

**LIFEChurch**

# Safeguarding Policy

(Date: January 2024)

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## Leadership Commitment to Safeguarding

As the Leadership of LIFE Church, we recognise the need to provide a safe and caring environment for children, young people, and adults with support needs. We acknowledge that children, young people, and vulnerable adults can be the victims of physical, sexual, and emotional abuse, and neglect.

We value and accept the need to work in partnership regarding safeguarding as laid out in the Working Together to Safeguard Children 2015 guidance and the Care Act 2014.

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

The policy is based on the ten '**Safe and Secure**' safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and have been prepared in line with the AOG National Leadership Team's commitment to Safeguarding.

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and no less than every three years will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action, they may need to take in order to protect children and adults with support needs.
- Undertakes an annual review of the policy and its implementation.
- Ensure that a copy of the policy is available upon request for quality assurance purposes.
- File a copy of any amendments subsequently published in the same manner.
- Not to allow the document to be copied by other organisations.

*†Throughout this policy document, 'Leadership' refers to any body of individuals with overall responsibility for the church or organisation.*

## Section 1: Place of Worship/Organisational Details

[See 'Safe & Secure' – Standard One]

### Name of Place of Worship / Organisation:

LIFE Church, Warrington -

*Life Church is one church that has multiple congregations across Warrington. Every congregation under the Life Church banner adheres to this Safeguarding policy.*

LIFE CHURCH	INSURANCE COMPANY
Life Church Bethel Building Cotswold Road Orford Warrington WA2 9SE	Ansvar Insurance St Leonards Road Eastbourne East Sussex BN21 3UR
<b>Email address:</b> office@lifewarrington.com	Tel No. <a href="tel:03456020999">0345 6020999</a>
<b>Charity Number:</b> 1150794	

The following is a brief description of the church's work and the type of activities we are involved in which may include children and/or adults with support needs:

***Life Church Warrington is a Christian community which exists to share the good news of Jesus in words and works of service. Our activities are based around our Sunday church services hosted at various locations around Warrington. In addition to these we run community-based activities during the week at various locations. These include children's and youth activities, parents and tots' groups, craft groups and a community meal.***

## Section 2: Recognising and responding to allegations or suspicions of abuse.

[Safe & Secure' - Standards 2 and 7]

### UNDERSTANDING ABUSE & NEGLECT

Defining child abuse or abuse against an adult with 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 vulnerable adult.

### RESPONDING TO ALLEGATIONS OF ABUSE

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

LIFE Church staff responsible for Safeguarding		
Safeguarding Coordinators at each congregation	Deputy Safeguarding Coordinator	Trustee
David Akerman <b>West:</b> 07397851172 Sarah Dewhirst <b>Orford:</b> 07840 375675 Lisa McDavid <b>C Brow:</b> 07824336638 Lisa McDavid <b>Lymm:</b> 07824336638 Craig Prest <b>Latchford:</b> 07762 086580	<b>Lukas Dewhirst</b> <b>Mobile:</b> 07545232090 <b>Email:</b> lukas.dewhirst@lifewarrington.com	<b>Ian Jones</b> <b>Mobile:</b> 07860542001 <b>Email:</b> ian.jones1708@gmail.com

<p>The Safeguarding Coordinator is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.</p>	<p>The Deputy Safeguarding Coordinator should be used in the absence of the Safeguarding Coordinator.</p>	<p>If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Designated Trustee.</p>
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The role of the Safeguarding Coordinator/ 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.

***It is not the role of the Safeguarding Coordinator to investigate allegations and concerns.***

Where there is a concern about a child or adult which needs escalating, the Leadership should contact:

<p><b><u>Warrington Children’s Social Services.</u></b></p>	<p><b><u>Warrington Adult Social Services.</u></b></p>
<p><b>Tel: 01925 443400</b> Out of Hours Emergency Duty: <b>Tel: 01925 444400.</b></p>	<p><b>Tel: (01925) 444239</b> Out of Hours Emergency Duty: <b>Tel: (01925) 444400</b></p>
<p><b>LADO Warrington Conference and Review Unit:</b> Tel: <b>01925 442079</b></p>	
<p><b>The Police Public Protection Unit: Tel: 01925 444078</b></p>	

