

# Safeguarding and Care Policy and Procedures

Scott Drive Church, Exmouth with Church on the Green, Budleigh Salterton

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## INTRODUCTION

This safeguarding policy, procedures and best practice has been put together (based on a model from the Baptist Union of Great Britain), to outline the safeguarding framework for our church.

The church will review this safeguarding policy, procedures and practices on an annual basis. This would usually be done by the DPS and Safeguarding Trustee, reporting back to the Leadership Team.

## DEFINITIONS OF TERMS

For the purpose of this guide, the term ‘child’ refers to anyone under the age of 18 years.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from Thirtyone:Eight (formerly CCPAS - Churches’ Child Protection Advisory Service): ‘Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation’.

We also recognise that a range of other factors may mean other adults in our church community could be said to be ‘at risk’, such as mental illness, chronic ill-health, domestic abuse, or drug and alcohol misuse.

## BIBLICAL FOUNDATIONS

As in all areas of church life, the Bible’s teaching is fundamental to what we do. In regard to safeguarding, the Bible gives us the following principles:

- All human beings are made in the image of God, and therefore have inherent & intrinsic value to him. (Gen. 1:27; 9:5-6; Ps. 145:9)
- The entry of sin into the world means that human beings often act in ways that are harmful to our fellow human beings, and such behaviour can also appear among people who identify themselves as Christians (or as God’s people in the Old Testament). (Amos 2:6-8; 4:1; 5:7, 11-12; Jas 4:1-3; 5:1-6; Jude 4)
- God has a particular concern for the weak, vulnerable & powerless in all societies. (Pss 68:5; 146:9; Matt. 9:36; Mark 9:42). It follows that the church has a special responsibility to care for such people. (Ex. 22:21; 23:9; Prov. 31:8-9; Acts 6:1-4; 1 Tim. 5:3)
- Leaders have a particular responsibility, as those who must give account (Hebrews 13:17). Their behaviour is to be exemplary, modelled on that of Christ as a shepherd who cares for his flock. They are to exhibit purity in their behaviour to the opposite sex (1 Tim. 4:16; 5:1-2; 1 Pet. 5:1-4).
- Bullying behaviour is one that leaders can be susceptible to, and where it appears it should be called out (2 Cor. 11:19-20; 3 John 9-10)
- The Biblical model of church leadership involves plurality of elders (Acts 14:23). It follows from this that no individual in a church should be above accountability, and that everyone should be subject to church discipline if there is evidence to warrant this (Matt. 18:15-17). However, it is also important that leaders are protected from malicious or ungrounded accusations (1 Tim. 5:19).
- The Bible recognises a role for the state in administering justice (Romans 13:1-7). It is also important that the church’s conduct is seen by the outside world to be worthy of respect (1 Peter 2:12). Therefore the church has a duty to co-operate with the state in any investigation into wrong-doing in its midst, and to comply with secular legislation in regard to safeguarding unless this would demonstrably contravene Biblical teaching or principles.

## SECTION 1 – SAFEGUARDING POLICY STATEMENT

### SAFEGUARDING POLICY STATEMENT FOR SCOTT DRIVE CHURCH

#### Our vision

Scott Drive Church exists to make Jesus Christ known in Exmouth and its surrounding area through the faithful preaching and teaching of God's word. Jesus said, "Let anyone who is thirsty come to me and drink." (John 7: 37)

In fulfilling this vision, we:

- Welcome children and adults at risk into the life of our community
- Run activities for children and adults at risk
- Make our premises available to organisations working with children and adults at risk

#### Our safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

As members of this church we commit ourselves to the nurturing, protection, safeguarding and care of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support and supervision of workers**

The church will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children and adults at risk.

- **Respecting children and adults at risk**

The church will adopt a code of behaviour for all who are appointed to work with children and adults at risk so that all children and adults are shown the respect that is due to them.

- **Safer working practices**

The church is committed to providing an environment that is as safe as possible for children and adults at risk and will adopt ways of working with them that promote their safety, care and well-being.

- **A safer community**

The church is committed to the prevention of bullying in all its forms. The church will seek to ensure that the behaviour of any individuals who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately, with involvement from outside agencies as necessary.

