

The Safeguarding Policy

SECTION 1

Details of the place of worship/organisation

Name of Place of Worship/Organisation: Community Church Rochford (CCR), a working name of Rochford Community Church Trust

Addresses we usually meet at:

Sunday gatherings: King Edmund School, Vaughan Close, Rochford, Essex SS4 1TL

Weekday and evening gatherings:

Rochford Community Hub, Methodist Church, 77-79 North Street, Rochford, Essex SS4 1AD

The Ashingdon Centre, Fambridge Rd, Ashingdon, Rochford SS4 3LN

St Marks Hall, St Marks Field, Rochford, Essex, SS4 1PT.

Wishing Well Childrens Centre, The Blvd, Rochford SS4 1QF

We are a Community Church involved in our local community in a number of ways and offer a number of meetings, as described below. Our primary place of worship is a rented building (King Edmund School, Rochford) consisting of different rooms which are used on Sunday mornings. The church also uses other rented buildings (Rochford Community Hub, The Ashingdon Centre and St Marks Hall). We also meet regularly as small groups in a number of church members' homes. Occasionally we meet in other local churches and community halls.

Tel No: 07562 335570

Email address: communitychurchrochford@outlook.com

Charity Number: 1077877 **Company Number:** 3769768

Insurance Company:

The church's insurance policy is with Ansvar and has public liability cover of £5 million.

The following is a brief description of our church and the type of work/ activities we undertake with children/adults.

Our Sunday morning services comprise of different formats. Generally, children and adults meet together for worship in the first half of the morning. During the second half of the morning children and adults split into their own groups for the preaching time. Age appropriate activities with Christian content are provided for children and young people.

Once a month the children and young people take part in their own service for the whole morning called The Rock..

Sunday morning:

Little Stars for 0 - 3 year olds

Explorers for 4 - 6 year olds

Adventurers- for 6 - 9 year olds (School years 2 - 4)

Ignite for 9 - 13 year olds (School years 5 - 8)

Breakthrough for 13 - 18+ year olds- (happens once or twice a month)

Weekday gatherings at Rochford Community Hub:

A range of gatherings take place each week or on a monthly basis at the Community hub. Examples of these include groups for children, coffee mornings, meals for the elderly, meals for those in need and craft times.

Weekday gatherings at The Ashingdon Centre.

We regularly meet at The Ashingdon Centre to worship and pray. We also use the venue for meals, Barbeques and retreat days.

Weekday gatherings at St Marks Hall:

We run a weekly art group.

Weekday gatherings at Wishing Well Children's Centre

We run a baby massage group.

Our commitment

As the Organisation (this term refers to the Leadership and the Trustees), we recognize the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and adults with care and support needs 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 the Organisation, 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 attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with them.

The Organisation 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 Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Key Contacts:

Safeguarding Coordinator: Simon Ford Tel: 07534 904488 Email: simon.ccr@outlook.com

Deputy Safeguarding Officer Matthew Klaushofer Tel: 07963962046 (01702 331443).

Chair of Trustees: Chris Porter Tel: 07899 951838 (01702 585412).

**CCPAS Churches Child Protection Advisory Service: 0845 120 4550
PO Box 133, Swanley, Kent. BR8 7UQ**

Other helpful contact details on page 4.

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 with care and support needs.

In order 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 which states:

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

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

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

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

Detailed definitions, and signs and symptoms of abuse are outlined in Appendices 2-5 of this policy.

Safeguarding awareness

The Organisation 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 be DBS-checked and trained in safeguarding through CCPAS training materials or through other suitable materials.

The Organisation will also ensure that children and adults with care and support needs are, where necessary, 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.

RESPONDING TO ALLEGATIONS OF ABUSE

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.

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Procedures to be followed are:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to **Simon Ford** (Safeguarding Coordinator) tel no: 07534 904488 who is nominated by the Organisation to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to **Matthew Klaushofer** (Deputy Safeguarding Officer) tel no: 07963962046 (01702 331443).
- In the absence of the Co-ordinator and Deputy the Chair of Trustees (Chris Porter 07899 951838, 01702 585412) is to be consulted.