- 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.
- The Leadership will support the Safeguarding Coordinator/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.
- The Leadership must consider any duty regarding informing the church’s insurers and the charity commission (if a registered charity) of offences committed by staff and volunteers.
- If the person against whom an allegation is being made is in a position of trust, the Local Authority Designated Officer (LADO) needs to be contacted within 24 hours.
- Any worker can make a direct referral to the safeguarding agencies, although the Leadership expect that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded to the concern they are free to contact an outside agency directly. This would also apply if the safeguarding Co-ordinator or deputy was not available.

## 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 Coordinator/Deputy will:

- 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.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services. Seek medical help if needed urgently via phoning 999.
- Contact Children's Social Services for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home. If the issue is urgent, the Police Protection Unit and/or the Out of Hours Children's Services must be contacted without delay.

## 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.

**Allegation towards a worker** (whether a volunteer or paid member of staff)

inform within 24 hours: **Local Authority Designated Officer (LADO)**

**Allegation towards a Minister** (Status / probationary) inform within 24 hours: **The Operations Manager at AOG National Office.**

## THE ROLE OF LADO

**Note: The role of the Local Authority Designated Officer (LADO) is set out in the HM Government guidance [Working Together to Safeguard Children \(2015\)](#).** Chapter 2 Organisational responsibilities lays out the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.

The LADO works 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

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

## SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If an adult with additional support needs has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life. Advice needs to be sought from the statutory agencies if it is felt that their choice might contradict their welfare needs.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Access Social Care team **who** have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse.

## CONCERNS OF RADICALISATION & EXTREMISM

In the event of suspicion that a child/Adult is at risk of being radicalised into extremist behaviours the Safeguarding Lead/Deputy will:

- Contact the PREVENT helpline number on 020 7340 7264 OR
- Email [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

## Section 3: Prevention of abuse

[See 'Safe & Secure' - Standards 3 and 4]

### PREVENTION

#### Safer Recruitment

LifeChurch is committed to ensuring that Safer Recruitment training is attended by at least one member of the leadership panel to embed safer recruitment practices when recruiting staff or volunteers. The range of mechanisms and understood practices surrounding the recruitment of staff and volunteers is an essential element in our safeguarding arrangements. Safer recruitment practices will assist us in ensuring that we can prevent those we would not want to work with children and adults with additional support needs from doing so at the earliest point.

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

- There is a written role description / person specification for the post.
- Those applying have completed a standard application form and a self-declaration form.
- The role description has been discussed with the new worker.
- Roles, attitudes, and responses regarding safeguarding have been discussed with the new worker.
- A criminal records disclosure (provided by the DBS) is completed for the successful applicant (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) prior to the successful candidate commencing employment.
- Qualifications where relevant have been verified.



- A suitable induction training programme (including safeguarding) is provided for the successful applicant.
- The applicant has been given a copy of this safeguarding policy and knows how to report concerns.

Safer recruitment practices should be used regardless of the setting or activity where workers are working with either children or vulnerable adults. In addition, the same principles and practices should be adopted for workers undertaking international missions.

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

As Leadership within LIFE Church, we take child safety very seriously. This means that we want all our volunteers to understand the nature of our 'Duty of Care' and what this means for the conduct of all staff and volunteers who may come into contact with children, young people, and other vulnerable people. Our 'duty of care' is in part exercised through the development of respectful and caring relationships but also by staff and volunteers taking all reasonable steps to ensure the safety and well-being of those they have responsibility for. Before individuals start working in positions that have contact with children, young people, and vulnerable adults, they need to understand and acknowledge the responsibilities and trust inherent to their role.

All adults working in roles where there is contact with children, young people and adults with support needs are in positions of trust. It is therefore vital to ensure they do not, even unwittingly, use their position of power and authority inappropriately.

