

# PROTECTION AND SAFEGUARDING POLICY



Updated: June 2024

Review: June 2026

## Section 1

### Details of the place of organisation

- Name of Place of Organisation: **Coton Green Evangelical Free Church**
- Address: **The Coton Centre, Comberford Road, Tamworth, Staffordshire. B79 9AA**
- Tel No: **01827 60789**

### General Details

General email address: [safeguarding@cotongreenchurch.co.uk](mailto:safeguarding@cotongreenchurch.co.uk)  
Main contact Name: **Mrs Sylvia Gilbert**  
Main contact Telephone: **01827 60789**  
Charity Number: **513110 (Coton Green Evangelical Free Church Trust)**  
Insurance Company: **Victor - Policy Number: CC008078**

### Safeguarding Lead

Safeguarding Lead Name: **Mrs Sylvia Gilbert**  
Contact Telephone: **07715 528882**  
Contact Email: [Safeguarding@cotongreenchurch.co.uk](mailto:Safeguarding@cotongreenchurch.co.uk)

### Safeguarding Deputy

Safeguarding Deputy Name: **Mrs Lindsey Thompson**  
Contact Telephone: **07876 418143**  
Contact Email: [Safeguarding@cotongreenchurch.co.uk](mailto:Safeguarding@cotongreenchurch.co.uk)

Contact numbers for relevant agencies to support with or refer safeguarding concerns:

Staffordshire Children's Advice and Support Services (SCAS) 03001118007

SCAS Emergency Duty Team (out of hours) 03456042886

Local Authority Designated Officer (LADO) 08001313126

NSPCC 08088005000

Local Authority Referral Team 03001118007

Thirtyone:Eight Safeguarding Helpline 03030031111

Government Helpline of extremism: Concerns 02073407264

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

- We are an independent Christian Church with a congregation made up of people from across Tamworth and the surrounding areas. Our aim is to be active in our community providing the support that people need to enable them to lead fruitful and happy lives.
- We do this through several events and focused activities held throughout the week that are aimed at reaching people of all ages including: toddler groups, youth groups (teens), Sunday school ministries, men's and ladies' activity groups, fitness classes, house groups, friendship groups, fun days and open days.
- The Coton Centre, the home of Coton Green Church, and is also used as a venue for many community activities, meetings, conferences; as well as by local primary and secondary schools for their annual prize giving events and Christmas, Easter, and Leaver's performances.

## **Our commitment**

As a board of Trustees and Leaders (*shall be known as Leadership*) within the organisation, we recognise the need to provide a safe and caring environment for children, young people, and adults. We acknowledge that children, young people, and adults can be the victims of physical, sexual, and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status".

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by thirtyone:eight.

### **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 will regularly review the operational guidelines attached.

- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinators in their work and in any action, they may need to take to protect children and adults with care and support needs.
- The Leadership agrees not to allow the document to be copied by other organisations.

## **Section 2**

### **Prevention**

#### **Understanding abuse and neglect**

Defining child abuse or abuse against an adult 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.

To safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social, and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment, or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.
2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment, and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also, for adults the UN Universal Declaration of Human Rights with reference to Article 5: No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

- Signs and symptoms of abuse (Appendix A)
- Definitions of abuse (Appendix B)
- Self-Declaration Form (Appendix C)
- Staff and Volunteer Agreement Form (Appendix D)

## **Safer recruitment**

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

- ◆ There is a written job description/ person specification for the post
- ◆ Those applying have completed an application form and a self-declaration form
- ◆ Those short listed have been interviewed
- ◆ Safeguarding has been discussed at interview
- ◆ Written references have been obtained, and followed up where appropriate
- ◆ A disclosure and barring check have been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- ◆ Qualifications where relevant have been verified
- ◆ A suitable training programme is provided for the successful applicant
- ◆ The applicant has completed a probationary period
- ◆ The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## **Safeguarding training**

The Leadership 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 workers will receive induction training and undertake recognised safeguarding training on a regular basis.

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

## **Management of Workers - Codes of Conduct**

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

## **Section 3**

### **Practice Guidelines**

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

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in. This means that all ministry leaders or event coordinators are responsible for ensuring risk assessments for every event are completed, consent forms covering attending the event and photographic permissions are completed (where applicable), driver's insurance and licence documents are checked (where applicable), and correct ratios to leaders and children are maintained.

### **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 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 the letting agreement will have their own policy that meets [thirtyone:eight's](#) safeguarding standards.

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

“We are familiar with HM Government “Working together to Safeguard Children 2023-A guide to multi-agency working to help protect and promote the welfare of children (December 2023).