#### Safeguarding contact points within our church

The church has appointed the following individuals to form part of the church safeguarding team:

<b>IAIN RANDALL, Designated Person for Safeguarding (DPS) and Safeguarding Trustee</b>
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They will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.
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Phone number: 07443 529878
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Email address: idr77@live.com
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<b>GURJIT MALLI, Deputy Designated Person for Safeguarding (DDPS)</b>
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They will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number: 07807 034515

Email address: gurjit.malli@yahoo.co.uk

Our Pastor is also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

### Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office and is available on our church website.
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

Signature of Designated Safeguarding Person		Signature of Pastor	
Date & time		Date & time	

## SECTION 2 - SAFEGUARDING PROCEDURES

### INTRODUCTION

The church's safeguarding procedures will set out how its safeguarding policy is implemented in all the services, groups and meetings that are part of the life of the church. Each trustee, church leader and worker (paid or voluntary) needs to be familiar with these procedures, and we strongly recommend that those in leadership roles attend regular Safeguarding training to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

Over the following pages you will find clear, specific information on how to recognise and report abuse and how to respond to concerns raised within the church. It is vitally important that these procedures are well known and that all those working with children and/or adults at risk in the church have the information and training needed to work with these procedures. All church workers (paid and voluntary) who work with children and/or adults at risk should attend basic Safeguarding training before they are able to work without supervision.

### 2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

#### 2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.

Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church:

- If the behaviour of a child or adult at risk gives any cause for concern
- If an allegation is made in any context about a child or adult at risk being harmed
- If the behaviour of any individual towards children or adults at risk causes concern

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"><li>• Listen to and acknowledge what is being said;</li><li>• Try to be reassuring &amp; remain calm;</li><li>• Explain clearly what you will do and what will happen next;</li><li>• Try to give them a timescale for when and how you / the DPS will contact them again;</li><li>• Take action – don't ignore the situation;</li><li>• Be supportive;</li><li>• Tell them that: They were right to tell you; You are taking what they have said seriously; That you would like to pass this information on to the appropriate people, with their permission; Be open and honest. Give contact details for them to report any further details or ask any questions that may arise.</li></ul>	<ul style="list-style-type: none"><li>• Do not promise confidentiality.</li><li>• Do not show shock, alarm, disbelief or disapproval.</li><li>• Do not minimise what is being said.</li><li>• Do not ask probing or leading questions, or push for more information.</li><li>• Do not offer false reassurance.</li><li>• Do not delay in contacting the DPS.</li><li>• Do not contact the alleged abuser.</li><li>• Do not investigate the incident any further.</li><li>• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li><li>• Do not pass on information to those who don't need to know; not even for prayer ministry.</li></ul>

#### 2.1.2 Responding to Concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2.

### STAGE 1 – The Worker

*A worker/church attendee has a concern about the welfare of a child, adult at risk, or the behaviour of an individual.*

*The person who has the concern has a duty to:*

#### RECOGNISE, RESPOND AND RECORD

A hand-written record must be made of the concern using a standard incident report form (Appendix 3) and the concern must be passed on to the church DPS within 24 hours.

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child or adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).

### STAGE 2 – The Designated Person for Safeguarding (DPS)

*The DPS receives the report of concern and then has a duty to:*

#### REVIEW AND REPORT

The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See appendix 2 for examples of possible actions. Any formal referral to the police or Multi-Agency Safeguarding Hub (MASH) should normally be made within 24 hours of receiving the report.

### STAGE 3 – The Next Steps

*After the decision has been made as to what action should be taken, the DPS, Safeguarding Trustee and the Pastor may have a duty to:*

#### SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DPS; Pastor; members of the leadership team).

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

When a concern is raised in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

**If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999.**

### 2.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child, i.e. the church worker (paid or voluntary) should:

- 1) **Recognise** that abuse may be taking place.
- 2) **Respond** to the concern.
- 3) **Record** all the information they have received.
- 4) **Report** the concern to the DPS who may, in turn, report it to the statutory authorities.