#### **Staff and volunteers should:**

- Maintain professional boundaries and avoid behaviour which might be misinterpreted.
- Avoid **ANY** kind of sexual relationship.
- Never use their position to gain access to information for their own or others' advantage.
- Never use their position to intimidate, bully, humiliate, threaten, coerce, or undermine.
- Never use their status and/or standing to form or promote relationships that are or may become sexual.
- Avoid spending time alone with a child.
- Not put yourself in a situation that may lead to allegations being made against you.
- Not to maintain contact with a child outside of agreed activities without the knowledge of the child's parents/legal guardians
- Be vigilant - if you witness any behaviour by someone else at an event, whether a team member or a guest that causes you to be concerned about the welfare of a child, please speak to the Safeguarding Coordinator immediately.

#### **Remember:**

Due to the nature of many of the activities that we provide, children and their parents/carers feel safe, and children are often given a lot more freedom than they would in other settings. They are therefore in a vulnerable position. In the context of this environment everyone who carries out a role as a part of these activities is in a unique position of trust, especially in the eyes of a child and it is therefore possible because of this position of trust for someone to have unsupervised access to children (**the definition of a child is anyone under the age of 18**).

It is important that there is a culture of dignity and respect towards those being cared for. This can be achieved by workers:

- Understanding the organisation's safeguarding policy and good working practice.
- Listening to children, young people, and vulnerable adults.
- Respecting boundaries and privacy of those being cared for.
- Knowing how to deal with issues of discipline in line within the organisation's code of conduct.
- Developing an awareness of disability issues as well as issues of equality and inclusion.

### **Management of Workers – Training and Supervision**

All workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by the organisation for which they work.

As a Leadership, we commit to ensuring all workers are offered supervision (where possible by a named individual who arranges regular meetings) where concerns or issues can be raised, work related or personal.

It is also the role of the supervisor to ensure all training needs are met. Where supervision is not possible, or impractical, group supervision may be used as an alternative as this can maximise resources and allows for the sharing of issues and concerns.

### **Management of Workers - Team Meetings**

The leadership recognises the importance of team meetings. These should be convened on a regular basis and should provide an opportunity for ideas and issues to be aired, concerns expressed, and feedback given.

### **Management of Workers - Whistleblowing**

In addition to effective management of allegations against staff, there needs to be a mechanism in place for workers to be able to raise legitimate concerns (e.g. improper actions or omissions) about other workers, with impunity. Commonly known as 'whistleblowing', the reporting principles are contained in the Public Disclosure Act 1998.

## **Section 4: Pastoral Care**

[See 'Safe & Secure' – Standards 8 and 9]

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

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

#### Advice for anyone supporting those affected by abuse:

Pastoral care is varied by nature, and you should ensure that you have appropriate support and permissions before you embark upon supporting somebody with the often complex issues created by past abuse. If you are concerned about your ability to provide appropriate pastoral care to individuals in these circumstances, speak direct to the Safeguarding Coordinator who will offer you advice.

## **Working with offenders**

When someone attending the place of worship / organisation is known to have abused children or is known to be a risk to adults with additional support needs the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. This may involve the use of risk assessments and supervision agreements.

Pastoral care will be offered without prejudice to all those who require it. This may also include a known offender. Where pastoral care is offered to both the person affected by abuse and the known offender, this should be offered by different people who are able to support those concerned impartially and effectively.

## **Section 5: Practice Guidelines**

[See 'Safe & Secure' – Standards 5, 6 and 10]

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

### **Working in Partnership**

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

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

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

## **Appendix 1: Additional Guidance on the Prevention of Abuse**

**Good Practice to protect against allegations of abuse:**

The word “session” is used below to cover all situations e.g. programmes and events run by LIFE CHURCH WARRINGTON and the word “staff” includes volunteers:

- Staff working with children/adults with additional should carefully plan sessions with the care and safety of their target group as their primary concern including the use of appropriate activities that are testing and stretching yet not unnecessarily rough or overly demanding.

### **Staffing ratio guidelines:**

NSPCC:

We recommend having at least two adults present when working with or supervising children and young people.

We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

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

When young people are helping to supervise younger children, then only people aged 18 or over should be included as adults when calculating adult to child ratios.

