



# **SAFEGUARDING POLICY**

Coastlands Community Church is a Charity Incorporated Organisation no 11773996

Review June 2023

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# **SECTION 1**

## **COASTLANDS COMMUNITY CHURCH INFORMATION**

**Organisation:** Coastlands Community Church

**Website:** [www.coastlands.co.uk](http://www.coastlands.co.uk)

**Meeting place:** Columbine Centre, Princes Esplanade, Walton on the Naze CO14 8PZ

**Address:** C/o 32 Hall Lane, Walton on the Naze, Essex CO14 8QA

**Tel No:** 01255 677223

**Email address:** [coastlands.walton@gmail.com](mailto:coastlands.walton@gmail.com)

**Pastor's Names:** Mark Rowland and Sarah Rowland

**Pastor's Contact Telephone:** 01255 677223

**Contact Email:** [coastlands.walton@gmail.com](mailto:coastlands.walton@gmail.com)

**Safeguarding Coordinator Name:** Emily Webster

**Safeguarding Coordinator Contact Telephone:** 07581 464372

**Contact Email:** [team@ignitewalton.co.uk](mailto:team@ignitewalton.co.uk)

**Charity Number:** 1173996

**Insurance Company:** Congregational Insurance

### **OUR COMMITMENT**

The leadership team at Coastlands Community Church recognise the need to provide a safe and caring environment for children, young people and adults/adults with care and support needs. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. This policy is therefore based on the UN Universal Declaration of Human Rights (1948) and the International Covenant of Human Rights(1966) , 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”*; the Convention on the Rights of the Child (1989) which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. Children 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 team we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance and are committed working with statutory and voluntary agencies involved in safeguarding should the need arise.

The policy and any attached practice guidelines are based on the **10 Safe and Secure Safeguarding Standards** and model safeguarding policy published by the safeguarding charity thirtyone:eight. (See Appendix 1)

The Leadership of Coastlands Community Church undertakes to:

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

## **COASTLANDS COMMUNITY CHURCH ACTIVITIES**

Coastlands Community Church meets every Sunday in the Columbine Centre, Princes Esplanade Walton on the Naze, offers a warm welcome to everyone and is easily accessible to all.

Coastlands Community Church facilitates the following church-based activities in addition to its Sunday morning service:

- Busybees – a Baby and Toddler group that meets once a week during term time
- Ignite Sunday meets with Coastlands Community Church in the Columbine Centre every Sunday – divided into little sparks 0-3yrs (with parents in attendance), Ignite Juniors 4-10 years
- Ignite creative nights- a creative arts workshop that runs bi-monthly
- Heart and Soul – the first Sunday of each month
- Other courses/groups as identified by the leadership of Coastlands Community Church
- Pastoral visits from the Leadership team to both congregational members and those in the community
- Outreach

Within these the following safeguarding practices apply

- Any member of the congregation who interacts with children, young adults, adults with care and support needs will have a DBS check with the relevant groups that they work with stated on the form. **THE DBS FORM WILL HAVE THE CHECKS RELEVANT TO THE GROUP THE PERSON IS DESIGNATED TO BE INVOLVED IN – THEREFORE SOMEONE WHO IS ONLY DBS CHECKED FOR CHILDREN IS NOT COVERED TO WORK WITH ADULTS AND VICE VERSA**
- All those in a position of leadership, (including the Trustees of the Church) will have an enhanced DBS check

- All those involved in Church activities that involve interaction with children/ young people will be enhanced DBS checked
- All those involved in church activities that involve interaction with adults with care and support needs will be enhanced DBS checked unless it is an unregulated activity
- All those who are involved with children/young people/adults with care and support needs will receive regular safeguarding training and updates as needed
- Should any person living in a residential/nursing care facility wish to participate in Coastlands Community Church activities only those with enhanced DBS checks may escort to and from the building. (In exceptional services escort may occur where only one member of the congregation is enhanced DBS checked and will closely supervise any congregational member who assists and let the Safeguarding Co-ordinator, or their deputy know)

### **PASTORAL CARE**

- Pastoral care, whilst recognised as personal and private should also be done in such a way to minimise any risk of safeguarding concerns needing to be raised. It is best practice therefore when carrying out formal pastoral care to have male to male and female to female support. Where home visits are facilitated it is best practice that two people visit who are enhanced DBS checked.
- If any safeguarding concerns are raised within any pastoral setting the meeting should be suspended and the Safeguarding Co-ordinator/ deputy if they are unavailable should be contacted immediately.

