



Safeguarding Policy

VERSION 1.7 / REVIEW OCTOBER 2025

ELDERS' SAFEGUARDING STATEMENT

The Eldership of Ivy Church recognises its responsibility to protect everyone entrusted to our care and the importance of this, especially its ministry/work with children, young people and adults at risk.

The following Statement was agreed by the Elders on 18 May 2019 and reaffirmed on 14th October 2025.

Safeguarding Commitment Statement

This Church is fully committed to safeguarding children and adults at risk, and to promoting their safety, dignity, and overall well-being within our community.

Our Commitments Include:

- Recognising that safeguarding is a shared responsibility among all members of our church community. We are dedicated to preventing physical, sexual, emotional abuse and neglect of children and young people (under 18), and to responding appropriately to any concerns that arise.
- Creating a nurturing environment where every child is valued, safe, and supported. We aim to ensure children are aware of their rights and feel empowered to speak up if they experience harm.
- Treating all children and young people with dignity and respect, actively listening to them, and protecting them from all forms of abuse.
- Affirming our collective duty to safeguard adults at risk from physical, sexual, psychological, financial, and discriminatory abuse or neglect. We respond proactively to any signs or disclosures of such abuse.
- Upholding the personal dignity and fundamental rights of adults at risk, and ensuring our safeguarding practices are aligned with these principles.
- Promoting inclusive participation in all aspects of church life for adults, unless specific safeguarding concerns necessitate appropriate risk management measures.
- Exercising diligence in the recruitment, selection, and ongoing support of all individuals working with children and adults at risk. We ensure that all necessary safeguarding checks are conducted.

Safeguarding Principles and Commitments

- We are dedicated to upholding the highest standards of safeguarding for children and adults at risk, and commit to the following actions:
- Complying fully with UK legislation and best practice guidance concerning the protection of children and vulnerable adults.
- Honouring the rights of children as outlined in the United Nations Convention on the Rights of the Child.
- Implementing legal requirements related to the inclusion and protection of individuals with disabilities.
- Ensuring that all staff and volunteers strictly follow the procedures set out in our safeguarding policy.
- Staying informed of national and local safeguarding developments through regular updates from Thirtyone:eight—an independent Christian charity supporting the protection of vulnerable individuals across faith and community settings.
- Adhering to all organizational safeguarding guidelines relevant to children and adults in need of protection.
- Providing active support to our Safeguarding Coordinator(s), including any necessary actions taken to safeguard children and adults at risk.
- Requiring all individuals working with children and vulnerable adults to commit to the safeguarding recommendations and policies established by our church or organization.
- Supporting parents and families to the extent permitted and within our capacity.

- Promoting the care, protection, and holistic development of children and young people.
- Offering comprehensive support, resources, training, supervision, and ongoing monitoring for all individuals engaged in safeguarding roles.
- We also commit to implementing the 'Ten Standards' safeguarding framework developed by Thirtyone:eight.

We recognise:

- Children's Social Care has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has the lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult at risk.
- Where an allegation suggests that a criminal offence may have been committed then the Police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our safeguarding officers.
- Safeguarding is everyone's responsibility.

We intend to review this Statement and our policy and procedures by the 14th October 2026.

If you have any concerns for a child or adult at risk, then speak to one of the following who have been approved as Safeguarding Co-ordinators for Ivy Church.

Anthony Delaney	07764 464665	(Safeguarding Coordinator)
Julia Scott	07957 720599	(Safeguarding Trustee)
Chris Jackson	07725 730298	(Deputy Safeguarding Coordinator - Kids)
Holly Heap	07795 384445	(Deputy Safeguarding Coordinator - Kids)
Luke Anthony	07531 569850	(Deputy Safeguarding Coordinator - Youth)
John Carlow	07443 602622	(Deputy Safeguarding Coordinator – Ladybridge Connect)

A copy of the full Policy and procedures is available on the church website.

Signed on behalf of the Elders

Signed *Julia Scott*

Date *14th October 2025*

SECTION 1: DETAILS OF THE PLACE OF WORSHIP / ORGANISATION

Name of Organisation: Ivy Manchester Limited

Address: Ivy Church Centre, 97 Barlow Moor Road, Didsbury, Manchester, M20 2GP
Tel No: 07764 464665
Email address: info@ivychurch.org
Charity Number: 1134458
Company Number: 7109404

Ivy Church is a large Christian community which meets in numerous venues across the city. As an organisation we are committed to expressing our DNA which centres on the idea of 'knowing' God, 'growing' in community with one another and 'going' into the world to love and serve the people we meet.

Our work with children and young people reflects this DNA and involves everything from running 'Ivy Kids' and youth groups during our Sunday services to hosting youth events and a variety of children's groups on a regular basis.

As a growing church we also have increasing opportunities to support adults at risk and, working with numerous partner organisations in Manchester and beyond, we support ministries such as CAP and Eden who provide practical support to individuals and families in need.

Purpose of a safeguarding policy

As a church we recognise the need to provide a safe and caring environment for all including children, young people and adults at risk of harm. Children rely on adults to keep them safe, therefore in our church those working with children, either directly or indirectly should be committed to safeguarding children in their care; this means providing a safe, stable, and nurturing environment where children can reach their full potential.

Similarly, we recognise that without our church there may be adults in need of protection, care and support due to vulnerability, whether that is a permanent or temporary state. We are aware too that within our churches there are relationships of trust, which flourish best within healthy churches and environments, where there is openness, transparency and accountability.

Ivy Church is a place that is open to all, which means we can have survivors of abuse, children and adults in need of protection, along with those who may pose a risk of harm due to past behaviours, including convictions for sexual and violent offences. We therefore will ensure that in implementing our policy we promote the welfare of children and adults, and manage anyone who may pose a risk of harm.

Our commitment:

Ivy Church's Eldership team recognises the need to provide a safe and caring environment for children, young people and adults at risk. We acknowledge that children, young people and adults at risk can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or

exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

The Policy and related Practice Guidelines are based on the ‘Ten standards’ published by Thirtyone:eight.

Our definitions:

Child or young person – A child is someone under the age of 18 according to The Children Act 1989 and Children Act 20024.

Adult at risk – An adult at risk is a person aged 18 or over who as defined by the Care Act 2014:

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

In addition, we recognise that there are instances where an adult may be at risk due to temporary circumstances or situations. An example of this is an individual who has been bereaved, suffered illness or is under the influence of drugs / alcohol / medication. In these types of instances, we would designate the individual to be an adult at risk.