**It is our aim to work within the ratios outlined above as good practice. If there are occasions that the ratios above are not adhered to, please bring this to the attention of your department leader who will discuss with the leadership team.**

- Staff should not spend excessive amounts of time alone with children away from others. Staff shouldn't offer a lift to a child unless they have parental consent, or a second adult (preferably group leader) is present.
- Staff should only train children in a non-intrusive manner and should encourage children to be responsible for getting themselves ready, such as getting themselves changed before and after activities.
- When entering rooms/accommodation, staff and volunteers should make sure there is another adult present.
- Staff planning sessions at third party premises must ensure that they have the 24hour emergency contact number of the nearest Children's Social Care Team with them at the event as well as home base contact numbers.
- Staff will be expected to keep an attendance register for all organised sessions.
- Parental consent and medical information about the child must be obtained in advance when LIFE CHURCH WARRINGTON is working directly with, and has responsibility for, the child/ren (forms in Appendix 6). Youth Leaders who are accompanying the child/ren should have obtained parental consent and medical information about the young person prior to the LIFE CHURCH WARRINGTON event. Staff (inc. group leaders), should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of the Data Protection Act 1998.
- Children and parents should be given a 'nominated person' to whom they may report any worries or concerns. The contact names and telephone numbers for 'named people' should be visibly displayed, for instance on posters at events.
- Staff should ensure that sessions start and end on time.
- Staff are expected to promote, demonstrate, and incorporate the values of fairness, trust, and ethical practice – Staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation, faith or ethnicity throughout the session.
- Staff should behave and dress in a manner that promotes recognised good practice in relation to safeguarding themselves and young people.
- Staff must always give due regard to issues of safety. This includes carrying out appropriate risk assessments before all sessions. Due regard should be given to the potential influences and associated risks that different groups will have on each other.

- All accidents/incidents involving staff or participants should be recorded using the organisation's accident forms immediately or as soon as practicably possible..
- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.

**Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's parents.**

### **Never:**

- Engage in rough physical activities including horseplay – apart from structured activities.
- Engage in sexually provocative activities.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive or violent comments about or to a child even in fun.
- Let an allegation a child makes during a group session go unchallenged or unrecorded.
- Do things of a personal nature for children that they can do themselves.
- Place yourself in a situation where you will be left alone with a child. Always seek help from another worker.
- If you do have to do things of a personal nature for children (support, give lifts) particularly if they are very young or disabled children, then you should obtain the full consent of their parents and ensure a second adult is present.

**In an emergency situation, which requires this type of help, parents should be fully informed as soon as is practicable.**