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ, telephone 0303 003 11 11. Alternatively contact Social Services or the police.

Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services.

Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from CCPAS as above.

Local Children's Social Services office telephone numbers are:

Routine Enquiries & Referrals	0845 603 7627 (Essex) 01702 315 007 (Southend)
Urgent Safety Concerns	0845 603 7634 (Essex)
Urgent Concerns (Out of Hours)	0845 606 1212

Contact numbers for the Police

Emergency	999
Non-emergency	101 or 01245 491491
Domestic Abuse Unit, Rayleigh	01702 423151
Child Abuse Investigation Unit	101, ext 384140

The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern. These include:

- The Chair of the Trustees (Chris Porter) who subsequently may need to inform the Charity Commission that a serious incident has occurred
- The Senior Leader and, if necessary, other members of the leadership team.

- The Insurance company
- A Designated Officer (formerly LADO – Local Authority Designated Officer) if allegations have been made about a person who has a role with under 18s elsewhere.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to First Contact Team at Social Services, the Police or taking advice from CCPAS. In such cases the Trustee Lead for Safeguarding should be consulted.
- The Organisation 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 to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Organisation hopes that members of the place of worship/organisation will not use this procedure first. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator/Deputy as to the appropriateness of a referral, they are free to contact an outside agency direct. By making this statement the organisation demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

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 CCPAS) 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 CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

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

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

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

Suspicious or allegations of abuse of 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 CCPAS can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

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 Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH ADULTS WITH CARE AND SUPPORT NEEDS

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 3

Prevention

Safe recruitment

The Organisation will ensure all workers will be appointed, trained, supported and supervised.

The Organisation recognises that the majority of workers involved with children, young people and adults with care and support needs are volunteers who have been active members of Community Church Rochford for at least 6 months.

In view of this, the 'streamlined' safe recruitment procedures recommended by CCPAS will be followed:

- Two written references are to be obtained by the Safeguarding Co-ordinator or Deputy, alongside informal enquiries to ensure that others in the community know of no concerns and can make a positive recommendation
- An informal interview is conducted, including a discussion about safeguarding
- A DBS check is completed as quickly as possible and while workers are waiting for the DBS check to come through, they will not be allowed unsupervised access to children, young people and adults with care and support needs (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- The applicant is given a copy of the Safeguarding Policy and knows how to report a concern
- Safeguarding training is provided, alongside other training where relevant
- The applicant completes a probationary period

An induction sheet for each applicant will monitor this process. This sheet will be monitored by the Youth Leader/Recruiter and overseen by the Safeguarding Co-ordinator.

In the case of 'one-off' volunteers at, for example, day outings or special events, these measures will not be needed provided that the volunteer is not left unsupervised with children, young people and adults with care and support needs.

In the case of salaried church workers directly involved with children, young people and adults with care and support needs, in addition to the above procedures the following measures will also be put in place:

- 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 formally interviewed

Management of Workers – Codes of Conduct

As the Organisation we are committed to supporting all workers and ensuring they receive support and supervision. All workers will be issued with a code of conduct towards children, young people and adults with care and support needs. The Organisation undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

SECTION 4

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 church.

Working with offenders

When someone attending the church is known to have abused children, or is known to be a risk to adults with care and support needs, the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person which they will be expected to keep.

SECTION 5

Practice Guidelines

As a church 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 accusation.

As well as a general code of conduct for workers the Safeguarding Team will also develop specific good practice guidelines for the activities we are involved in.

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 with care and support needs. This can be because of cultural tradition, belief and religious practice or understanding, for example, what constitutes abuse. We therefore have clear guidelines in regards to 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. It is also our expectation that any organisation hosted on our premises will have their own policy that meets CCPAS' safeguarding standards.

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

Signed by: _____

Print Name: _____

Role: _____

Date: _____

APPENDIX 1

The Organisation Safeguarding Statement

The Organisation of Community Church Rochford, recognises the importance of its ministry/work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the organisation as part of this policy.

This church is committed to the safeguarding of children and adults with care and support needs

and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- 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 suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults with care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults with care and support needs and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults with care and support needs and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any organisational guidelines in relation to safeguarding children and adults in need of protection.

- Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults with care and support needs.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) 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.
- 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.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding co-ordinators for this church:

Safeguarding Coordinator: Simon Ford, Tel 07534 904488

Deputy Safeguarding Officer: Matthew Klaushofer Tel: 07963962046 (01702 331443).

Chair of Trustees: Chris Porter Tel: 07899 951838 (01702 585412)

A copy of the full policy and procedures is available from the Safeguarding Coordinator and is available on Sunday mornings.

Signed on behalf of the organisation of Community Church Rochford

Signed _____

Print Name: _____

Date _____

APPENDIX 2 – from Safe & Secure online Manual

Definition of Child and adult with care and support needs

Definition of a child

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18.

Throughout this manual when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

Definition of adult with care and support needs/adult in need of protection

An adult is someone over 18 (unless specific legislation states otherwise). The Universal Declaration of Human Rights (1948), the European Convention on Human Rights, the Human Rights Act 1998 and the UN Convention on the Rights of Persons with Disabilities (2008) all state that adults should be free from abuse.

It follows that some adults because of circumstance or particular vulnerability or risk may be in need of protection. Adults with care and support needs are also known as 'adults at risk'. Throughout this manual we will use the terms 'adults with care and support needs' and 'adults in need of protection' interchangeably.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults with care and support needs from abuse' - Department of Health and Home Office (March 2000) states a vulnerable person is someone:

"who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation".

In Scotland, the Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as someone who is:

- unable to safeguard their own well-being, property, rights or other interests,
- at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.
- at risk of harm if another person's conduct is causing (or is likely to cause) the adult to be harmed, or the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

APPENDIX 3 – from Safe & Secure online Manual

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 of abuse below operate in England based on the government guidance, Working Together to Safeguard Children (2010).

What are abuse and neglect?

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

Physical abuse

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

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

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

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether 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.

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.

APPENDIX 4 – from Safe & Secure online Manual

Statutory Definitions of Abuse (adults with care and support needs)

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults with care and support needs from abuse' (Department of Health 2000):

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

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

Physical Abuse

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

Sexual Abuse

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

Psychological or Emotional Abuse

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

Financial or Material Abuse

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

Neglect or Act of Omission

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

Discriminatory Abuse

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

Institutional Abuse

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

APPENDIX 5 – from Safe & Secure online Manual

Further Definitions of Abuse

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.

Domestic Violence

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: "any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality." (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.)

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence.

The definition of domestic violence in Working Together 2010 states:

"Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence." (Section 6.21)

Home Office (2009) 'What is Domestic Violence?' London Home Office defines domestic violence as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality." Nearly a quarter of adults in England are victims of domestic violence. Although both men and women can be victimised in this way, a greater proportion of women experience all forms of domestic violence, and are more likely to be seriously injured or killed by their partner, ex-partner or lover. (Section 9.17)

Investigating complex (organised or multiple) abuse

This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Such abuse is profoundly traumatic for the children who become involved. Its investigation is time-consuming and demanding work, requiring specialist skills from both police and social work staff. Some investigations become extremely complex because of the number of places and people involved, and the timescale over which abuse is alleged to have occurred. The complexity is heightened where, as in historical cases, the alleged victims are no longer living in the setting where the incidents occurred or where the alleged perpetrators are also no longer linked to the setting or employment role. (Working Together 2010 Sections: 6.10 - 6.11)

Child Prostitution

'Working Together to Safeguard Children' (2006) Section 6.2 stated:

"Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment."

See also 'Safeguarding Children Involved in Prostitution' (2000)

In 'Working Together to Safeguard Children' (2010) it states:

New offences targeted at those who sexually exploit children and young people

The Sexual Offences Act 2003 introduced a number of new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties. They include:

- paying for the sexual services of a child;
- causing or inciting child prostitution;
- arranging or facilitating child prostitution; and
- controlling a child prostitute.

(Section 12.10)

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.

'Working Together' (2010) states:

"Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia 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. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth.

FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. Further information about the Act can be found in Home Office Circular 10/2004 [Found at www.homeoffice.gov.uk].

FGM is much more common than most people realise, both worldwide and in the UK. It is reportedly practised in 28 African countries and in parts of the Middle and Far East but is increasingly found in Western Europe and other developed countries, primarily amongst immigrant and refugee communities. There are substantial populations from countries where FGM is endemic in London, Liverpool, Birmingham, Sheffield and Cardiff but it is likely that communities in which FGM is practised reside throughout the UK. It has been estimated that up to 24,000 girls under the age of 15 are at risk of FGM in the UK." [Available from Dorkenoo et al, 2007 FORWARD UK]. (Sections 6.14 - 6.16)

APPENDIX 6

Rochford Community Church Safeguarding Policy Roles and Responsibilities Trustees

The Trustees are ultimately responsible to the general public for safeguarding within the Trust. Their responsibilities include:

- ensuring that an appropriate safeguarding policy is approved and is implemented.
- reporting any serious incidents to the Charity Commission.

It is recommended that Trustees appoint one of their members to lead them in fulfilling their responsibilities.

Leadership Team

The Leadership Team have ultimate pastoral responsibility for safeguarding. Their responsibilities include:

- ensuring that safeguarding is promoted in all of the Trust's activities.
- ensuring that all persons responsible for safeguarding are well supported.

Safeguarding Co-ordinator

The Safeguarding Co-ordinator will take the lead for safeguarding in the Trust's activities. The Co-ordinator's responsibilities include:

- ensuring that all persons working with children and adults with care and support needs are aware of the Trust's safeguarding policy and procedures and are appropriately trained.
- ensuring that the safeguarding policy and procedures are implemented and that they are regularly reviewed.
- dealing with concerns and allegations of abuse.
- maintaining an awareness of national and local safeguarding policies and procedures.

The person appointed as Co-ordinator should be sufficiently senior within the Trust as to be able to fulfil these responsibilities.

The Safeguarding Co-ordinator shall be supported by one or more Deputy Safeguarding Co-ordinators.

A Deputy's responsibilities include:

- assisting the Co-ordinator.
- providing cover during the Co-ordinator's absence.
- taking the lead if an allegation is made against the Co-ordinator or a close family member.

It is helpful for the Co-ordinator and Deputy to represent both genders in case a child or adult with care and support needs wishes to discuss personal issues.

Recruiter

The Recruiter is responsible for the safe recruitment of persons working with children and adults with care and support needs. The Recruiter's responsibilities include:

- making criminal records checks on trustees, leaders and everyone working with children and adults with care and support needs.
- checking references when appropriate from application forms.
- making decisions, based on the above, as to the suitability of a person for a post and, if necessary and in conjunction with the Safeguarding Co-ordinator, determining any restrictions which may be necessary.
- maintaining a register of those persons who have undergone criminal records checks, the posts for which the checks were obtained, reference numbers for the disclosures and any conclusions which were reached.

The Recruiter shall be assisted by one or more Deputy Recruiters.

Children's and Pastoral Team Leaders

As part of their responsibilities in leading those working with children and adults with care and support needs, Children's and Pastoral Team Leaders must ensure that all workers receive appropriate safeguarding training.

Children's and Pastoral Workers

All those working with children and adults with care and support needs must take personal responsibility for safeguarding those in their care. Their responsibilities include:

- ensuring they are familiar with the Trust's safeguarding policy and procedures.
- attending appropriate safeguarding training.
- bringing concerns of abuse promptly to the attention of the Safeguarding Co-ordinator.

Rochford Community Church Trust Post Holders and Contact Details

Chair of Trustees

Chris Porter 07899 951838/ 01702 585412

Safeguarding Co-ordinator:

Simon Ford 07534 904488

Deputy Safeguarding Co-ordinator:

Matthew Klaushofer 07963 962046

Recruiter:

Sue Stokes 01702 872871/ 07914 482647

Deputy Recruiter

Angela Porter 07762 377594

Children's & Youth Leaders

Lisa Ford 07922 170979 – Children

Simon Ford 07534 904488 - Youth

Pastoral Team Leader

Gail Clayton 01702 257160 / 07823 777714

Churches' Child Protection Advisory Service (CCPAS)

A Christian organisation providing safeguarding support for churches and other organisations.