It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

The Care Act 2014 provides helpful guidance on these situations:

*“If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm”.*

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

#### 2.1.4 Allegations Against Workers

If you see another worker acting in ways which concerns you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church. Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

- 1) When an allegation of abuse has been made, do not approach the alleged perpetrator about it.
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the DPS they will liaise with the relevant statutory authority.
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church elders will follow their advice with regard to the next steps to take (for example suspension of worker, putting a risk assessment in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Pastor) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.
- 8) Any safeguarding concerns involving the DPS / Safeguarding Trustee should be raised with the Pastor, who will contact the relevant LADO. Any concerns about the Pastor should be raised with the DPS / Safeguarding Trustee, who will contact the relevant LADO.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church's DPS will be informed of the reasons for this happening.

#### 2.1.5 Abuse of Trust

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust. While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

### 2.1.6 Allegations Made Against Children (Child on Child Abuse) and Adults at Risk

Children and young people are by nature curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a child or adult at risk the following procedure should be followed:

- 1) Do not approach the person about whom the allegation has been made or their parents / carers
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the DPS, who will speak to the police or MASH about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders)
- 4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

### 2.1.7 Pastoral Care

#### Following an allegation / suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved. Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and any legal processes have been completed.

#### Supporting those who have experienced abuse

As a church, we are committed to caring for those who have experienced any kind of abuse. We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The DPS has a list of relevant local information and contacts, ready for anyone who may need it.



## 2.2 SAFER RECRUITMENT

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers (as appropriate to the role), the following process will be applied:

- 1) We will develop a clear role profile, person specification and application form;
- 2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check;
- 3) Applicants will be asked to complete an application form;
- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for;
- 5) Interviews will be carried out by at least two people, including the line manager or group leader;

For all individuals regularly involved in youth work a Self Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or adults at risk to knowingly apply, accept or offer to work with children or adults at risk. It is also a criminal offence to knowingly offer work with children or adults at risk to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children or adults at risk.

### **Additional checks for paid workers**

In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role. Formal written references will be requested for paid workers, ideally in the form of at least one professional and one personal reference.

### **Appointment and Supervision**

The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them.

### **Training**

It is important that all workers understand our church's agreed safeguarding procedures and attend basic Safeguarding training at least once every four years.

### **Young helpers under 18 years of age**

In law, young under the age of 18 are children and cannot be treated as adult members of a team. Young helpers must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young helpers need to be counted as children, not leaders. The safeguarding procedures apply to a young helper just as they do to any other person. Parent / carer permission needs to be sought for young helpers to attend an event or help with a children's group just as you would for any other person under 18 years of age.

## 2.3 SAFER BEHAVIOUR

The church has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.

- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child.
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Parental permission must always be sought for children’s trips which take place in the name of the church
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

No one should normally be left working completely alone (i.e. with no other adults in the vicinity) with children, young people or adults at risk, but should instead work as part of a team. If there are insufficient leaders for groups:

- Internal doors should be left open.
- Consider whether you could combine groups together or rearrange planned activities.
- Phone another team member and let them know the situation.

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own, and another team member knows where you are.

The only adults allowed to participate in children’s and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

## SECTION 3 - BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister, support and care for individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

### 3.1 – WORKING WITH CHILDREN

#### 3.1.1 Ratios

When working with children we aim to adopt the following recommended minimum ratios of workers to children:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 4 years (pre-school)	1:3 (minimum 2)	1:3 (minimum 2)
4 – 7 years (infants)	1:8 (minimum 2)	1:6 (minimum 2)

7 – 11 years (juniors)	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
11 years and over (secondary)	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young helpers who are under the age of 18 should be counted as one of the children, not one of the workers. A married couple or other directly related people should be counted as one adult for the purposes of the recommended ratios rather than two workers.

### 3.1.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

### 3.1.3 Visiting Children or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Pastor.

### 3.1.4 Children with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of their parents/carers, workers will:

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register. Give the child a consent form to be filled in and brought back next time.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.

### 3.1.5 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the Designated Person for Safeguarding.

### 3.1.6 Electronic Communications - Cyber Safety

#### Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

It is not appropriate to use these communication methods with children aged 11 years and younger.

### **Email**

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated email address. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

### **Communicating using Instant Messaging (e.g. Snapchat, WhatsApp, Instagram)**

Instant messaging should be kept to an absolute minimum. Workers should ensure that significant conversations are not deleted.