## **Photography and Interviews**

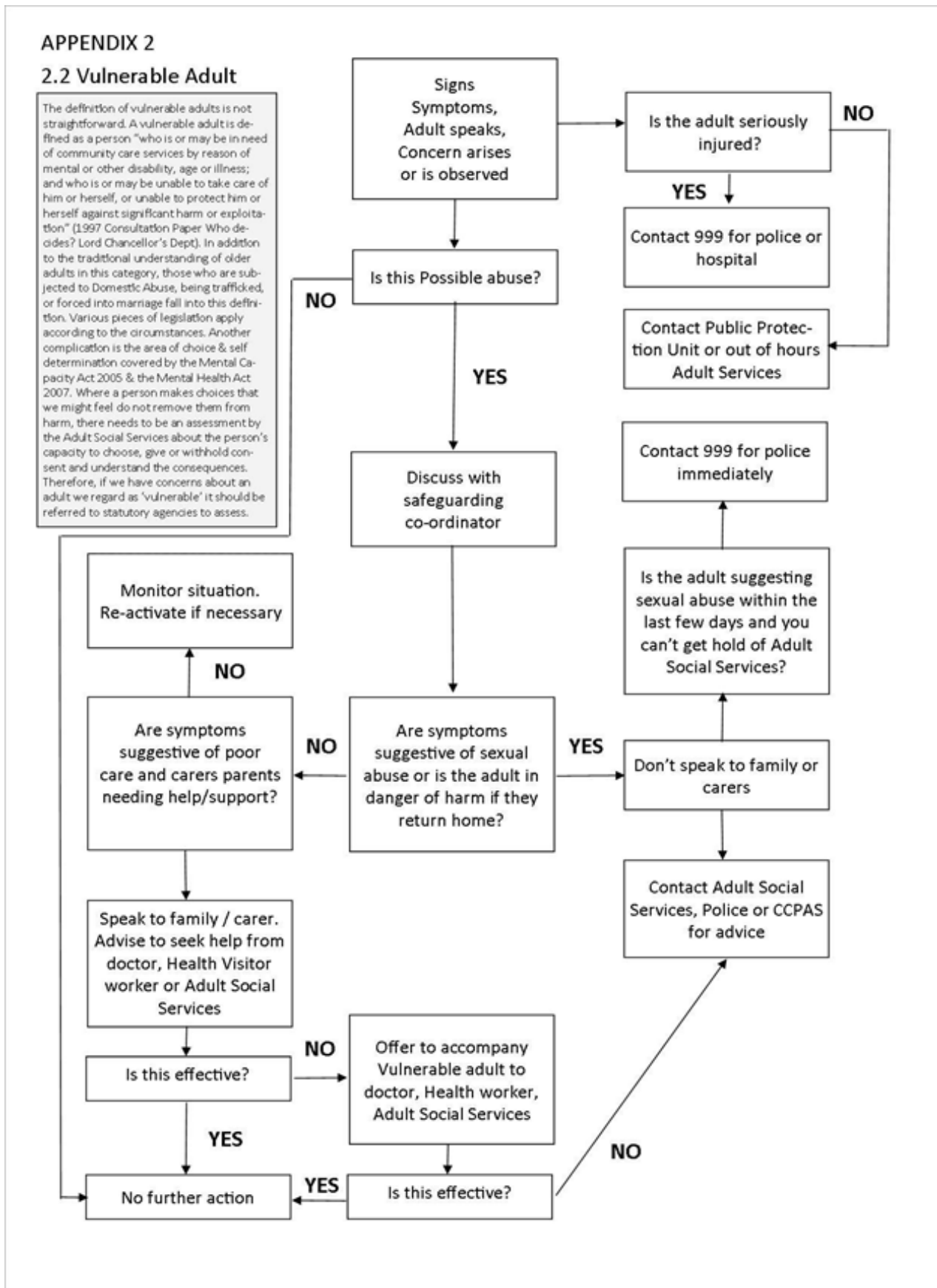
Appropriate rules need to be set in line with the service being provided, for example, no photography will be allowed in swimming pools. Upon each event that takes place within Life Church a separate section within the risk assessment form will clearly identify the rules around photography and interviews for that event.

Formal permission should be obtained for the use of any images or quotes, whether of a child, young person, or adult; apart from safeguarding concerns, photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by the provisions of the Data Protection Act 1998 (see LIFE CHURCH WARRINGTON *photography* procedure and ICT and Media Procedure).

## **Off-site and Residential Events**

Upon each event that takes place off-site within Life Church a separate section within the risk assessment form will clearly identify the rules for that event.

## Appendix 2: Safeguarding Flowchart



## Appendix 3: Statutory Definitions of Abuse

### Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

England's definitions of abuse below are based on the government guidance 'Working Together to Safeguard Children (2015)'.

#### What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

#### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging

children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

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

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

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

## **Statutory Definitions of Abuse (Adults with additional support needs)**

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to safeguard those adults in need of protection from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to several factors:

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

### **Physical Abuse**

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

### **Sexual Abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

### **Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

### **Financial or Material Abuse**



This is the inappropriate use, misappropriation, embezzlement or theft of money, property, or possessions.

### **Neglect or Act of Omission**

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired.

### **Discriminatory Abuse**

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs, or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

### **Institutional Abuse**

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

## **DEFINITIONS OF SPIRITUAL ABUSE**

In recent years the concept of Spiritual Abuse has become one that has gained greater understanding amongst those in the faith community. Spiritual abuse has many similarities to the other categories of abuse and indeed may include the identification of those categories as abuse is often multi-faceted.

