressing anxiety or depression once a year.

What should I do if someone is self-harming or considering suicide?
If someone talks to you about self-harm or suicide, they need to know that they are not on their own, and that recovery is possible. Talking to someone can make all the difference. However, know your own limits as a lay person and when to call in the professionals. So:

- Spend time listening and being patient.
- Try not to make demands or ultimatums.
- Ask them what help they would like.
- Be honest – if you need to tell somebody else then let them know.
- If you don’t have all the answers then that’s ok.
- Log details or concern via email to safeguarding@knighton.org.uk
- Follow advice in flow chart on page 39.

Confidential free advice is available from thirtyone:eight and [www.selfharm.co.uk](http://www.selfharm.co.uk). Other useful numbers are: Samaritans: 08457 90 90 90 and Childline: 0800 1111.

If there is a concern that someone is at immediate risk, dial 999.
Appendix 3: Meeting the needs of Looked After Children and their families

As part of your work looking after children at Knighton or caring for adults with care and support needs, you will meet children or adults that are currently or have been in care, either in foster homes or children’s homes, or have been bought up by an adoptive family.

As well as the procedures and advice set out in this Safeguarding Policy, there are additional areas to be aware of, that will help you keep these people safe and able to participate and enjoy being a part of our church family.

Knighton Free Church is a “Home for Good” church. This means that we support a charity called Home for Good whose vision is to find a home for every child that needs one, and seek to make our church a welcoming and supportive environment for families who foster or adopt.

Please follow the following good practice:

1. Make your language “inclusive”, so refer to parents and carers for example
2. Take time to ask an adoptive parent or foster carer what support they or their child might need.
3. Don’t ask for confidential information – many carers cannot share, for example, the reasons why the child is in care, or their on-going care plan.
4. Don’t share photos of the child without permission first, and don’t put any names or photos of a looked after child onto social media or a website.
5. Always speak well of birth parents
6. Pray for these children and their families.

In addition to the above, it is helpful for you to understand a little about attachment theory.

Attachment

1God created in us the need for attachment to a parental figure. This serves two functions: to keep us safe from harm and to provide a safe base from which we can explore the world, take risks and learn. Unfortunately, this process can be disrupted, either intentionally through the abuse or neglect of a child, or unintentionally through difficult circumstances. Rather than learning that adults are safe and can be trusted, the child believes that adults are dangerous, unpredictable, and bring pain, instability and confusion.

Children who have experienced toxic stress, either pre-birth from the womb, or in their childhood, may struggle with attachments, which can lead to developmental vulnerabilities in their thinking brain, in their ability to regulate their emotions and in their psychological development. All looked after children, whether in foster care or an adoptive family, will have experienced a level of trauma and loss, and may have an attachment disorder. Rather than form an appropriate relationship with an adult, these children will attempt to meet their own needs, and this will be shown in a variety of behaviours.

A child (or even an adult with unresolved attachment difficulties) might try to avoid any intimacy, or keep a distance from others, or they might try to make a lot of attachments, regardless of whether they are appropriate. They may be inconsistent in their relationships –

1Taken from “What the church needs to know about attachment” by Louise Bomber. Written for Home for Good: www.homeforgood.org.uk. Accessed on 16th February 2016.
pulling people in then pushing them away. Or they may show a combination of these behaviours.

As someone working with children and adults with care and support needs, it is important for you to understand how best to safeguard and help someone with attachment difficulties.

2 How can I help a child (or adult) with attachment difficulties?

1. When working with a child, talk to their parent or carer about how best to support them, and always follow their suggestions.
2. Make sure you follow this Safeguarding Policy. Children with attachment difficulties are especially vulnerable to going off with strangers and being groomed, so they need the adults providing their care to be stringent in their safeguarding.
3. Try to keep your body language warm and open so that you are seen as friendly and approachable. Don’t insist on eye contact – some children with attachment difficulties find this really hard.
4. Working with the parent or carer, create a small team around the child, which could include a key adult to be a consistent person to turn to for support and comfort.
5. Routine is important so try to keep change to a minimum. Keep to familiar spaces and people but allow the child freedom to move around. Give them fiddle toys if needed.
6. Allow for sensory comfort such as bean bags, comfy blankets and cushions.
7. Use visual aids, and actively involve the child as much as possible.
8. Encourage them to play and not behave as adults.
9. Give them some control i.e. to choose between two or three options. A lot of control and choice has been taken away from looked after children.
10. Be consistent with appropriate boundaries, and don’t use rewards or sanctions to obtain appropriate behaviour. Keep your voice calm and kind.
11. All behaviour is communication so even though they may not have the words to say how they feel, their actions will be a clue.
12. Always ask before touching a child
13. Use activities to calm and soothe such as clapping, walking and stretching before asking the child to take part in “thinking” work
14. Be consistent in how you manage the looked after child in your group, taking into account other group members, so that they do feel included.
15. Ultimately, be patient and accept the child (or adult) for who they are. Trusted relationships take time to build.