SECTION 2: PREVENTION

SAFER RECRUITMENT

The Elders will ensure all workers both paid and unpaid are appointed, trained, supported and supervised in accordance with Government guidance on safer recruitment.

For paid roles, this includes ensuring that:

- There is a written job description / person specification for paid staff.
- Those applying for a paid role have completed a cover letter and CV.
- Those short listed for paid posts are then interviewed and asked to bring a self-declaration form in a sealed envelope, marked 'confidential'.
- In roles relating to children and adult at risks, safeguarding will be discussed at interview.
- Once a candidate is selected by the panel, the self-declaration form will be reviewed. All other shortlisted candidate forms will be securely destroyed.
- A formal job offer will be made subject to written references being obtained, both personal and professional, and followed up where appropriate.
- In addition, the job offer will be conditional on a satisfactory Disclosure & Barring Service (DBS) screen, to an appropriate level, being completed. We will comply with our umbrella body for DBS disclosures (Thirtyone:eight) Code of Practice requirements concerning the fair treatment of applicants and the handling of information.
- Qualifications where relevant will be verified.
- A suitable induction programme is provided for all successful applicants.
- The applicant is given a copy of the Church's safeguarding policy and knows how to report concerns.
- The applicant completes a probationary period and is given appropriate feedback on performance.
- A DBS check is updated on a 3 yearly basis.

For volunteer roles, this includes ensuring that:

- On application to join a team, a self-disclosure form will be completed.
- DBS checks will be undertaken prior to appointment and updated on a 3 yearly basis.
- A copy of the Ivy Church Safeguarding Policy will be provided and the accompanying training video is to be watched to aid familiarisation with Ivy Church procedures.
- On receipt of a satisfactory DBS clearance and at least one reference, the individual will be cleared for working in the role to which they have been appointed.
- Volunteers are cleared to help in the presence of another DBS cleared adult on the receipt of a self-disclosure form.

For clarity, those with delegated day to day responsibility for recruitment processes, inclusive of self-disclosure forms, references, DBS checks and induction plus annual training are:

Paid workers – Anthony Delaney
Ivy Kids volunteers – Holly Heap
Ivy Youth volunteers – Luke Anthony
Ivy Care volunteers – Anthony Delaney
CAP volunteers – Gail Jackson
Café volunteers – John Carlow

[Appendix 1 contains details of the current self-disclosure form in use.]

MANAGEMENT OF WORKERS – CODES OF CONDUCT

As a Church we are committed to all workers and ensuring they receive appropriate support and supervision. The Eldership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office; in summary, it is clearly unacceptable for those in a position of trust to engage in any behaviour which might allow, for example, a sexual relationship to develop for as long as the relationship of trust continues. All adults working with children, young people and adults at risk are in positions of trust. It is therefore vital workers ensure they do not, even unwittingly, use their position of power and authority inappropriately.

Workers should always maintain appropriate boundaries and avoid behaviour which could be misinterpreted. No sexual relationship of any kind between an adult worker and a child is acceptable, and if concerns arise in this area, these should be recorded and reported to the Safeguarding Coordinator using the Cause for Concern digital form.

The trusting relationship between worker and child, young person or adult at risk means the worker should never:

- Use their position to gain access to information for their own or others' advantage.
- Use their position to intimidate, bully, humiliate, threaten, coerce or undermine.
- Use their status and standing to form or promote relationships that are or may become sexual, or exploitative.

SAFEGUARDING AWARENESS

The Eldership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our paid and volunteer workers will receive induction training and be responsible for undertaking annual refresher training either face-to-face or online. (Appendix 2)

The Elders will also ensure that children and adults at risk 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: RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

UNDERSTANDING ABUSE AND NEGLECT

Defining child abuse or abuse against an adult at risk 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 at risk.

Commitment to International Child Protection Standards

In alignment with the United Nations Convention on the Rights of the Child and the Universal Declaration of Human Rights, the following principles are upheld:

Protection from Harm

All appropriate legislative, administrative, social, and educational measures shall be implemented to safeguard children from any form of physical or mental violence, injury, abuse, neglect, negligent treatment, maltreatment, or exploitation—including sexual abuse—while under the care of parents, legal guardians, or any other responsible individuals.

Support and Preventive Measures

Effective procedures must be established to develop social programmes that offer essential support to children and their caregivers. These measures should also encompass strategies for prevention, identification, reporting, referral, investigation, treatment, and follow-up of child maltreatment cases. Where appropriate, judicial intervention should be incorporated.

Protection from Inhumane Treatment

In accordance with Article 5 of the UN Universal Declaration of Human Rights, no individual shall be subjected to torture or to cruel, inhuman, or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in the Appendices of this policy.

RESPONDING TO ALLEGATIONS OF ABUSE

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

Under no circumstances should a paid worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. In all instances, the procedures below should be followed:

- A person making, or in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Anthony Delaney on 07764 464665 (hereafter the "Safeguarding Co-ordinator") who is nominated by the Elders 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. Alternatively, 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 any other Deputy safeguarding Officer, (hereafter the "Deputies," contact numbers listed above). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputies, then the report should be made to Julia Scott (07957 720599) in the first instance who will seek support liaison directly with Thirtyone:eight (0303 003 1111).

Alternatively, it may be appropriate to contact Social Services or the Police, especially in the case of imminent danger of harm.

- Where the concern is about a child or adult at risk, the Safeguarding Co-ordinator will contact Manchester Contact Centre. Where the concern is regarding an adult in need of protection, advice from Manchester Social Care. In addition, Thirtyone:eight can be contacted for advice.
- If a child or adult at risk is considered as being in immediate danger of harm it may be necessary to call the Police on 999.
- If the allegation of abuse refers to a child at risk then the parents / carers should be informed that a referral to the Contact Centre is being made. Exceptions to this are if the child is in imminent risk of harm, or in the case of an allegation of sexual abuse.
- If the allegation of abuse refers to an adult at risk then we should talk in conjunction with the adult, recognising their autonomy. We will make decisions reflecting the wishes of the adult where possible. We will make decisions proportionate to the level of concern and in the adults' best interests if they are not able to do so. Exceptions to this are in the case of domestic abuse or where there are children in the household.
- Suspicions should not be discussed with anyone other than those nominated above. A written record of the concerns should be made to the Co-ordinators in accordance with these procedures and this will be kept in a secure place. Use the digital Cause for Concern form at:
www.ivychurch.org/causeforconcern
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputies should not delay referral to Social Care, the Police, or taking advice from Thirtyone:eight.
- The Eldership will support the Safeguarding Co-ordinator/Deputies 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.
- A written report of every allegation is kept either electronically in a secure location or in a locked filing cabinet for future reference and kept in accordance with the Church's policy on the retention of documents.
- A record of all actions taken will be kept with digital documents password protected and paper records kept in a locked filing cabinet.