## SECTION 2

### PREVENTION

#### Understanding abuse and neglect

Defining child abuse or abuse against an adult/adult with care and support needs is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our place of worship and groups, Coastlands Community Church adheres to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

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

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy (see Appendix 2 for definitions of abuse)

#### Safer recruitment

The Leadership of Coastlands Community Church will ensure all workers both paid and voluntary will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification if needed for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview

- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period as identified by the Team Leader/Leadership Team.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- The applicant has been made aware of the 10 standards identified by thirtyone:eight and have been given a copy of the code of conduct. (Appendix one and Three)

### **Safeguarding training**

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

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

## **SECTION 3 PRACTICE GUIDELINES**

### **Management of Workers – Codes of Conduct**

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

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers Coastlands Community Church carries out risk assessments for all planned activities

The Trustees and Elders of Coastlands Community Church believe that good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting proactive safeguarding.

(see Appendix three for code of conduct)



## **SECTION 4**

### **RESPONDING TO ALLEGATIONS OF ABUSE**

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

- Document a concern/concerns by logging the date, time, location and who was involved in the incident causing concern, and a brief summary of events, also note any behavioural concerns/physical signs of abuse if appropriate,
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

**Name: Emily Webster** (hereafter the "Safeguarding Co-ordinator")

**Tel: 07581 464372**

**Email: team@ignitewalton.co.uk**

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

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

**The Chairman of the Trustees** c/o Coastlands Community Church 01255 677223

**Contact Email:** coastlands.walton@gmail.com

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

**thirtyone:eight**

PO Box 133,

Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency, or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

**Name of local authority:** Essex County Council

**Children's Social Services**

**Tel:** 0345 6037627

**Out of hours Tel** 0345 606 1212

**Website Address:** [essex.gov.uk/report-a-concern-about-a-child](https://www.essex.gov.uk/report-a-concern-about-a-child)

**Adult Social Services:** Essex County Council

**Tel:** 0345 603 7630

**Out of hours Tel:** 0345 606 1212

**Website Address:** <https://www.essexsab.org.uk/professionals/reporting-concerns-setsaf-forms/>

**Police Protection Team Tel: 999 if adult or child is in immediate danger  
Adults 0800 032 7644.  
Children 101**

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
  - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - Designated officer or LADO (Local Authority Designated Officer) via social services if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership of Coastlands Community Church will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

## **DETAILED PROCEDURES WHERE THERE IS A CONCERN THAT A CHILD IS IN NEED OF PROTECTION**

### **Allegations of physical injury, neglect or emotional abuse.**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **Allegations of sexual abuse**

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

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

- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

- Identify support services for the victim i.e. counselling or other pastoral support

### **DETAILED PROCEDURES WHERE THERE IS A CONCERN THAT AN ADULT IS IN NEED OF PROTECTION**

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

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

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

### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regard to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

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

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

- If necessary inform the Charities Commission of the concerns raised and of the outcome of any investigation

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide **not** the church.

## **SECTION 5 PASTORAL CARE**

### **Supporting those affected by abuse**

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

### **Working with offenders and those who may pose a risk**

When someone attending Coastlands Community Church is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; it is important to show the love of Christ and the hand of friendship to that person and remember that they have been forgiven by Christ.

It is, however recognised that there is a high risk of reoffending so to minimise this risk the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children, young adults, adults and adults with care and support needs, set boundaries for that person which they will be expected to keep. These boundaries are formally agreed to protect both the individual, the Leadership of Coastlands Community Church and those in the congregation of all ages.

A full risk assessment of the individual will be carried out and boundaries appropriate to that person put in place and documented. As standard practice all offenders will have the same basic boundaries set:

1. No individual will be permitted to volunteer with children, young people or adults, in any of the outreach areas facilitated by Coastlands Community Church.
2. No individual should find themselves in a situation where they are alone with children, young people or adults.
3. Key people within the church will need to be aware that the individual is in attendance and will cascade this down to the relevant group leaders and others in their teams as necessary. The key people are **MARK ROWLAND, SARAH ROWLAND, LES BALL, DENIS BRADSHAW** (Pastors and Elders). They will inform the Safeguarding Co-ordinator/Deputy and Safeguarding Trustee if the issue has not already been flagged up via DBS check in which case they will inform the above key people as a matter of urgency.
4. In setting these boundaries a written contract will be made involving the church leadership, individual, family and friends and any relevant external agency e.g. probation agency etc and be unique to that individual. A review date for the contract will be set and the progress of the individual evaluated and if needed the contract amended or a new one drawn up.