Paragraph 310-316-Voluntary, Charity, Social Enterprise, Faith based organisations and private sectors.

Please also refer to the information at the end of this document from the Staffordshire Council of Voluntary Youth Services (SCVYS Safeguarding Update 2023)”

## Section 4

### Responding to allegations of abuse

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

- ◆ Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

- Completing a Cause for Concern Form (Appendix E)

- ◆ The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to either:

#### Safeguarding Lead

Safeguarding Lead Name: **Mrs Sylvia Gilbert**

Contact Telephone: **07715 528882**

Contact Email: [Safeguarding@cotongreenchurch.co.uk](mailto:Safeguarding@cotongreenchurch.co.uk)

#### Safeguarding Deputy

Safeguarding Deputy Name: **Mrs Lindsey Thompson**

Contact Telephone: **07876 418143**

Contact Email: [Safeguarding@cotongreenchurch.co.uk](mailto:Safeguarding@cotongreenchurch.co.uk)

The above are 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.

- ◆ If the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to the Deputy.  
If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to: **thirtyone:eight PO Box 133, Swanley, Kent, .BR8 7UQ. Tel: 0303 003 1111. Alternatively contact Social Services or the police.**
- ◆ The Safeguarding Co-ordinators should contact the appropriate agency, or they may first ring the thirtyone:eight helplines for advice. They should then contact social services in the area the child or adult lives.

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

Children's Social Services: **Staffordshire Children's Advice and Support Services**

Tel: **0300 111 8007**

Out of hours Tel: **0345 6042886**

Website Address: [www.staffordbc.gov.uk/safeguarding-children-and-vulnerable-adults](http://www.staffordbc.gov.uk/safeguarding-children-and-vulnerable-adults)

## **Adult Social Services**

Tel: **0345 6042719**

Out of hours Tel: **0345 6042886**

Website Address: [www.staffordbc.gov.uk/safeguarding-children-and-vulnerable-adults](http://www.staffordbc.gov.uk/safeguarding-children-and-vulnerable-adults)

Police Protection Team Tel: **0300 1234455 or 101** (for non-emergency calls)

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

to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect, or emotional abuse.

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

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

### **Allegations of sexual abuse**

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

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

### **Detailed procedures where there is a concern that an adult needs protection:**

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

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

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

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

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

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

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

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

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

The safeguarding co-ordinator will:

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

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

## **Section 5**

### **Pastoral Care**

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

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

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

The church will write a contract (<https://thirtyoneeight.org/get-help/resources/practiceguides-text/contracts-and-agreements/>) and ask all necessary to sign, meet regularly, ideally weekly, for the first month, then no less than bi monthly unless the offence was committed a long time ago and the contract is working smoothly.

Set up a rota of meeting the offender in advance of the activity such as Sunday worship, sit alongside or in sight of him/her, accompany to coffee time to ensure that the person is not engaging with vulnerable members of the church.

It might be preferable to put into the contract that the person will attend the service where children/ young people are not likely to be present.

As well as restricting the movements of the person, it is important that they are not placed in a position of trust (or any other public position that may indicate they are trusted) by becoming a youth worker, a door welcomer,

reader, pastoral visitor etc. Regarding home group meetings, thought will be given to which home group would be most suitable to attend, and that the offender should not be in a home group where there are vulnerable people within the household.

The church will know that an agreement for managing offenders will be put in place when necessary. (However, the organisation will not know the identity of the person or the group members). Some people are surprised that it is not good practice for the children's workers, for example, not to be told the identity of a person of concern. This is in place for three reasons.

Firstly, it is a breach of sensitive information for other to be told about the identity of someone who has an agreement or contract.

Secondly, it suggests that all those who may pose a risk are known by the leadership.

Thirdly, a good safeguarding policy should treat all situations equally and prevent ANYONE who is not a leader of a group where there are vulnerable people from having access to them.

## **Adoption of the policy**

This policy was agreed by the leadership and will be reviewed every 2 years on:

Print Name: ..... Signature: ..... Position: .....

Date:.....