The Safeguarding Co-ordinator can contact:

Social Services in Didsbury (Manchester City Council)

As part of Manchester, Didsbury residents access social care services through Manchester City Council. These services support both adults and children in need of care or protection.

Adult Social Care

For assistance with adult social care needs, contact:

Manchester City Council: 0161 234 5001

Email: mcsreply@manchester.gov.uk

Or socialcare@manchester.gov.uk

Out-of-Hours Emergencies: 0300 123 5022

Online through: [Sign Video Interpretation Service](#)

Children's Services (formerly Social Services)

Manchester City Council is responsible for safeguarding and supporting vulnerable children. If you have concerns about a child's welfare, you can report them directly to the council. A senior social worker will assess the situation and take appropriate action.

Call: 0161 234 5001

email: mcsreply@manchester.gov.uk

Online Access

Services are also available via SignVideo for accessible online communication.

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 Elders hope that members of the organisation will use the procedure outlined above in order that the Church is fully informed of any problems arising and may be able to assist in clarifying issues. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputies 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 directly.

We also acknowledge the concept of 'respectful uncertainty' developed from learning following the death of Victoria Climbié (Laming Report, 2003) which combines the critical evaluation of information, keeping an open mind and dealing with everyone with respect. We encourage a level of curiosity to explore and understand what is happening rather than make assumptions or accept things at face value.

SECTION 4: PASTORAL CARE

SUPPORTING THOSE AFFECTED BY ABUSE

Ivy 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 organisation.

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

- are considered a danger to themselves or others
- give information relating to significant harm to another child, young person or adult at risk

If a paid worker or volunteer is given information about a risk of significant harm to a child or young person, it should be explained to the informant that the statutory agencies may need to be advised. How this is done will depend on whether the alleged victim is an adult or a child, whether they are disclosing information about someone else or they are admitting to being responsible for abusing another person. Whatever the circumstances, any proposed action or referral should be explained carefully and sensitively with the offer of continued support.

Support will be tailored on an individual basis with links to external professional counselling support available.

WORKING WITH OFFENDERS

When someone attending Ivy Church is known to be a risk to children or adults, the Eldership will ensure there is appropriate supervision for the individual concerned and offer pastoral care. In its safeguarding commitment to the protection of children and adult at risks, it will set boundaries or prohibitions for that person which they will be expected to keep. Written contracts will be utilised where required outlining both the boundaries required and any support that may be available. In the event that the individual does not abide by the imposed boundaries, the individual will be asked to leave the organisation and appropriate reporting to external agencies will be undertaken.

Ex-offenders cannot work with young people or children if their offence is violence or sex related.

SECTION 5 – GOOD PRACTICE GUIDELINES

As an organisation working with children, young people and adults at risk 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.

As well as this general Code of Conduct for workers we also have specific Good Practice Guidelines for activities in which we are involved (See Appendix 4).

GENERIC GOOD PRACTICE GUIDELINES FOR CHILDREN/YOUNG PEOPLE'S WORK:

Adult / Child Ratios – In order to supervise children's activities safely it is necessary to have sufficient adult leaders and helpers. Since the introduction of the statutory framework for the Early Years Foundation Stage (EYFS), the following ratios should be applied:

- For 0 to 2 years - 1 leader to every 3 children (1:3)
- For 2 to 3 years - 1 leader to every 4 children (1:4)
- For 4 to 8 years - 1 leader to every 6 children (1:6)
- For 9 to 12 years – 1 leader to every 8 children (1:8)
- For 13 to 18 years - 1 leader for every 10 children (1:10) (NSPCC recommendations)
- Where possible there should always be more than one leader for any group.
- If possible have at least one male and one female leader if the group is mixed.

Facilities – Group areas should be warm, adequately lit and ventilated. High standards of cleanliness should be maintained.

Equipment – It is the responsibility of the activity lead present at the time an activity is being undertaken to ensure that toys and other equipment are appropriate for the age group with which they are being used and in good working order.

Registration – Where activities take place for more than 2 hours in any one day, or if a holiday club runs for more than 6 days a year, registration of the provision with Ofsted is required.

Administration – Keep an up-to-date register and record of children, their parents and contact phone numbers, attendance and other specific information (such as asthma, epilepsy, diabetes, allergies and medication, permission to photograph etc.) in line with GDPR regulations.

Children with Additional Needs – Any specific requirements need to be documented when a child is registered and the activity lead is responsible for identifying whether they are able to safely supervise all children taking part in an activity.

Time alone – Minimise time alone with any child or young person. If it is vital to be isolated with an individual, ensure that another leader is informed of where you will be and why. If possible, remain in the view of another leader. Try never to be behind a closed door but if necessary tell someone that you are there and ensure the door has clear windows.

Touch – Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress. However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of situations in which their actions, however well intentioned, could be misconstrued by others or be harmful.

General Good Practice for paid workers and volunteers – Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and where you put your body.

Do not engage in any of the following:

- Invading the privacy of children when they are showering or toileting.
- Rough, physical or sexually provocative games.
- Making sexually suggestive comments about or to a young person, even in fun.
- Inappropriate and intrusive touching of any form.
- Any scapegoating, ridiculing, or rejecting a child or young person.
- Controlling and discipline children using physical punishment.
- Letting children or young people involve you in excessive attention-seeking that is overtly sexual or physical in nature.
- Invite a child or young person to your home alone: instead you should invite a group, or ensure that someone else is in the home. Make sure the parents know where the child is and has given consent to this.
- Share sleeping accommodation with children or young people if you take a group away.

Good Practice with Colleagues – If you see another paid worker or volunteer acting in ways which might be misconstrued, be prepared to speak first to the person and your Safeguarding Co-ordinator/Deputy about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

Casual Visitors – Casual visitors, i.e. those who have not been authorised by the organisation as paid workers or volunteers, should not have access to children without presence of an adult who is deemed to be responsible for the group.

Health and Safety –

- All leaders should know the location of the nearest telephone/have an adequately charged mobile.
- Workers must be aware of the safety/fire procedure in each building/venue. Fire extinguishers should be available and regularly checked by the management responsible for the venue.
- Any individual with an infectious illness must not attend.
- No smoking is permitted within the building or grounds of any venue being used.
- Accidents should be recorded in an Accident Book with a note of any action taken and signed by the leader involved, and reported as soon as possible afterwards to the Health and Safety officer.
- A First Aid Kit should always be available and its location must be well known to all paid workers and volunteers.
- No medication should be administered without written parental consent.
- All risk assessments should take into account the provision of First Aid cover.