0845 120 4550

www.ccpas.co.uk

Referral Agencies

Essex Social Care

Routine Enquiries & Referrals		0845 603 7627 01702 315 007 (Southend)
Urgent Safety Concerns		0845 603 7634
Urgent Concerns (Out of Hours)		0845 606 1212

Essex Police

Emergency		999
Non-emergency		101 or 01245 491491
Child Abuse Investigation Unit		101, ext 384140

Sources of Advice

Churches' Child Protection Advisory Service (CCPAS)

A Christian organisation providing safeguarding support for churches and other organisations.

0845 120 4550

www.ccpas.co.uk

Essex Safeguarding Children Board

A statutory body which oversees the safeguarding of children in Essex.		01245 435167 www.escb.org.uk
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Essex Safeguarding Adults Board

A statutory body which oversees the safeguarding of adults with care and support needs in Essex.		01245 430085 www.essexsab.org
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NSPCC

A national charity dedicated to ending the abuse of children.	0808 800 5000 www.nspcc.org.uk
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Childline

A confidential support service run by the NSPCC for children.	0800 1111 www.childline.org.uk
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Child Exploitation and Online Protection Centre (CEOP)

A national police organisation dedicated to eradicating the sexual abuse of children.	0870 000 3344 www.ceop.gov.uk
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Disclosure & Barring Service (DBS)

A statutory body to help employers make safer recruitment decisions about workers with children and adults with care and support needs.	0870 909 0811 www.homeoffice.gov.uk/dbs/
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Lucy Faithfull Foundation

A charity committed to reducing the risk of children being sexually abused by working with entire families including abusers.	01527 591922 www.lucyfaithfull.org.uk
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Basildon Women's Aid

A charity providing advice and a refuge for women and children suffering domestic abuse. Their service is funded for Rochford District.	01268 581591 www.basildonwa.org
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Recruitment & Training

Scope

Within the Trust, there are a variety of workers with roles and responsibilities which bring them into contact with children and adults with care and support needs. In order to minimise the risk to those who are the most vulnerable, it is important that these persons are appointed with due care. Such workers include:

- Those with overall responsibility for safeguarding, including Trustees and the Leadership Team.
- Those with specific safeguarding roles.
- Children's and youth workers, pastoral workers, house group leaders and some community workers.
- Drivers of children and adults with care and support needs where this is on behalf of the Trust rather than by private arrangement with the family.

Criminal Records Checks

All workers as outlined above shall undergo criminal records checks. This will 'root out' some inappropriate persons and will deter others from applying. Furthermore it is a measure now expected by the general public and one required by the Charity Commission.

Checks should be made prior to taking up a post. Rechecks should be made periodically thereafter, normally every three years unless circumstances (including legislation) require a shorter interval.

A Recruiter and one or more deputies shall be appointed to oversee criminal records checks. Recruiters will need to be approved by an 'umbrella body' through which the checks will be facilitated. They will determine the level of checks required and will make decisions, based upon the information disclosed, as to the suitability of a person for a post. When necessary, in conjunction with the Safeguarding Co-ordinator, they will determine any restrictions which may be necessary. Recruiters may have access to confidential information which cannot generally be disclosed.

All criminal record disclosures shall be stored in accordance with the Trust's policies.

Training

New workers shall be trained to ensure both knowledge and understanding of the Trust's Safeguarding Policy and Procedures. In particular workers must understand how they may work safely with children and adults with care and support needs and what action they must take if they suspect abuse. Training shall be repeated every three years, unless they have completed relevant training elsewhere, to ensure that worker's knowledge is up to date.

- The children's team leader is responsible for overseeing that workers are adequately trained. This can be in house, on line, in their own work if applicable to their role in church and community activities, or attending Safeguarding study days.
- The pastoral team leader, in conjunction with the safeguarding co-ordinator is responsible for ensuring these workers are adequately trained to work with adults with care and support needs.