## **Appendix A**

### ***Signs and symptoms of abuse***

#### **Signs of Abuse (Children)**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

#### **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, sometime 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 behaviour
- ◆ Persistent tiredness
- ◆ Running away/stealing/lying

## **Neglect**

- ◆ Exposure to danger/lack of supervision
- ◆ Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc.
- ◆ Injuries that have not received medical attention
- ◆ Inadequate/inappropriate clothing
- ◆ Constant hunger
- ◆ Poor standards of hygiene
- ◆ Untreated illnesses
- ◆ Persistent lack of attention, warmth, or praise

## **Spiritual Abuse**

- ◆ As a church, we must be aware that harm can be caused by the inappropriate use of religious belief or practice.
- ◆ This can include:
- ◆ Misuse of the authority of leadership or penitential discipline
- ◆ Oppressive teaching
- ◆ Intrusive healing or deliverance ministry
- ◆ Any of these could result in an individual experiencing physical, emotional or
- ◆ Sexual harm

## **Signs of Abuse (Adults)**

The following signs could be indicators that abuse has taken place but should be considered in context of an adult's whole life.

## **Physical abuse**

- ◆ History of unexplained falls, fractures, bruises, burns, minor injuries.
- ◆ Signs of under or overuse 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
- ◆ 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 abuse**

- ◆ 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.

### **Neglect and 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

### **Other types of Abuse**

- ◆ Peer on peer abuse (this may be a form of bullying)
- ◆ Breast Ironing / Breast flattening (young girls breasts are ironed to become flatter with the view to protect them from rape, harassment)

- ◆ Controlling and or coercive behaviour
- ◆ Female Genital Mutilation (FMG)

## Appendix B

### 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.

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

#### **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** 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** 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** 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** 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 because 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.

**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 using technology

**Extremism** goes beyond terrorism and includes people who target the vulnerable – including the young - by seeking to sow division between communities based on 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.

## **Statutory Definitions of Abuse – Adults**

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000).

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who:

- ◆ has need for care and support (whether the local authority is meeting any of those needs) and.
- ◆ is experiencing, or at risk of, abuse or neglect; and
- ◆ because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in

Section 1 of the Care Act.

“We want adults who have use and contact with Coton Green Church to enjoy a safe environment and be able to share with us if they are suffering from harm.

We endeavour to give consideration to:

Frail elderly  
Learning disability  
Physical or sensory disability  
Mental health needs  
Those lacking capacity

If there is a suspicion of an adult being subject to abuse, we follow the procedures as required by the Care Act.”

**Link:** The Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

**Link:** Care and Support Statutory Guidance under the Care Act 2014 <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

**Physical abuse** - including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** - including psychological, physical, sexual, financial, emotional abuse; so, called 'honour' based violence.

**Sexual abuse** - including rape, indecent exposure, sexual harassment, inappropriate looking ' or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, 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** - including forms of harassment, slurs, or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation, or religion.

**Organisational abuse** - including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes, and practices within an organisation.

**Neglect and acts of omission** - including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating.

**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.

**Spiritual Abuse** - As a church, we must be aware that harm can be caused by the inappropriate use of religious belief or practice.

This can include:

- ◆ Misuse of the authority of leadership or penitential discipline
- ◆ Oppressive teaching that goes beyond our Statement of Faith
- ◆ Intrusive healing or deliverance ministry that has not been requested by the individual concerned

Any of these could result in an individual experiencing physical, emotional, or Sexual harm

## **Appendix C**

**Self-declaration Form for a Position Requiring an Enhanced Level Check / Enhanced Level Check with Barring Disclosure.**

### **STRICTLY PRIVATE AND CONFIDENTIAL**

All applicants that require an Enhanced Disclosure are asked to complete this form, detach it from the application Form and return it, to the Recruiter detailed below, in a sealed envelope or email to:

**Safeguarding Lead**

|                         |                                                                                              |
|-------------------------|----------------------------------------------------------------------------------------------|
| Safeguarding Lead Name: | Mrs Sylvia Gilbert                                                                           |
| Contact Telephone:      | 07715528882                                                                                  |
| Contact Email:          | <a href="mailto:Safeguarding@cotongreenchurch.co.uk">Safeguarding@cotongreenchurch.co.uk</a> |
| Address:                | Coton Green Evangelical Free Church, The Coton Centre, Tamworth, Staffordshire, B79 9AA      |

Appointment applied for: .....

### **CONVICTION HISTORY**

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand, or warning (according to DBS filtering rules\*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

***(please circle) Yes or No***

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s)? Continue a separate sheet if necessary.

1. If the role is in relation to children and young people, has there ever been any cause for concern regarding your conduct with children, young people? If yes, please give details.

***(please circle) Yes or No***

2. If the role is with adults at risk/care and support needs has there ever been any cause for concern regarding your conduct with adults? Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people, or adults at risk (as applicable). If yes, please give details.