If you feel you would benefit from training in attachment, or the needs of looked after children, please speak to Ruth Cromwell (Safeguarding Co-ordinator) or Debbie Hill.

A support group for Leicester City Council foster carers and their families meets at Knighton every 2nd Wednesday of the month. Please speak to Debbie Hill for more information.

For more information on adoption and fostering, and how the church can support looked after children and their families, please contact Home for Good on: 0300 001 0995 or visit www.homeforgood.org.uk.

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2 Adapted from “20 ways to engage and support children and young people with attachment difficulties” by Louise Bomber. Written for Home for Good: www.homeforgood.org.uk, Accessed on 16th February 2016.
Appendix 4: Governance and Accountability

In line with best practice, the Safeguarding Policy will be reviewed, as a minimum, annually by the eldership of KFC. If any major changes in legislation, policy or practice occur before the annual review, an update will be presented to the eldership for discussion and any required changes will be approved and implemented.

An action plan will be produced detailing the specific tasks and deadlines to ensure continual delivery of the Policy. Day to day delivery of the action plan will mainly be the responsibility of the Safeguarding Co-ordinator and the Lead Recruiter.

The roles and responsibilities, and the reporting structure, are shown in the flow chart below.
Appendix 5: Abbreviations and Definitions

**Barred List:** a single list of people assessed to be unsuitable to work with children and a separate but linked one for those unsuitable to work with adults with care and support needs.

**CEOP:** Child Exploitation and On-line Protection.

**CRB:** Criminal Records Bureau (replaced in 2013 by the Disclosure and Baring Service).

**DBS:** Disclosure and Baring Service.

**Disclosure Check:** a check of someone’s criminal record. There are two types: standard, which checks for spent and unspent convictions, cautions, reprimands and final warnings; and enhanced, which includes the standard check plus any additional information held by local police that’s reasonably considered relevant to the workforce being applied for.

**LADO:** Local Authority Designated Officer.

**Regulated activity:** activity that you must not do if you are barred from working with children or adults with care and support needs.

**Safeguarding:** the action we take to promote the welfare of children and adults with care and support needs, and protect them from harm.

**Worker:** any person serving children, young people and adults with care and support needs, at, or on behalf of, Knighton Free Church.

**Adult with care and support needs:** these are adults aged over 18 who need care and support with their daily living.
Appendix 6: Useful Contacts

The Safeguarding Coordinator for KFC is **Ruth Cromwell.**
- Responsible for reporting concerns of abuse to the statutory authorities, and ensuring that the Safeguarding Policy is followed.

The Deputy Safeguarding Co-ordinator is **Debbie Hill.**
- Acts in the absence or unavailability of the Safeguarding Co-ordinator.

The Lead Recruiter is **Debbie Hill.**
- The main point of contact between KFC and thirtyone:eight, and completes all Disclosure Checks (previously known as CRB checks) and associated documentation.

KFC is a member of **thirtyone:eight** for safeguarding advice and for DBS checking. Their confidential 24 hour helpline is: **0303 003 1111.**


Children can contact **Childline** on 0800 1111.

Advice on self-harm can be found at [www.selfharm.co.uk](http://www.selfharm.co.uk).

The **LADO** for Leicester City Council is based within the Safeguarding Unit, tel: (0116) 454 2440

**NSPCC:** 0800 800 500.

**Adult / Children and Young People's Service,** Leicester City Council
Telephone: 0116 454 1004 (open 24/7)

**Police:** 0116 222 2222, or 999 in emergencies.
Appendix 7: Flowchart

This flow chart should be used as a guide for decision making in the event of a disclosure, allegation or concern about a child or adult with care and support needs.

**Disclosure, allegation or cause for concern**

**NO**

**Some cause for concern**

- **Contact Safeguarding Coordinator, who will log the observation or incident**

- **Safeguarding Coordinator reports to pastor**

- **Log via email to Safeguarding Coordinator**

**YES (NOT IN IMMEDIATE DANGER)**

- **Contact Safeguarding Coordinator within 24 hours**

- **Safeguarding Coordinator contacts pastor and takes advice from thirtyone:eight**

- **Implement advice and log actions**

**YES: IMMEDIATE DANGER**

- **Contact Police immediately**

- **Write down account and send via email to Safeguarding Coordinator**

- **Pastoral care if required**

**REMEMBER:** IF IN DOUBT ASK THE SAFEGUARDING CO-ORDINATOR (RUTH CROMWELL) OR HER DEPUTY IN HER ABSENCE (DEBBIE HILL)

OR PHONE IN CONFIDENCE THIRTYONE:EIGHT 0303 003 11110

safeguarding@knighton.org.uk