Transport – If at all possible do not give lifts to children and young people on their own. If they are alone, ask them to sit in the back seat. Check that the driver's insurance covers the vehicle and passengers. Seat belts must be worn. Always check with the parent/guardian if they are happy to allow their child to travel in your car.

Insurance – Our existing insurance covers indoor and outdoor activities for children and young people on the assurance of a current risk assessment being in place. For any one off events, out of the norm, the activity must be checked to ensure that our insurance cover is adequate.

WORKING IN PARTNERSHIP

The diversity of people with whom we are working means that there can be great variation in practice or sensitivity when it comes to safeguarding children, young people and adults at risk. This can be because of cultural tradition, belief and religious practice or understanding of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work and who use our premises to hold our policy and procedures as a minimum standard of safeguarding.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adult at risks and to all those with whom we work in partnership.

This Safeguarding Policy is just one means of promoting safeguarding.

Signed by: *Julia Scott*

Date: *14th October 2025*

APPENDICES

APPENDIX 1 – SAFEGUARDING PERSONAL DISCLOSURE FORM

Ivy Church is committed to safeguarding the welfare of children, young people and adults at risk. As part of this commitment, Ivy Church requires you to complete this form in the following circumstances: -

- You are seeking a salaried employment position with Ivy Church.
- You work or volunteer in a position where working with children, young people and adults at risk will be part of your role and you are awaiting the return of a satisfactory DBS check.

For completion by the person applying for the role	
Full name:	
Previous name(s):	
Address with postcode:	
Telephone / mobile number:	
Date of birth:	
Have you ever been known to any Children's or Adult Services department or police as being a risk or potential risk to children?	Yes / No
If yes, please provide further information:	
Have you been the subject of any investigation and / or sanction by any organisation or body due to concerns about your behaviour towards children or adults at risk?	Yes / No
If yes, please provide further information and include details of the outcome:	
Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children or adults at risk?	Yes / No
If yes, please provide further information:	
Do you have any unspent convictions or conditional cautions in the UK or overseas?	Yes / No
If yes, please provide further information:	
Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	Yes / No
If yes, please provide further information:	
Confirmation of declaration	
I agree that the information provided here may be processed in connection with my application and I understand that an offer of paid employment or volunteer work may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to Ivy Church's attention.	
In accordance with Ivy Church's procedures, I agree to provide information to complete a valid disclosure and barring service check and consent to Ivy Church clarifying any information provided on the disclosure with the agencies providing it.	
I agree to inform Ivy Church within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or adults at risk.	
I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.	
Signature of applicant:	
Print name:	
Date:	

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.

APPENDIX 2 – SAFEGUARDING TRAINING

Safeguarding updates will be provided via email where necessary with an annual compulsory update event for all paid workers and volunteers who work with under 18's and adults at risk. The following provides an example of content covered:

DEFINITIONS OF ABUSE (CHILDREN & YOUNG PEOPLE)

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 cyberbullying), 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 or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (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.

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

Neglect – 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 care-givers); or
- ensure access to appropriate medical care or treatment.

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

Extremism – Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

Significant Harm – This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. E.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome By Proxy) – This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Spiritual Abuse – Linked with emotional abuse, spiritual abuse 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.

In 2013 spiritual abuse was defined as “Spiritual abuse is coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a ‘divine’ position, isolation from others, especially those external to the abusive context.” (Oakley & Kinmond, 2013)

Domestic Abuse - The Domestic Abuse Act 2021 introduced the first ever statutory definition of domestic abuse (section 1 of the Act). The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse.

Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected” (as defined in section 2 of the Domestic Abuse Act 2021). The definition ensures that different types of relationships are captured, including ex-partners and family members.

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour or violence or abuse between those aged 16 or over who are, or have been, intimate

partners or family members, regardless of gender or sexuality. It also includes honour-based violence, female genital mutilation and forced marriage.

Controlling or coercive behaviour - Also known as coercive control, controlling or coercive behaviour is a form of domestic abuse. In 2015, the offence of controlling or coercive behaviour was introduced under Section 76 of the Serious Crime Act as a criminal offence. Controlling or coercive behaviour is included in the definition of domestic abuse in section 1(3)(c) of the Domestic Abuse Act 2021.

Controlling or coercive behaviour is a pattern of abuse (on two or more occasions) that involves multiple behaviours and tactics used by a perpetrator to (but not limited to) hurt, humiliate, intimidate, exploit, isolate, and dominate the victim. It is an intentional pattern of behaviour used to exert power, control, or coercion over another person. Controlling or coercive behaviour is often committed in conjunction with other forms of abuse and is often part of a wider pattern of abuse, including violent, sexual, or economic abuse.

Female Genital Mutilation (FGM) - The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy.

Exploitation

Abuse of adults with care and support needs often occurs within a context of exploitation. Exploitation can be seen as an act where someone will use another person for profit, labour, sexual gratification or some other personal or financial advantage. As such, exploitation can take many forms and result in different types of harm. Some other forms of criminal exploitation are explained in the paragraphs below.

Criminal exploitation can take place outside of the home environment. It is often a combination of the interplay between the relationships and circumstances both inside and outside of the home environment than can lead to a child or adult being criminally exploited.

It is now recognised that is crucial to have a multi-agency contextual safeguarding approach and also look at the victim's surrounding environment. An approach should be adopted which considers and addresses the individual needs, risks and protective factors within, including the needs and capacity of parents/carers, and outside, including the impact of social conditions, of the family/home. This approach should also be taken when a child or adult, including those with care and support needs, is being considered as a potential perpetrator.

Sexual Exploitation

The sexual exploitation of adults with care and support needs involves exploitative situations, contexts and relationships where adults with care and support needs, or a third person or persons, receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money, attention, understanding, company) as a result of performing sexual activities, and/or having others performing sexual activities on them.

Sexual exploitation can occur through the use of technology without the person's immediate recognition. This can include being persuaded to post sexual images or videos on the internet or send them on a mobile phone with no immediate payment or gain, or being sent such an image by the person alleged to be causing harm. In all cases, those exploiting the adult have power over them by virtue of various factors, including their age, gender, intellect, physical strength, and/or economic or other resources.

Criminal Exploitation

Criminal exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child, young person or an adult, including those with care and support needs, into any criminal activity:

- In exchange for something the victim needs or wants
- For the financial or other advantage of the perpetrator or facilitator, such as to support serious organised crime and/or terrorism,
- Through violence or the threat of violence to ensure compliance.