### **Mobile Phones**

Workers need to take care in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
- Workers should consider keeping a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'. Care should be exercised when communicating through emojis as these can be misinterpreted.
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

### **Social Networking**

- Workers should have a site that is used solely for children's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

### **Taking Videos and Photographs of Children**

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details,

including email, postal address or telephone number.

- When using photographs of children and young people, it is preferable to use group pictures.

## **3.2 WORKING WITH ADULTS AT RISK**

### **3.2.1 Premises**

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

### **3.2.2 Language**

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

### **3.2.3 Worship**

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Maintaining a supply of large print hymnbooks and Bibles
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Use accessible language wherever possible
- Using a variety of resources to cater for different levels of understanding
- Using a microphone where available so that all can hear, e.g. during the service

### **3.2.4 Insurance**

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company.

### **3.2.5 Photographs**

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

### **3.2.6 Record keeping**

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

## **3.3 SAFER COMMUNITY**

### **3.3.1 Bullying**

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

In order to help prevent bullying, the following procedures will be adopted within the church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable. This should then be displayed somewhere visible to the whole church.
- The importance of valuing and respecting each other (even in disagreements) will be regularly promoted and embedded into the approach taken by leaders to the pastoral care of others.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice may be sought from the FIEC Pastoral Support Team
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action.

### **3.3.2 Working with Alleged or Known Offenders**

When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in a risk assessment.

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a risk assessment is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse, but hasn't been convicted.

In determining the details of the risk assessment:

- The DPS will inform and take advice from the Local Authority Designated Officer.
- There will be a discussion about who should be informed about the nature of the offence and the details of the risk assessment.

- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned which will contribute to the risk assessment and in which clear boundaries are established for their involvement in the life of the church. A risk assessment will be drawn up which identifies appropriate behaviour. The person will be required to sign the risk assessment, which will be monitored and enforced. If agreements are broken, sanctions will be considered with the church elders.

### 3.3.3 Alleged or known offenders who are themselves adults at risk

A risk assessment may be quite a daunting process for someone with learning difficulties or a young person yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a risk assessment in a way that is non-threatening and easy to understand. Notes would be taken and the individual would need to verbally agree and sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a risk assessment but is a more informal and appropriate approach for an adult at risk.

## SECTION 4 - USEFUL CONTACTS

### Local Authority Designated Officer (LADO)

01392 384964

*ladosecure-mailbox@devon.gcsx.gov.uk* email

### Police

Contact 101, or 999 in an emergency

### Adult Social Services

8.45am—5pm csc.caredirect@devon.gov.uk or 0345 155 1007

Out of hours 0345 6000 388

### Children's Social Services (MASH)

8.45am—5pm mashsecure@devon.gov.uk or 0345 155 1071

Out of hours 0345 600 0388

### Domestic Abuse Support

If you are in need of information and support, please email [helpline@womensaid.org.uk](mailto:helpline@womensaid.org.uk) or contact a local domestic abuse service by using our Domestic Abuse Directory [www.womensaid.org.uk/domestic-abuse-directory](http://www.womensaid.org.uk/domestic-abuse-directory) or visit <https://www.restored-uk.org/> for a Christian perspective.

If you're not in immediate danger, but you do need help or support, call the 24-hour, National Domestic Abuse Helpline on 0808 2000 247.

If you are in immediate danger please call 999





## APPENDIX 1 - DEFINITIONS OF ABUSE

### Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes 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.	Any non-consenting sexual act or behaviour.  No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
<i>Type of Abuse</i>	<b>Additional Definitions</b>	
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. Pastor). The person experiences spiritual abuse as a deeply emotional personal attack.	
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.	
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.	
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.	

<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and
<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour / Forced Marriage</i>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

**It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring**

## APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

### STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or

adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DPS. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the DPS within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

#### **The record should:**

- be hand-written legibly as soon as possible after the event, and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church Pastor) and representatives of any statutory authorities involved.

If concerns arise in the context of children's or adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS. If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand. If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DPS.

## **STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)**

The duty of the DPS on receiving a report is to REVIEW the concern that they have received and REPORT the concern on to the appropriate people, where necessary.