Although not recognised as a category of abuse in its own right by the statutory authorities, Spiritual abuse will often coexist with those accepted forms of abuse (described above). Several definitions have been given to this type of abuse to adequately describe what often amounts to an abuse of trust and power to the detriment of others. Johnson and VanVonderen ('The Subtle Power of Spiritual Abuse', Bethany House Publishers, 1991) have described it as follows:

*"Spiritual abuse is the mistreatment of a person who is in need of help, support or greater spiritual empowerment, with the result of weakening, undermining or decreasing that person's spiritual empowerment".*

This view is shared with a similar definition offered by Ken Blue ('Healing Spiritual Abuse', IVP, 1993) as follows:

*"Spiritual abuse happens when a leader with spiritual authority uses that authority to coerce, control or exploit a follower, thus causing spiritual wounds."*

CCPAS have defined Spiritual Abuse as follows:

Spiritual abuse is linked with other forms of abuse, and could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying, or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

## Appendix 4: LIFE Church Safeguarding Report Form

### LIFE Church Safeguarding Incident Report Form

This form will be used by members of staff or volunteers to record disclosures or suspicions of abuse. **The completed form should be seen and signed by the churches Safeguarding Coordinator – Lukas Dewhirst.**

Your name:		Your position /role:	
Church congregation(s) you attend:		Your contact phone number:	
The details of the child/adult in need			
Name			
Address/phone number:			
Date of birth:		Age:	Church congregation(s) they attend:
Other relevant details about the child/adult in need - <i>E.g. family circumstances, other siblings in the home, physical and mental health, any communication difficulties, people supporting child/adult.</i>			

Parent/guardian/carers details:

**Details of the allegations/suspicions**

(Please circle the most appropriate)

Are you recording:

Disclosure made directly to you by the child.

Disclosure or suspicions from a third party?

Your suspicions or concerns?

Date and time of disclosure/incident:

:

Details of the allegation/suspensions. *State exactly what you were told/have observed and what was said. Use the persons own words as much as possible. Remember reporting the fact is crucial.*

Action taken so far

Your Signature:

Date:

Safeguarding Coordinators signature:

Date:

## Appendix 5: LIFE Church Parents Information and Consent Forms

### LIFE CHURCH WARRINGTON Information and Parental Consent Form

#### To be completed by Parent/Guardian

Your son/daughter wishes to participate in LIFE CHURCH WARRINGTON ..... event. Please complete this form giving as much detail as possible and return it to LIFE CHURCH WARRINGTON at .....

#### ABOUT YOUR SON/DAUGHTER

Full name:

Date of Birth:

\_\_\_\_\_

Home address:

\_\_\_\_\_

Home Telephone:

Mobile number:

\_\_\_\_\_

#### EMERGENCY CONTACT DETAILS

Contact name:

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Contact telephone:

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**Medical/Support Information**

Does your son/daughter have any known health needs? E.g. Diabetes, asthma, epilepsy, allergies **Yes/No** (Please delete as appropriate)

If **yes**, please complete the next two sections:

**Current medication:**

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**Frequency:**

**Dose:**

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What should LIFE CHURCH WARRINGTON do to help keep your son/daughter well e.g. administer planned medication/give snacks? **Please be very specific.**

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Date of last tetanus injection if known:

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Does your son/daughter have any access needs? **Yes/No** (Please delete as appropriate)

**If yes, please tell us what we need to ensure their access needs are met**

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## Appendix 6: AOG Mission and Local Church Missions

### Introduction

Safeguarding the vulnerable is no less important overseas than at home in the UK. In many ways there is greater need to ensure that our workers and the way in which they work are in adherence to our safeguarding policy as the opportunity of abuse is often far greater.

This safeguarding policy, that has been endorsed by the AOG National Leadership Team, therefore applies to all our AOG Mission workers and volunteers overseas and any members of our local churches that participate in locally driven missions activity, whether planting/establishing churches within indigenous communities, visiting on short-term mission or placed as a long-term missionary in our many locations around the world.