Because they are more likely to be easily detected, individuals who are exploited are more likely to be arrested and criminalised for criminal behaviour, than those individuals or groups who are exploiting them. Individuals who are being criminally exploited can be involved, linked to or considered to be, by themselves or others, as part of a “gang”. It is important when children or adults, including those with care and support needs, identify or are identified as being affected or involved with gang-related activity that involves the use of actual or threatened violence and/or drug dealing, that professionals also consider that they may be victims of criminal exploitation.

Some signs that may indicate an individual is vulnerable to exploitation

Note that this list is in order, so signs listed at the top are most concerning in respect of risk:

- Persistently going missing from school or home and/or being found out-of-area.
- Unexplained acquisition of money, clothes or mobile phones.
- Excessive receipt of texts or phone calls and/or having multiple handsets.
- Relationships with controlling or older individuals or groups.
- Leaving home or care without explanation.
- Suspicion of physical assault or unexplained injuries.
- Parental concerns.
- Carrying weapons.
- Gang association or isolation from peers or social networks.
- Self-harm or significant changes in emotional wellbeing.
- Refusal, resistance to or significant reduction in attendance and/or engagement with services or professional sources of support.
- Secretive behaviour.

Organised Crime and County Lines

Criminal Exploitation is broader than organised crime and county lines but it is often part of these forms of abuse.

As per the definition in the National Strategic Assessment of Serious and Organised Crime (2018) from the National Crime Agency, organised crime is “serious crime planned, coordinated and conducted by people working together on a continuing basis. Their motivation is often, but not always, financial gain.” Organised crime groups are “organised criminals working together for a particular criminal activity or activities.” County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated phone lines or other forms or ‘deal lines’. They are likely to exploit children and adults, including those with care and support needs, to move, locally supply and store the drugs and money. They will often use coercion, intimidation, violence and weapons.

Cuckooing

The term ‘cuckooing’ describes a situation where a county lines dealer ‘takes over’ accommodation located in the provincial drugs market, using it as a local dealing base. It’s named after the nest stealing practices of wild cuckoos.

An individual or group can do this by taking over the homes of adults and families, through an abuse of power or vulnerability by coercion, control and/or force so that they can provide a base for the supply of drugs into the local community. This places the adult and/or families at an increased risk of eviction if they

are in social or privately rented housing, and isolation from their communities due to the anti-social activity it can create.

Signs of cuckooing

Signs of cuckooing may be more evident to neighbours than professionals in the first instance. This means that comments and reports from neighbours must be noted and considered by professionals working with individuals or families. Cuckooing can take place in rented or social housing, including multiple occupancy housing provision. However, individuals who own their own homes, particularly those in the vulnerable groups listed above, may also be targeted. The following signs may indicate that an individual or family's property has been cuckooed:

- Unknown people frequently staying at/moving into the property; often described by the individual or families as "friends".
- The individual or family moving out or regularly staying away from the property while the unknown individuals remain.
- New vehicles regularly parking or remaining outside the property.
- An increase in the number of comings and goings throughout the day and/or night, including people/ vehicles that have not been seen before.
- An increase in anti-social behaviour, such as property damage, littering, regular loud music or 'parties', or evidence of verbal or physical aggression, in and around the property.
- The individual/family refusing entry or restricting access to certain parts of the property to neighbours, friends or professionals, particularly if they have allowed it before.

Scams

These can arise from contact by email, letter, or telephone, or in person, and involve making false promises to con victims out of money. There are many types of scams but some of the most common are:

- fake lotteries;
- deceptive prize draws or sweepstakes;
- Clairvoyants;
- computer scams; and
- romance scams.

Individuals or gangs attempt to trick people with official-looking documents or websites or convincing telephone sales. They have the aim of persuading people to send a processing or administration fee, pay postal or insurance costs, buy an overvalued product, transfer savings from their bank accounts or make a premium rate phone call.

Doorstep Scams are crimes carried out by bogus callers, rogue traders and unscrupulous sales people who call, often uninvited, at a person's home under the guise of legitimate business or trade.

Modern Slavery

Modern slavery encompasses slavery, human trafficking, forced and compulsory labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Signs of various types of slavery and exploitation are often hidden, making it hard to recognise potential victims. Victims can be any age, gender or ethnicity or nationality.

A large number of active organised crime groups are involved in modern slavery. However, it is also committed by individual opportunistic perpetrators. There are many different characteristics that distinguish slavery from other human rights violations.

However, only one needs to be present for slavery to exist. Someone is in slavery if they are:

- forced to work - through mental or physical threat;
- dehumanised, treated as a commodity or bought and sold as 'property'; or
- physically constrained or have restrictions placed on his/her freedom of movement.

Human trafficking involves an act of recruiting, transporting, transferring, harbouring or receiving a person through a use of force, coercion or other means, for the purpose of exploiting them. Trafficking can be domestic or it can involve trafficking adults into the UK.

The police are the lead agency in managing responses to adults who are the victims of human trafficking. There is a national framework to assist in the formal identification of victims and help to coordinate the referral of victims to appropriate services. This is known as the National Referral Mechanism.

Some indicators of modern slavery are:

- An adult is not in possession of their legal documents (passport, identification and bank account details) and they are being held by someone else.
- The adult has old or serious untreated injuries and they are vague, reluctant or inconsistent in explaining how the injury occurred.
- The adult looks malnourished, unkempt, or appears withdrawn.
- They have few personal possessions and often wear the same clothes.
- The clothes they do wear may not be suitable for their work.
- The adult is withdrawn or appears frightened, unable to answer questions directed at them, or speak for themselves and/or an accompanying third party speaks for them. If they do speak, they are inconsistent in the information they provide, including basic facts such as the address where they live.
- They appear under the control and influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work. Many victims will not be able to speak English.
- They are fearful of people in general and the authorities in particular.
- The adult perceives themselves to be in debt to someone else or in a situation of dependence.
- The adult lives in inappropriate or unduly cramped accommodation.
- Adults, sometimes in groups, are seen in places where you wouldn't expect. For example, groups of adults waiting in the countryside and not at a bus stop for a "lift".

Signs outside of a property that may indicate modern slavery is taking place includes:

- Bars covering the windows of the property.
- Curtains are always drawn.
- There are coverings over the windows, such as reflective film or coatings.
- The entrance has CCTV cameras installed.
- The letterbox is sealed to prevent use.
- There are signs that the electricity may have been tacked on from neighbouring properties or directly from power lines.