(please circle) Yes or No

## DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name): ..... of  
(address): .....

..... consent to a criminal record check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

**I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.**

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police force and/or a social services/ (Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Print Name: ..... Signature: ..... Position: .....

Date:.....

*For notes marked with an asterisk, please see Jinks below.*

Those applying for work with children and/or adults at risk in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.

**I confirm that I am not barred from working with children /adults at risk.**

Print Name: ..... Signature: ..... Position: .....

Date:.....

\* <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-checkcertificates>

<http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf>

\*\* [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216089/rehabilitation-offenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf)

## LEGALESE -ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands, or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act except for those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will

not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 and all amendments made on or before May 25th, 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

#### **Notes for England and Wales - Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and/or vulnerable adults in

posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. DBS Eligibility from: <https://www.gov.uk/government/publications/dbs-check-eligibilitypositions-guidance>

## **Appendix C**

### **Staff and Volunteer Safeguarding Agreement**

Coton Green Church is committed to ensuring the ongoing welfare of children and adults with care and support needs. Therefore, by signing this letter you agree to the following principles set out by Coton Green Church:

- ◆ To work under the leadership and guidance of the ministry leader assigned by Coton Green Church
- ◆ I understand the nature of the work I am to do with children/young people.
- ◆ I understand the nature of the work I am to do with adults with care and support needs.
- ◆ I have read the guidelines produced by the church for safeguarding children and young people.
- ◆ I understand that it is my duty to protect the children, young people and adults with care and supports needs whom I encounter.
- ◆ I know what action to take if abuse is discovered or disclosed.
- ◆ I agree to attend regular Safeguarding Training as deemed appropriate by the Safeguarding Team and Leadership

Coton Green Church reserves the right to withdraw a member of staff or volunteer in the event of the following:

- ◆ A breach of this agreement
- ◆ A breach of Coton Green Church's Safeguarding Policy
- ◆ A breach of Coton Green Church's Data Protection Policy

I confirm that I have read and understand, and will adhere to Coton Green Church's Safeguarding and Data Protection Policies

Date:.....

Print Name: ..... Signature: ..... Position: .....

Date:.....

## Appendix E

Name of Child: .....

DOB: .....

Name of person completing form: .....

Position:.....

Date of incident: ..... Time of

incident: .....

***Please use separate pages/paper if required to support this record.***

| <b>Incident / reason for concern</b>                                                         |
|----------------------------------------------------------------------------------------------|
|                                                                                              |
| <b>Evidence to support concern – previous existing injury/accident, sickness/absent form</b> |

|                                                                                      |
|--------------------------------------------------------------------------------------|
|                                                                                      |
| <b>Name of witnesses and any other information</b>                                   |
|                                                                                      |
| <b>Witness statement and date taken <i>(please use separate sheet if needed)</i></b> |
|                                                                                      |
| <b>Other agencies involved with the child / adult</b>                                |
|                                                                                      |
| <b>Action taken</b>                                                                  |
|                                                                                      |
| <b>Date inter-agency referral took place and any other information</b>               |



Signature: ..... Date &  
Time : .....

Witness  
Signature: .....Date: .....

Safeguard Lead / Deputy name: .....

Safeguard Lead / Deputy Signature: .....

Date Safeguarding Lead/Deputy were informed: .....

**This record is strictly confidential and should only be shared with individuals on a need to know basis.**

**Practitioners have a duty to safeguard all children.**

**All concerns must follow the Staffordshire Safeguarding Children's Board Child Protection Procedures.**

**This form will need to be used as evidence when a Safeguarding referral takes place.**

## **PROTECTION OF CHILDREN AND ADULT'S POLICY STATEMENT**

- ◆ Coton Green Church is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

- ◆ We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults at risk of harm and abuse and to report any such abuse that we discover or suspect.
- ◆ We recognise that the personal dignity and rights of adults and will ensure all our policies and procedures will reflect this.
- ◆ We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation.
- ◆ We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- ◆ We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are experiencing significant harm.

**We are committed to:**

- ◆ Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of
- ◆ our safeguarding policy.
- ◆ Implementing the requirements of the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and all other relevant legislation. ·
- ◆ Supporting, resourcing and training those who undertake this work.
- ◆ Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- ◆ Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- ◆ Supporting all in the place of worship/organisation affected by abuse.

**We recognise:**

- ◆ Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- ◆ Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- ◆ Safeguarding is everyone's responsibility.

**We will review this statement and our policy every two years.**

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Safeguarding Lead:

Safeguarding Deputy:

Signed by and on behalf of the Trustee Board and Leadership

Print Name: ..... Signature: ..... Position: .....

Date:.....