### Prevention of abuse

It is recognised that the cultures within which international missions are often working may adopt different standards to the care and treatment of children and young people. Nevertheless, the standards and principles adopted within the UK are expected to apply in international mission situations. The maltreatment of children and young people is contrary to Biblical values and practices and therefore cannot be tolerated.

Due regard will need to be given to the cultures within which activities are taking place, however under the expectation of applying UK standards to the practice of mission workers, some guidance may be useful.

Workers/Missionaries should:

- Be able to recognise situations which may present risks.

- Plan and organise the work and workplace to minimise risks as far as possible and be visible to other adults when working and talking with children.
- Take particular care for the needs of disabled children and other vulnerable children as research has shown that abuse can often go unrecognised and unreported due to people's attitudes and assumptions about disability.
- Ensure that others know where interviews of children are taking place and that someone else is around in the building.

Workers/Missionaries **should not**:

- Spend excessive time alone with children.
- Take children to their personal home, or to stay overnight, especially where they will be alone with you.
- Leave any person under 16 in charge of any children of any age. However, some local/national legislation may require this to be 18 years of age. Nor should children or young people attending any group be left alone at any time.
- Hit or otherwise physically assault children.
- Develop physical/sexual relationships with children.
- Develop relationships with children who could in any way be deemed exploitative or abusive.
- Use language, make suggestions, or offer advice, which is inappropriate, offensive or abusive.
- Do things for children of a personal nature that they can do for themselves.
- Act in ways intended to shame, humiliate, belittle, or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.

## Responding & Reporting Mechanisms

All overseas missional activities should have a designated Safeguarding Coordinator responsible for safer recruitment of both staff and volunteers/visitors (including DBS disclosures where these are necessary) and for ensuring that applicants are fully apprised of the safeguarding policy. All incidents, allegations or concerns identified during overseas missions activities must be reported to the Operations Manager at AOG National Office (if relating to established AoG Missions activities) or the Safeguarding Coordinator for the sending church if a part of locally-driven mission activity, who will then liaise with the appropriate authorities to ensure good practice is facilitated in relation to the reporting of any allegations of abuse within the relevant country.

Where an allegation is made against a worker/missionary (whether located long-term on mission or visiting on short-term mission), the Operations Manager at AOG National Office must be informed immediately whereupon the standard process described in Section 2 of Safeguarding Policy will apply in relation to contacting the appropriate authorities in the UK to discuss further action. The Operations Manager at AOG National Office will then ensure that appropriate action can be taken including where appropriate for a 'Safeguarding in Missions' Team to be convened, which would include:

- Operations Manager at AOG National Ministry Centre (Chair);



- National Leader/Director of AOG Missions (or representative);
- Sending Minister/Leader (where appropriate);
- Member of the Professional Standards Team (where a person holding Status is implicated); and
- Additional expertise where required (e.g. CCPAS).

If an allegation is made against a worker/missionary, that person must be removed from their duties or prevented from having any further contact with children and young people or vulnerable adults immediately whilst necessary action is taken. Due account must always be taken of the laws and frameworks in place within any country in which AOG missions operate. In many cases, practice, values and beliefs in relation to safeguarding the vulnerable will be different to the UK. However, care must always be taken to ensure that the rights of the individuals concerned are upheld (see the UN Convention on Human Rights and UN Convention on the Rights of the Child).

Copies of more detailed guidance can be obtained from the AoG Missions Department at the National Ministry Centre.

## Appendix 7: Safe and Secure Standards

### Ten Standards for Safer Organisations

CCPAS understands that some organisations will still be at the beginning of a 'journey' towards safeguarding. Some will have embedded more standards than others. Don't feel that your organisation will never achieve all ten standards - you can do it but it takes time and CCPAS is here to help you! CCPAS has developed ten standards to assist organisations to operate safely and in a manner that complies with relevant UK law and good practice as follows:

1. Safeguarding Policy
2. Developing Safeguarding Awareness Training
3. Safer Recruitment
4. Management of Workers
5. Working Safely
6. Communicating Effectively
7. Responding to Concerns
8. Pastoral Care

9. Managing those who pose a Risk

10. Working in Partnership