Signs inside the property that may indicate modern slavery includes:

- Locked rooms or no access to the back rooms of the property.
- Overcrowding.
- The house is in poor condition, needing repair work.

SIGNS OF POSSIBLE ABUSE (CHILDREN & YOUNG PEOPLE)

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life. Keep in mind that abuse may be carried out by someone of any age.

PHYSICAL

- Injuries not consistent with the explanation given for them.
- Injuries that occur in places not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation.
- Cuts/scratches/substance abuse.

SEXUAL

- Any allegations made concerning sexual abuse.
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.
- Age-inappropriate sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders - anorexia, bulimia.

EMOTIONAL

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behavior.
- Persistent tiredness.
- Running away/stealing/lying.

NEGLECT

- Under nourishment, failure to grow, constant hunger, stealing or gorging food.
- Untreated illnesses.
- Inadequate care, etc

DEFINITIONS OF POSSIBLE ABUSE (ADULTS AT RISK – SEE DEFINITION):

Physical abuse – is to inflict pain or physical injury, which is either caused deliberately, or through lack of care. Examples include hitting, slapping, pushing, kicking, burning, hair pulling, misuse, or using inappropriate restraint or sanctions and the misuse of medication.

Domestic Abuse – includes physical, sexual, psychological and financial abuse for those in family or close relationships as well as so called ‘honour’ based violence.

Sexual abuse – is the involvement in sexual activities to which the person has not consented, or does not truly comprehend and so cannot give informed consent. It may occur where the other party is in a position of trust, power or authority and uses it to override or overcome lack of consent or to which they felt pressurised into consenting such as rape, or sexual assault, being made to watch pornography would also be within this definition. Sexual harassment, indecent exposure, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts are also included.

Psychological abuse – is acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult’s emotional health and development - or any other form of mental cruelty. This includes verbal abuse, humiliation, controlling and coercive behaviours, bullying, blaming, the use of threats of harm or abandonment, being deprived of social or any other form of contact, or being prevented from receiving services or support.

Financial or material abuse – is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse – exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individual. It includes forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one’s own home. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice, or ill treatment.

Neglect and acts of omission – are the repeated deprivation of help that an adult-needs which, if withdrawn, will cause them to suffer. This includes failing to intervene in behaviour which is dangerous to the adult, or to others.

Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

Incidents of abuse may be one-off or multiple, and affect one person or more.

SIGNS OF POSSIBLE ABUSE (ADULTS AT RISK – SEE DEFINITION):

PHYSICAL

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them.
- Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation.
- Loss of hair, loss of weight and change of appetite.
- Person flinches at physical contact &/or keeps fully covered, even in hot weather.
- Person appears frightened or subdued in the presence of a particular person or people.

DOMESTIC VIOLENCE

- Unexplained injuries or 'excuses' for marks or scars.
- Coercive, controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.
- Age range extended to 16 yrs.

SEXUAL

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse.
- Unexplained change in behaviour or sexually explicit behaviour.
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting.
- Infections or sexually transmitted diseases.
- Full or partial disclosures or hints of sexual abuse.
- Self-harming.
- Emotional distress.
- Mood changes.
- Disturbed sleep patterns.

PSYCHOLOGICAL ABUSE

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful.
- Intimidated or subdued in the presence of a carer.
- Fearful, flinching or frightened of making choices or expressing wishes.
- Unexplained paranoia.
- Changes in mood, attitude and behaviour, excessive fear or anxiety.
- Changes in sleep pattern or persistent tiredness.
- Loss of appetite.
- Helplessness or passivity.
- Confusion or disorientation.
- Implausible stories and attention seeking behaviour.
- Low self-esteem.

FINANCIAL OR MATERIAL ABUSE

- Disparity between assets and living conditions.
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money.
- Sudden inability to pay bills, getting into debt.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes of deeds or title to property.
- Missing personal belongings.
- Inappropriate granting and / or use of Power of Attorney.

MODERN SLAVERY

- Physical appearance; unkempt, inappropriate clothing, malnourished.

- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

DISCRIMINATORY ABUSE

- Inappropriate remarks, comments or lack of respect.
- Poor quality or avoidance care.
- Low self-esteem.
- Withdrawn.
- Anger.
- Person puts themselves down in terms of their gender or sexuality.
- Abuse may be observed in conversations or reports by the person of how they perceive themselves.

INSTITUTIONAL ABUSE

- Low self-esteem.
- Withdrawn.
- Anger.
- Person puts themselves down in terms of their gender or sexuality.
- Abuse may be observed in conversations or reports by the person of how they perceive themselves.
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.
- Poor quality or avoidance care.

NEGLECT OR ACTS OF OMISSION

- Deteriorating despite apparent care.
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention.

SELF-NEGLECT

- Hoarding inside or outside a property.
- Neglecting personal hygiene or medical needs.
- Person looking unkempt or dirty and has poor personal hygiene.
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food.
- Person is dressed inappropriately for the weather conditions.
- Dirt, urine or faecal smells in a person's environment.
- Home environment does not meet basic needs (for example not heating or lighting).
- Depression.

APPENDIX 3 – DETAILED PROCEDURES WHEN A CONCERN IS IDENTIFIED

DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

- Contact Children's Social Services, the Police (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 implicated in abuse 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.
- Fill in a Cause for Concern/Disclosure Form...www.ivychurch.org/causeforconcern

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. In the case that the accused is their parent/ carer they will NOT speak to the parent/carer.
- 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. will confirm its advice in writing for future reference.
- Fill in a Cause for Concern /Disclosure Form...www.ivychurch.org/causeforconcern

DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT AN ADULT AT RISK:

SUSPICIONS OR ALLEGATIONS OF ABUSE

If an adult at risk has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

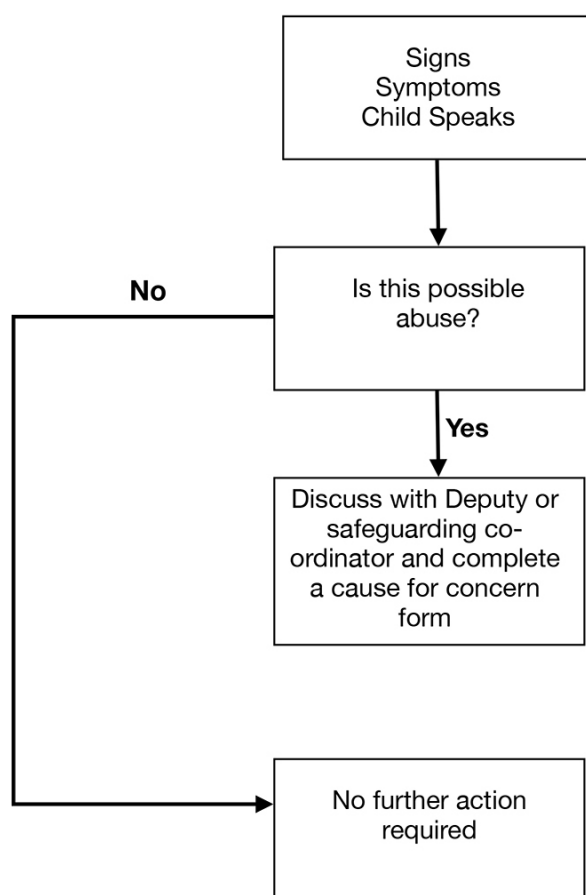
- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult at risk is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice, contact the Adult Social Care who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