**We will review this statement and our policy and procedures annually.**

## **Adoption of the policy**

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:

Position: Chairman

Signed by: Mark Rowland

Position: Pastor

Date: 01/06/2022

## **APPENDIX ONE**

### **10 SAFEGUARDING STANDARDS – a framework for creating safer places – published by thirtyone:eight**

#### **STANDARD 1 Safeguarding Policy**

##### **Organisations should adopt a formal working safeguarding policy**

The government expects all organisations open too or likely to have contact with children or adults at risk to adopt and implement a 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.

This standard includes the appointment of a Safeguarding Coordinator who will deal with concerns and suspicions of abuse on behalf of the leadership. Their job will also include promoting safeguarding throughout their organisation.

The leaders and the Safeguarding Coordinator should make sure everyone knows where they can see or get a copy of your safeguarding policy.

#### **STANDARD 2 Developing Safeguarding Awareness and Training**

##### **Organisations must develop safeguarding awareness and provide training**

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 abuse. This includes the leaders, Safeguarding Coordinator, workers ,parents/carers and children.

The organisation has a responsibility to provide training and development opportunities for all its workers, including paid and unpaid staff and volunteers.

#### **STANDARD 3 Safer Recruitment**

##### **Organisations should adopt a formal safer recruitment policy for both paid and voluntary workers.**

Safer recruitment is often the first opportunity any organisation gets to safeguard the vulnerable people it works with. It is vital because it minimises the likelihood of people being harmed by those in positions of trust. Leaders, workers and others with particular roles must undergo a thorough recruitment process.

This includes the creation of a job or role description, an application form an interview, taking up references and criminal records checks (where eligible) all of which have a part to play in the 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.

#### **STANDARD 4 Management of Workers**

##### **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 be given the opportunity to attend team 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. All leaders and workers need to know who to talk to if they have a worry or concern. Procedures should exist to help and encourage workers to report concerns (commonly known as “whistle blowing”) Organisations also need to have procedures in place for managing allegations against workers that will involve contact with the statutory authorities.

## **STANDARD 5 Working Safely**

### **Organisations must ensure they adopt safer working practices**

Working safely means that the organisation must think about the safety aspects of every organised activity, including outings and holidays, and then do what is necessary to keep adults and children safe. This is called a risk assessment.

Working safely also applies in areas such as transportation, pastoral visiting, 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 unfounded allegations.

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

## **STANDARD 6 Communicating Effectively**

### **Organisations should ensure that workers know how to listen and relate to children and adults with whom they come into contact.**

Effective communication 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.

Effective communication not only encourages people to speak out, but it helps to create and embed a positive and safer culture in an organisation. The way in which we communicate can either give confidence to those who struggle to find their voice or can have the opposite effect. Leaders and workers have a joint responsibility to ser and maintain safer cultures – this often begins in the manner we communicate, demonstrating commitment, sensitivity, compassion and adopting appropriate boundaries around confidentiality.

## **STANDARD 7 Responding to Concerns**

### **Workers must develop awareness of the issues surrounding abuse, be able to recognise possible signs and indicators and respond appropriately.**

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 or adults’ safety, the Safeguarding Coordinator should contact the appropriate statutory agency (Children’s Service, Adult Services or the Police) for advice without delay.

Sometimes people are worried about doing this but both Children’s Services, Adult 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.

## **STANDARD 8 Pastoral Care**

**Organisations should ensure pastoral care and support is available to all those affected by abuse.**

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 for family members, friends, social groups and the organisation or faith community. Those affected may struggle with a range of issues, including aspects of faith and spirituality - particularly where the abuse occurred within a faith context. So, this needs sensitive handling.

Showing care and compassion being available to listen and offering support are important in responding to the need of adult survivors. Some people will need professional help and it is important to recognise this.

## **STANDARD 9 Managing Those Who May Pose a Risk**

**Organisations must supervise and manage those who may pose a risk to others.**

There are those living in the community who may pose a risk to others. They may wish to be actively involved in local organisations or groups. Some violent or sex 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 or adults. This is because of forgiveness, mercy and unconditional acceptance are often important aspects of faith and belief.

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 and/or adults with care and support needs. This does not mean the person should be rejected but it does mean organisations must have strong policies in place to supervise, manage and support anyone who has committed or been accused of sexual violent crimes against children or adults at risk. This also means that people who pose a potential risk should not be given any position or responsibility that may be perceived by others as a position of trust. Accountability is crucial and where operated effectively can act as a protective factor and reduce re-offending.

## **STANDARD 10 Working in Partnership**

**Organisations working in specialised areas, culturally diverse settings or through partner organisations or agencies must ensure appropriate safeguarding policies and procedures are in place.**

Organisations working in specialist areas may include overseas projects, independent schools and a range of support services to the local community like education, domestic violence, counselling and pregnancy advice.