### **The duty to REVIEW**

In reviewing the report that is received, the DPS:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including the Pastor and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

### **The duty to REPORT**

The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.

- Inform parents / carers under certain circumstances, where doing so would not present a further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone’s personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
  - the person lacks the mental capacity to make such a choice
  - there is a risk of harm to others
  - in order to prevent a crime
- If an allegation is made against someone who works with children\* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children’s Services and should be alerted to all cases in which it is alleged that a person who works with children has:
  - behaved in a way that has harmed, or may have harmed, a child
  - possibly committed a criminal offence against children, or related to a child
  - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- If an allegation is made against someone who works with adults at risk, it should be reported to the police or Adult Social Services. If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a risk assessment in place;
- Whenever a formal referral is made to police, Social Services or LADO, the DPS should report the referral to:
  - The Safeguarding Trustee (unless they are the subject of the referral)
  - The Pastor (unless they are the subject of the referral)

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church’s safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken.

### STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 are shared by the Safeguarding Team and the Pastor.

#### The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including: ictims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Pastor; Leadership Team.

#### The duty to REPORT

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission. If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

### APPENDIX 3 – SAFEGUARDING INCIDENT FORM

*This form should be completed in full and passed to the Designated Person for Safeguarding*

<b>Name of concerned person or to whom disclosure was given</b>	
<b>Contact details of concerned person or whom disclosure was given</b>	

#### INDIVIDUAL OF CONCERN - CONTACT DETAILS

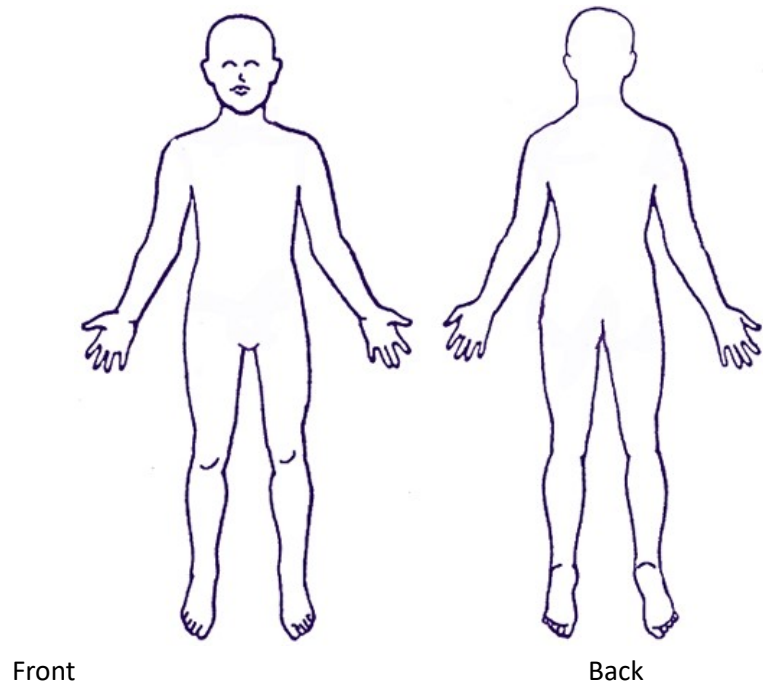
Name	
Date of birth	
Address	
Phone number / Email address	

**THE INCIDENT**

What happened? (Nature of concern / disclosure made - use the person's own words if known)	
When did it happen? (date, time)	
Where did it happen? (specific location)	
Who was allegedly involved and in what way? (includes witnesses)	

**BODY MAP**

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Signature \_\_\_\_\_ Date and time \_\_\_\_\_

**THIS SIDE IS FOR USE OF THE DPS ONLY**

ANY ACTION THAT HAS BEEN TAKEN

Yes	No	
-----	----	--

Have the carers or parents / guardians been informed? (Please tick)

If so, when and by whom?

Yes	No	
-----	----	--

Have the statutory authorities been informed?

If so, please complete the table:

*Example:*

Authority	Name	Position	Email	Phone	Contacted by	Date/Time

Has any other action been taken?

#### FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

#### SIGNATURES

Signature of Designated Safeguarding Person		Signature of Pastor, or Church Safeguarding Team member	
Date & time		Date & time	