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 Manchester Safeguarding Partnership (formerly LSCB) (<https://www.manchestersafeguardingpartnership.co.uk/>) will liaise with Children's Social Services in regards to the need to refer the case to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO) who will advise on any requirements for immediate suspension.

The following flow chart provides an overview of the actions that should be taken by paid workers or volunteers when concerns regarding possible abuse are raised:

Flow Chart of Action for Volunteers



APPENDIX 4 – SPECIFIC GOOD PRACTICE GUIDANCE

FILMING/PHOTOGRAPHY

Within the Data Protection Act of 2018, organisations must be careful if they want to take photographs or film footage of people, and be clear how images are used. This does not mean that photographs should not be taken or filming prohibited but there are certain protocols that must be followed to comply with data protection legislation as well as safeguard children, young people and adult at risks.

Permission must be obtained of both children and adult at risks before a photograph is taken or film footage recorded. Parents/carers can let the Church know if they do NOT want their child photographed or filmed. The paid worker should contact the parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this:

- It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures.
- When using photographs of children and young people, use group pictures where possible and never identify them by name (which includes not tagging on social media) or other personal details. These details include e-mail or postal addresses, telephone, or social media contacts.

TOILETING

We do not expect or encourage paid workers or volunteers to be involved in intimate care.

As far as possible, involve the child or adult in their own intimate care. If a child or adult at risk needs to go to the toilet, ensure they do as much as they can themselves. Use the main toilet facilities with multiple cubicles where possible and stand outside the cubicle door.

Where a parent/carer is present, they will be asked to undertake all aspects of intimate care involving babies' nappies. If a child needs to use a potty, ensure it is placed in a discreet place and empty it straightaway.

The issue of privacy is an important one and everyone has a right to it. We must treat everyone with dignity and respect and ensure privacy appropriate to age and situation.

Seek to encourage children to have a positive image of their bodies. The way we respond to the handling of intimate care will convey lots of messages to the child or adult. We want them to value themselves and their bodies. Children and all with disabilities who are confident and feel their bodies belong to them are less vulnerable to sexual abuse.

FIRST AID

All accidents, however minor, should be recorded in the venue's Accident Book and if occurring away from the Didsbury / Cheadle Hulme buildings, also recorded there. All paid workers and volunteers should be aware of its location in whatever venue is being used. In the event of an accident, the parent/carer of a child or young person should be asked to read and sign the Accident Book. Whether a adult at risk can sign the book will depend on the nature and extent of their disability.

If the child, young person or adult at risk is not collected at the end of a session, communication should be made to the parent or carer explaining what has happened in much the same way a school would respond.

DISCIPLINE

TOP TIPS

1. Regularly review your programme to ensure the children or young children are not going to get bored.
2. Lay down basic ground rules about acceptable behaviours and attitudes, and what the consequences will be if the rules are not adhered to.
3. Be consistent in what you say and make sure other team members know what you have said.

GENERAL GUIDANCE

- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if not adhered to.
- Do not compare a child, young person or adult with another in the group; rather encourage and affirm and, if possible, give them responsibility for appropriate tasks.
- Build healthy relationships and be a good role model by setting an example. You can't expect others to observe the ground rules if you break them yourself.
- Take care to give the quieter and/or well-behaved attention and resist allowing the demanding individuals to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children and young people in particular are bored they often misbehave, so review your programme regularly.
- NEVER smack or hit anyone and don't shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- Every person is unique and will respond in different ways to different forms of discipline. It follows therefore each child should be dealt with on an individual basis.

For those who are continuously disruptive, volunteers should be pro-active rather than waiting to be told to deal with a situation.

1. Challenge them to change their behaviour whilst encouraging their strengths.
2. Have them sit right in front of you or get a helper to sit next to them.
3. Remove them from the group (to the side of the room, not out of sight), and explain that you will call the parent back if the behaviour continues
4. Call the parent back/send/take them back to their parent (check in afterwards)

Volunteer Code of Conduct

Introduction

Ivy Church is committed to ensuring and maintaining a Christ-centred, safe, caring, attentive, compassionate, and caring environment for all, particularly children and adults at risk or who may be otherwise vulnerable.

Interpretation

"For the purpose of this document, a 'child' is defined as "a person under the age of 18. Throughout this document therefore, 'child' means 'child and young person' and 'children' means 'children and young people'. An 'adult at risk' is defined as any person aged 18 years or over who: "is experiencing, or is at risk of, abuse or neglect; has needs for care and support, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it".

Scope

All volunteers are therefore called to be Christ-like exemplary models of moral behaviour and spiritual faith so as to build the confidence of children and adults at risk that they are working with.

As a volunteer, you are expected to:

Promote Wellbeing:

- Operate within Ivy Church's Safeguarding policies and procedures.
- Ensure the safety of all children and adults at risk by ensuring group sessions are safely planned and effectively supervised.
- Foster teamwork and cooperation between everybody, promoting trust and mutual respect.
- Challenge unacceptable behaviour and provide an example of good conduct you wish others to follow - an environment which allows bullying, inappropriate shouting/language or any form of discrimination is unacceptable.
- Treat all children and adults at risk fairly and not show favouritism.
- Be positive, approachable, and offer praise to promote the objectives of the group always.
- Listen sensitively and encourage communication between responsible adults and children and adults at risk.
- Respond to concerns and allegations promptly and appropriately in line with Ivy Church's policies and procedures.