The diversity of such organisations and settings mean there can be a great variation in practice when it comes to safeguarding standards perhaps of legal frameworks, law enforcement, 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.

## APPENDIX 2

### DEFINITIONS AND SIGNS OF ABUSE

Abuse is defined in the Care Act 2014 as “*a violation of an individual’s human and civil rights by another person or persons*” for the purpose of this document signs of abuse will cover adults and children. Abuse may be carried out by anyone to anyone irrespective of age, gender, creed, ethnicity by causing harm or by failing to act to prevent harm occurring. Abuse can be on a 1:1 basis or within a group context, in a family or institutional/community setting. For the purpose of this policy the key areas of abuse have been identified although it is recognised that other forms exist and are highlighted at the end of the Adult abuse section.

#### CHILD ABUSE

The categories of Child abuse are not as prolific as those of an adult but are nonetheless as serious and if identified should be acted upon immediately in accordance with this policy. A child is classified as any individual under the age of 18

#### PHYSICAL ABUSE

Physical abuse is defined as the use of physical force that may result in bodily injury, physical pain, or impairment. Injuries may present as different from the usual bumps and bruises that present when children accidentally knock themselves and may be as a result of hitting, shaking, throwing, burning or scalding, drowning, suffocation and poisoning.

##### **Physical abuse of children may present as:**

Bruising, abnormal grazes, abnormal cuts, burns, bites, eye injuries, bone fractures, mouth injuries, sickness. The history of the injury /illness does not match the presentation of the injury. In some cases, the injury/abuse can be caused deliberately/invented by a parent who themselves is suffering in some way and this should also be investigated.

It is recognised that some parents/carers seek to discipline their children/those in their care. Should a child sustain a physical injury due to harsh physical discipline this will be treated as abuse and acted upon accordingly.

#### SEXUAL ABUSE

for the purposes of this policy, sexual abuse will also include the grooming of children and young adults. Sexual abuse is the forcing or luring of a child or young person to take part in sexual activities without their consent, and whether or not they are aware of what is taking place.

##### **Sexual abuse of children may present as:**

Verbal disclosures; low self-esteem and negative body language; self-harm including eating disorders, substance abuse and cutting; behaviour that challenges including excessive preoccupation of sexual matters/sexually provocative or seductive towards adults; substance and alcohol abuse; sexually transmitted diseases; pregnancy; withdrawing from male/female workers depending on the gender of the abuser; frequent urine infections and tummy pains.

## **NEGLECT**

This is the persistent and ongoing failure to meet a child's basic care needs and their psychological needs which will be likely result in the serious damage of a child's health and/or development.

### **Neglect of children may present as:**

Appearing dirty or unkempt; clothing or bodies unwashed; not meeting child milestones; parents are never present; malnourished; evidence of untreated medical/dental conditions.

## **EMOTIONAL ABUSE**

Emotional abuse is where persistent negative comments have an adverse effect on a child's mental health and prevents them from developing emotionally.

### **Emotional abuse of children may present as**

A delay in reaching developmental milestones; attention seeking behaviour; low self-esteem; negative parent/child interaction where the parent is consistently negative/derogatory towards the child; urinary incontinence; withdrawal and not interacting with peers and adults

## **ADULT ABUSE**

### **PHYSICAL ABUSE**

Physical abuse is defined as the use of physical force that may result in bodily injury, physical pain, or impairment. Physical abuse may include but is not limited to such acts of violence as striking (with or without an object), hitting, beating, pushing, shoving, shaking, slapping, kicking, pinching, and burning. Misuse of medication is also a form of abuse along with inappropriate physical sanctions such as restraining. For the purpose of this policy any adult with care and support needs from the age of 18 is at risk of physical abuse.

### **Signs of physical abuse can include**

Unexplained bruising; sprains and broken bones; malnutrition (both underweight or overweight); sores and ulcers; soiled clothing; signs of inappropriate medication, being denied access by caregiver or family member; burns; untreated injuries

### **SEXUAL ABUSE**

The forcing of undesired sexual behaviour by one person upon another without consent. It can happen to men or women of the same or opposite gender of any age, can include online content and does not have to necessarily be physical contact.