Promote Autonomy & Dignity

- Ensure that the rights and responsibilities of children and adults at risk are enforced.
- Promote the full participation and involvement of all children and adults at risk, recognising and addressing any additional needs e.g. disability.
- Constructively challenge all discrimination and encourage children and adults at risk to not discriminate on the grounds of age, gender, ability, social class, race, cultural background, religious beliefs, or sexual identity.
- Respect, promote and support the right of children and adults at risk to make their own choices and decisions, provided this does not threaten the rights, safety, and legitimate interests of others.
- Respect the right of children and adults at risk to personal privacy.
- Encourage children and adults at risk to take responsibility for their own self-care as far as possible, making contact with their parent/guardian or carer where personal assistance is needed e.g. assistance with toileting and dressing.
- Respect and listen to the opinions of children and adults at risk.
- Encourage children and adults at risk to point out behaviours or attitudes that they do not like.
- Encourage children and adults at risk to take responsibility for their own conduct.

- Administer first aid in the presence of others and without removing the clothing of a child or adult at risk unless necessary.

Boundaries & Power

- Establish appropriate boundaries between pastoral care and personal lives in relationships with other leaders, volunteers, helpers, children, and adults at risk.
- Not abuse your position of trust for personal benefit e.g. financial gain, sexual gratification.
- Be conscious of explicit and implicit power vested in the role of leader, volunteer, supervisor of adult helper.
- Recognise that particular care is required in moments when discussing sensitive issues with children and adults at risk e.g. maintain appropriate boundaries.
- Not discuss topics or use vocabulary with children which could not be used comfortably in the presence of parents or another adult.
- Acknowledge the limitations of time, experience, skill, and competence - know where and how to ask for support when needed.
- Deal with differences in opinion with respect.
- Work to people's strengths, and never bully, abuse, manipulate or denigrate.

Personal Conduct

- Act always in accordance with the core values of our Christian faith and ensure that your behaviour does not bring Ivy Church into disrepute.
- Provide an example you wish others to follow.
- Work in a way that is honest, reliable, and transparent, never seeking to deceive or manipulate.
- Refrain from using blasphemous, violent, discriminatory, or offensive language and behaviour.
- Refrain from smoking, vaping, or consuming alcohol when volunteering.
- Refrain from using illicit drugs.
- Seek help to address issues such as addictions to alcohol, prescribed medicine, other substances, gambling, and so on where these matters affect your role.
- Not engage in any form of sexual relations (including verbal banter, flirtation, using one's gaze to signal attraction etc.) with children, young helpers, adults at risk, or adults for whom you have a supervisory or supportive role.
- Not physically, emotionally, or sexually abuse, maltreat, or exploit any child.
- Not take a chance when common sense suggests another more prudent approach.

Any breaches of the Volunteer Code of Conduct will be addressed by the team leader. More serious or persistent breaches may result in formal action being taken to address the concerns. All concerns or allegations in relation to the abuse of a child or adult at risk will be dealt with using our Safeguarding policy and procedures and reported to our Safeguarding Co-ordinator.

SOCIAL MEDIA FOR YOUNG PEOPLE AND ADULTS AT RISK

- We do not expect any Staff/Team to engage in any communication with a child under 11.
- Staff/Team may accept young people on social media outlets such as Facebook, Instagram, Snapchat and Twitter if they are added by the youth, within the appropriate use restrictions e.g. Instagram is 13 and over.
- Staff/Team may not find and add them directly.
- If communication is needed, and the youth is not on the ChurchSuite database they may be contacted via social media for event/organisational purposes.
- Staff/Team are not allowed to direct message on Snapchat.
- In interacting with young people on social media, try as much as possible to do everything in a shared space - communicate on walls, or in group chats, rather than personal 1:1 private messages. This isn't always possible, but if you do have a private chat with a young person for a valid reason, keep a copy of the conversation in case of further issues.
- Try as much as possible to redirect them to shared spaces, other resources or back to Jesus in their thinking.

TEXTING

- Staff/Team can have a young person or adult at risks number, but limit interaction with them in private text messages - where possible do it through group messages and platforms such as WhatsApp.
- Keep a record of communications with all individuals.
- Don't text just for fun, or in inappropriate ways. Always keep communications around organising events, or checking in with a adult at risk/under 18 around a certain topic or need, rather than just acting too much like a friend.
- Never contact an adult at risk/under 18 between the hours of 10pm-7am, unless absolutely necessary. If they contact you around personal issues during this time frame try as much as possible to limit the communication to a different time, however it is understandable that this may not always be possible.

Instances where other people use our facilities

Where an organization wishes to use our facilities we ask them to complete a letting or booking form. As part of this hire agreement they undertake to either follow our safeguarding policy or to provide a copy of their own safeguarding policy. There may be occasions where whilst following their own safeguarding policy, we would expect that their own safeguarding officer would make contact with our own safeguarding co-ordinator e.g. if any concerns raised involved a member of Ivy Church. This is explained to anyone who wishes to use our buildings or facilities.

Duty to refer to the Disclosure and Barring Service (DBS)

The Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 both make it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the Disclosure and Barring Service (DBS). This means that the Safeguarding Officer must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults; this includes anyone who is believed to have committed a relevant conduct while on the job or who has a record of such conduct.

Churches have a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS, failure to do so can result in a fine and/or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports.

The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.

Further information can be found on the DBS's website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Reporting a 'Serious Incident' to the Charity Commission

Under Charity Commission regulations a Serious Incident occurs where a result has, or could, entail '...a significant loss of funds or a significant risk to the charity's property, work, beneficiaries or reputation. They should be reported as soon as possible.

As far as allegations of abuse are concerned Charity Commission guidance states:

'You should report this if any one or more of the following occur:

- There has been an incident where the beneficiaries of your charity have been or are being abused or mistreated while under the care of your charity or by someone connected with your charity such as a trustee, member of staff or volunteer.
- There has been an incident where someone has been abused or mistreated and this is connected with the activities of the charity.
- Allegations have been made that such an incident may have happened regardless of when the alleged abuse or mistreatment took place
- You have grounds to suspect that such an incident may have occurred.'

The Charity Commission states that these are 'zero tolerance' issues which would always be investigated by them. Serious incidents also include not having adequate safeguarding policies in place and failure to carry out Disclosure checks on workers and trustees (where legally possible); in summary, anything that could affect the good reputation of the charity.

Those charities whose incomes exceed £25,000 must declare all Serious Incidents as part of their Annual Returns. Failure in the latter respect also signifies failure regarding the charity's legal obligations. Charities can make a report in the following ways:

- Writing to Charity Commission Direct, P O Box 1227, Liverpool L69 3UG
- Telephoning 0845 300 0218
- E-mailing RSI@charitycommission.gsi.gov.uk
- The guidance and further information can be found on the charity Commission website: www.charitycommission.gov.uk