### **Signs of sexual abuse can include:**

Bruising or bleeding in the genital or rectal areas; bruising in or around the mouth; negative behaviour towards a member of the same/opposite sex;

### **PSYCHOLOGICAL ABUSE**

Characterised by a person subjecting or exposing another person to a type of behaviour that may result in psychological trauma. Psychological abuse includes using verbal abuse where someone speaks in a way which is hurtful or demeaning, for example name calling, shouting, talking down to someone, using abusive language emotional abuse where someone feels threatened or fearful of someone, perhaps due to mannerisms, gender or general demeanour, to the extent that their emotional development is significantly damaged. An extreme form of this is gaslighting which is to manipulate (someone) by psychological means into doubting their own sanity.

**Signs of psychological abuse can include:**

Anxiety and confusion; appearing scared or frightened; spending long periods alone; self-harm; cyber bullying, unusual behaviour usually associated with dementia such as thumb sucking, biting, rocking;

**FINANCIAL ABUSE**

The misuse or theft of a person's funds and assets. This can be carried out by family members, members of an organisation who are caring for an adult with care and support needs or opportunists such as "cowboy" contractors.

**Signs of financial abuse can include;**

Lack of funds for everyday events; abnormal interest and involvement by the carer or friend in a person's assets/finances.

**DISCRIMINATORY ABUSE**

Where an individual, individual's or an organisation discriminates or singles out a person or persons in a negative manner which leads to them being denied the same rights as their peers. Discriminatory abuse can be against; gender, sexual orientation; ethnicity; language; culture; belief system; political beliefs; age; disability.

**Signs of discriminatory abuse can include:**

Loss of self-esteem; the person being withdrawn, fearful and anxious; being denied access to or being excluded from events

**NEGLECT OR ACTS OF OMISSION**

The failure to provide an individual with the basic needs that enable them to survive on a repeated basis. This can include poor living conditions, inadequate medical or physical care, failure to provide the means to acquire services.

**Signs of neglect or acts of omission can include:**

Poor physical condition and failure to obtain medical care and or dental care; unkempt or soiled clothing; failure to provide mental stimulation, fleas or lice on the person,

***THE FOLLOWING CATEGORIES WERE INTRODUCED IN THE 2014 CARE ACT***

**DOMESTIC VIOLENCE/ ABUSE**

Any incident of threatening behaviour violence or abuse (psychological, physical, secular, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality. The abuser will use repeated, random and habitual use of intimidation to control a partner. Also included within this are honour based violence/ marriages and Female Genital Mutilation

**Signs of domestic abuse can include:**

Visible injuries, scars which have no rational explanation; excuses for injuries sustained, evidence of a controlling and/or threatening relationship

**MODERN SLAVERY**

Where an individual can be forced to work in any of the following areas, brothels, agricultural business, nail bars, restaurants, sweat shops against their will. For the sake of this policy human trafficking will be included in this section.

**Signs of modern slavery can include:**

Physical appearance, clothing may be inappropriate or dishevelled; restricted freedom of movement; individual may be a foreign national with no ID travel documents; reluctance to talk; no money;

**ORGANISATIONAL ABUSE** (can also be known as institutional abuse as identified in No Secrets 2000)

This is when neglect or acts of omission occur within an institution such as a care home, hospital, place of education or training or within the community. It can occur through repeated acts of poor or inadequate care and neglect or poor practice by any professional involved in the care setting.

The signs of organisational abuse can be the same as neglect and or acts of omission

### **SELF NEGLECT/SELF INJUROUS BEHAVIOUR**

Where a person who is deemed to be unable to recognise the consequence of their action if they fail to take care of themselves which can cause within a short period of time serious physical, mental or emotional harm or substantial damage to or loss of assets.

#### **Signs of self- neglect can include:**

Dehydration, malnutrition, poor personal hygiene; inadequate/hazardous living conditions; lack of clothing; untreated medical conditions, evidence of self- harm.

### **OTHER FORMS OF ADULT/CHILD ABUSE**

Spiritual abuse; exploitation (including radicalisation) inappropriate restraint; hate crime, Gaslighting,Breadcrumbing ( usually via social media)

Whilst the vast majority of these signs of abuse are visual, should a child, young person, adult or adult with care and support needs verbalise that they are being abused then the allegation should be treated seriously and acted upon as per this policy.

## **APPENDIX THREE CODE OF CONDUCT**

### **Coastlands Community Church behaviour code for working with children, young people and adults at risk of harm**

#### **Purpose**

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

#### **The role of workers (staff and volunteers)**

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Coastlands Community Church. You will be seen as a role model and must act appropriately.

#### **Good practice**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

#### **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches Coastlands community Church social media policy
- Developing inappropriate relationships

- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

### **Breaching the Code of Conduct**

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave Coastlands Community Church. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

### **Declaration**

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date: