



Safeguarding Policy

Based on the AoG Safeguarding Policy Revised: Aug 2014

Reviewed by	Trustees
Last Reviewed	19 April 2018
Next Review Due	19 April 2019



Working in partnership with



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AoG partnership with the Churches' Child Protection Advisory Service (CCPAS)

The Assemblies of God (GB) work closely with CCPAS to provide a range of supports for member churches. It is our belief that safeguarding the vulnerable is an essential part of our Christian faith and that this is supported throughout scripture and particularly in the life, teaching and actions of Jesus Himself.

This policy document has been written by CCPAS and endorsed by the National Leadership Team as the model to which all AoG churches' should aspire. It is recommended to be used in its entirety for those churches that do not yet have a formal policy and for those who do not have a policy that meets the standards and expectations detailed within this model.

The National Ministry Centre at Mattersey has a partnership agreement with CCPAS to provide specific support, advice, training and other assistance to enable the national team to fulfil their safeguarding responsibilities effectively. However, it is an expectation upon all member churches that they ensure adequate safeguarding arrangements are in place that include the provision of criminal records disclosures for positions where these meet eligibility. The National Leadership Team therefore recommends that all AoG member churches make individual commitments to join membership with CCPAS to ensure access to a consistent and high quality safeguarding support service. Special discounted rates for certain aspects of the services CCPAS provide (including criminal records disclosures) have been secured for AoG churches as part of our partnership agreement.

CCPAS can be contacted as follows:

CCPAS
PO Box 133
Swanley
Kent
BR8 7UQ

Tel: 0845 120 4550
Email: info@ccpas.co.uk
Web: www.ccpas.co.uk

CCPAS operates a 24/7 Helpline for anyone who wants to discuss safeguarding matters:

0845 120 4550 (Option 2)



Where this sign is seen throughout this document, information about further sources of information can be found. The **InFocus** series can be accessed by all CCPAS members online.

Leadership Commitment to Safeguarding

As the Leadership, we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable 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 appendices are based on the ten ‘**Safe and Secure**’ safeguarding standards published by the Churches’ Child Protection Advisory Service (CCPAS) and have been prepared in line with the AOG National Leadership Team’s commitment to Safeguarding. Each section title contains reference to the relevant standard within ‘Safe & Secure’ for further information.

The Leadership undertakes to:

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

Section 1: Place of Worship/Organisational Details [See 'Safe & Secure' – Standard One]

Name of Place of Worship / Organisation:	The Vine Church Cranbrook
Place of Worship Address:	Cranbrook Primary School Carriers Road Cranbrook, TN17 3JZ
Office Address:	c/o 12 Frythe Close, Cranbrook, TN17 3AX
Telephone No:	01580 712620
Email Address:	hello@vinechurch.org.uk
Charity Number	1074670
Regulators details (if any): (e.g. OFSTED, CQC)	
Insurance Company:	ANSVAR

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

We currently hold our public meeting for corporate worship and Bible teaching in Cranbrook Primary School on Sunday mornings. We run a children's programme during the preaching/teaching time; the children are divided into age-related groups.

A variety of groups meet in members' homes during the week for Bible study, prayer, worship and mutual encouragement.

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

[See 'Safe & Secure' - Standards 2 and 7]

Recognising and responding appropriately to an allegation or suspicion of abuse

UNDERSTANDING ABUSE & NEGLECT

Defining child abuse or abuse against a vulnerable 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 vulnerable adult.

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. 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.

Article 19, UN Convention on the Rights of the Child

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.

Article 5, UN Universal Declaration of Human Rights

NB. Detailed definitions of abuse are included at appendix 3 of this policy.

SAFEGUARDING AWARENESS

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 appropriate safeguarding training at least every three years according to 'good practice' guidelines, and training should cover signs and symptoms of abuse and how to respond as a minimum. This may be provided either by the Safeguarding Coordinator (if confident and competent to do so) or by CCPAS via the 'Facing the Unthinkable' training, or another recognised body, organisation or qualified individual.

The Leadership will also ensure that children and vulnerable adults 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.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below and see the flow chart in Appendix 2:

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

Name: Amanda Goodchild
Position: Safeguarding Coordinator
Contact Details: 01580 712620 or 07837 834498

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

- 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:

Name: Susan Bedford
Position: Deputy Safeguarding Coordinator
Contact Details: 01580 852497

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: **0845 120 4550**. A 24 hour helpline is available for advice, but where the situation is an emergency, the police should be contacted.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services.

The local **Children's Social Services**

- Office telephone number (office hours) is **03000 41 11 11**
- The out of hours emergency number is **03000 41 91 91**.

The local **Adult Social Services**

- Office telephone number (office hours) is **03000 41 61 61**
- The out of hours emergency number is **03000 41 91 91**.
- **social.services@kent.gov.uk**

The **Police Public Protection Unit**

- telephone number is **101**,

If someone in immediate risk call 999

- Where required, the Safeguarding Co-ordinator should then immediately inform senior personnel within the church as follows:

Name: David Goodchild
Position: Lead Pastor
Contact Details: 01580 712620

Or

Name: Chris Goodchild
Position: Chair of Trustees
Contact Details: 01580 713780

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- The Leadership will support the Safeguarding 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.

- The Leadership must consider any duty regarding informing the church’s insurers and the charity commission of offences committed by staff and volunteers. If the person against whom an allegation is being made is in a position of trust, the Local Authority Designated Officer (LADO) needs to be contacted within 24 hours. It may also be necessary to inform the DBS if the person is engaged in ‘regulated activity’.
- 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 CCPAS, although the Leadership expect that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly. This would also apply if the Safeguarding Co-ordinator was not available. We believe by making this statement that the Leadership demonstrates 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. **It is not the role of the Safeguarding Coordinator to investigate allegations and concerns.**

**PROCEDURE FOR WHEN THERE IS CONCERN ABOUT
THE WELFARE OF A CHILD**

See the flow chart in Appendix 2

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:

- Seek medical help if needed urgently via phoning 999.
- 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. If the issue is urgent, the Police Protection Unit and/or the Out of Hours Children’s Services must be contacted without delay.
- Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services.
- 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.

PROCEDURES FOR WHEN THERE IS CONCERN ABOUT THE WELFARE OF A VULNERABLE ADULT

See the flow chart in Appendix 2

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

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

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life. Advice needs to be sought from the statutory agencies if it is felt that their choice might contradict their welfare needs.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, ‘No Secrets’, to investigate allegations of abuse. The Police Public Protection Unit will also provide advice and will need to be contacted where the concerns are of a serious nature. Alternatively CCPAS can be contacted for advice.

PROCEDURE FOR WHEN THERE IS CONCERN ABOUT ABUSE BY THOSE WHO WORK 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 will without delay inform:

- the Operations Manager at AOG National Office (if the allegations concern a status or probationary minister or other Senior Minister responsible for the church in question regardless of status);
- the local Children’s Social Services (following the Local Safeguarding Children Board (LSCB) procedures) in regards to the suspension of the worker, and discuss
- the Local Authority Designated Officer (LADO) within 24 hours as follows:

Telephone: 03000 41 08 88

Email: kentchildrenslado@kent.gov.uk

NB. There may also be a requirement under law to make a referral to the DBS (Disclosure and Barring Service) who hold the lists of people barred from working with children and vulnerable adults - this will require discussion with the LADO.

Note: The role of the Local Authority Designated Officer (LADO) is set out in the HM Government guidance [Working Together to Safeguard Children \(2013\)](#).

Chapter 2 Organisational Responsibilities lays out the procedures for managing allegations against people who work with children, for example, those in a position of trust, including volunteers.

The LADO works within Children’s Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.



InFocus - Signs of Possible Abuse (Children & Young People)

InFocus- Referrals to the Disclosure & Barring Service (DBS - formerly ISA)

Section 3: Prevention of abuse [See 'Safe & Secure' - Standards 3 and 4]

PREVENTION

Safer Recruitment

Having in place a range of mechanisms and understood practices surrounding the recruitment of staff and volunteers is an essential element in our safeguarding arrangements. Safer recruitment practices will assist us in ensuring that we have the opportunity to prevent those we would not want working with children and vulnerable adults from doing so at the earliest point.

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

1. There is a written role description / person specification for the post.
2. Those applying have completed a standard application form and a self-declaration form.
3. Those short listed have ALL been interviewed.
4. Roles and attitudes regarding safeguarding have been discussed at interview.
5. Written references have been obtained for ALL candidates, and followed up verbally where appropriate.
6. A criminal records disclosure (provided by the DBS) is completed for the successful applicant (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information) prior to the successful candidate commencing employment.
7. Qualifications where relevant have been verified.
8. A suitable induction training programme (including safeguarding) is provided for the successful applicant.
9. The successful applicant completes a probationary period.
10. The applicant has been given a copy of this safeguarding policy and knows how to report concerns.
11. The successful applicant will sign a copy of our Code of Conduct and commit to undertake the relevant safeguarding training every three years

Safer recruitment practices should be used regardless of the setting or activity where workers are working with either children or vulnerable adults. In addition, the same principles and practices should be adopted for workers undertaking international missions (see Appendix 4).

Assistance with templates, resources and other guidance on implementing safer recruitment practices can be provided by CCPAS on request.



'Help...I want to recruit workers safely' CCPAS booklet

'Recruiting Safely: helping to keep children and young people safe' (CWDC, 2009).

Management of Workers - Codes of Conduct

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

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

Staff and volunteers should always maintain professional boundaries and avoid behaviour which might be misinterpreted. Any kind of sexual relationship between an adult and a child/ young person where there is a relationship of trust is never acceptable and if concerns arise in this area, this should be recorded and reported to the Safeguarding Coordinator immediately.

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

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

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

The best way to protect the children we come into contact with is by following good practices that promote and protect the safety of children and young people. These include:

- Not spending time alone with a child.
- Not putting yourself in a situation that may lead to allegations being made against you.
- Not maintaining contact with a child outside of agreed activities without the knowledge of the child's parents/legal guardians - if such contact is agreed with the parents/carers, it needs to be made clear that you are no longer acting on behalf of the church.
- Being vigilant - if you witness any behaviour by someone else at an event, whether a team member or a guest that causes you to be concerned about the welfare of a child, please speak to the Safeguarding Coordinator immediately.

Adopting the Code of Conduct towards children, young people and vulnerable adults and ensuring all workers are made aware of its content and agree to follow it is essential. It is important that there is a culture of dignity and respect towards those being cared for. This can be achieved by workers:

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



'Caring for the Young & Vulnerable' (Home Office, 1999).

Further information on Codes of Conduct can be supplied to CCPAS members.

Management of Workers - Training and Supervision

All workers, paid or voluntary, should be provided with appropriate training and given the opportunity to develop their skills as well as feel supported and valued by the organisation for which they work. When this happens workers will be more inclined to express concerns over issues that arise and it will also help to ensure a high level of care, professionalism and expertise towards those being cared for.

As a Leadership, we commit to ensuring all workers are supervised (where possible by a named individual who arranges regular meetings) where concerns or issues can be raised, work related or personal. Where supervision with a named individual is not possible, or impractical, group supervision may be used as an alternative as this can maximise resources and allows for the sharing of issues and concerns.

Management of Workers - Team Meetings

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

Management of Workers - Whistleblowing

In addition to effective management of allegations against staff, there needs to be a mechanism in place for workers to be able to raise legitimate concerns (e.g. improper actions or omissions) about other workers, with impunity. Commonly known as 'whistleblowing', the reporting principles are contained in the Public Disclosure Act 1998. Further information and advice can be obtained from Public Concern at Work: <http://www.pcaw.org.uk/> (a charity which gives free advice on the issue of whistle blowing).

Section 4: Pastoral Care [See ‘Safe & Secure’ – Standards 8 and 9]

Supporting those affected by abuse

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

Advice for anyone supporting those affected by abuse:

Pastoral care is varied by nature and you should ensure that you have appropriate support and permissions before you embark upon supporting somebody with the often complex issues created by past abuse. If you are concerned about your ability to provide appropriate pastoral care and/or counselling to individuals in these circumstances, you should contact the CCPAS 24 Hour Helpline on **0845 120 45 50**. CCPAS are able to provide limited support and may be able to suggest organisations or individuals who may be able to assist further.

Alternatively, you should contact the Association of Christian Counsellors (ACC) who will be able to put you in contact with trained individuals who may be able to offer support. ACC also produce a Pastoral Skills training course that can be delivered in your church/organisation by somebody experienced in pastoral care.



InFocus – Effective Listening

Working with offenders

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep. This may involve the use of risk assessments and supervision agreements. If this situation arises, advice can be given by either CCPAS or the national Ministry Centre.

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



‘Help...Sexual Offenders and Church Attendance’ CCPAS booklet

Section 5: Practice Guidelines [See ‘Safe & Secure’ – Standards 5, 6 and 10]

As an organisation / place of worship working with children, young people and vulnerable adults 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, we also have access to specific good practice guidelines for a range of activities that can be adapted. For detailed information, CCPAS members can see ‘Safe & Secure’

Manual - Standard 5.

Working in Partnership

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

We therefore have clear guidelines 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 and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises‡, as part of a letting agreement will have their own policy that meets 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 vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.



‘Guidance for Safer Working Practice for Adults who Work with Children and Young People’ (DCSF, 2009).

APPROVALS

Signed by:

Print Name:

Position:

(On behalf of the Leadership)

Date:

Signed by:

Print Name:

Position:

Safeguarding Coordinator

Date:

Signed by:

Print Name:

Position:

Deputy Safeguarding Coordinator

Date:

Signed by:

Print Name:

Position:

Date:

Signed by:

Print Name:

Position:

Date:

This policy will be regularly reviewed annually and amendments made as necessary.

Appendix 1: Leadership Safeguarding Statement

The Leadership 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 leadership on: _____.

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults 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 vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults 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 place of worship/organisation 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 vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults 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 denominational or 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/vulnerable adults.

- 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 a vulnerable adult.
- 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 (in international mission activity), safeguarding practice maintains its importance and allegations or concerns will be reported in line with the procedures detailed in Appendix 4.
- 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 vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

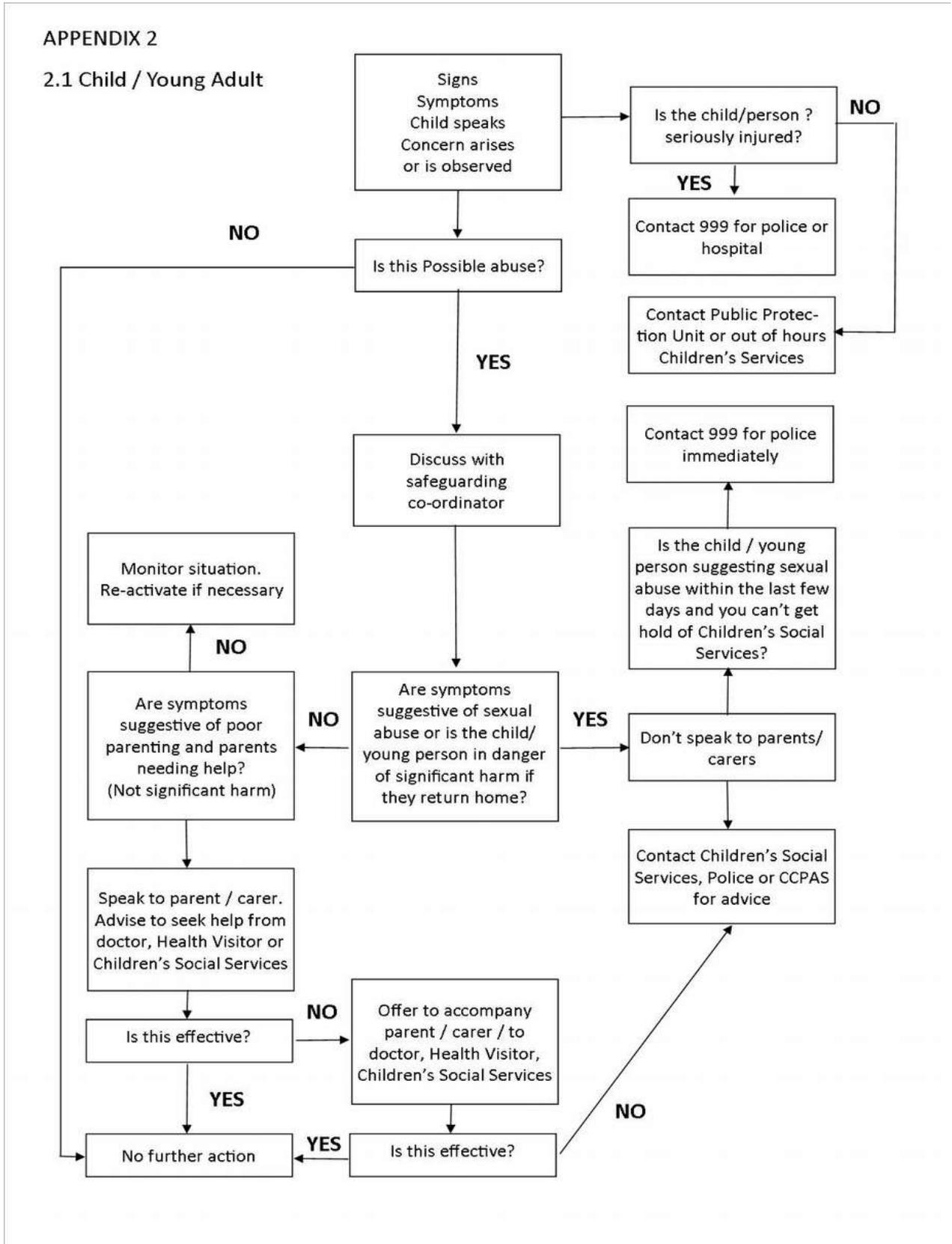
Safeguarding Coordinator: **Amanda Goodchild**
Deputy Safeguarding Coordinator: **Susan Bedford**

Signed by on behalf of the Leadership Team/Trustees:

Signed:
Date:

This statement (or brief summary) could be exhibited on the organisation’s premises. Alternatively, or in addition, the poster (Appendix 3) could be displayed and this lengthy statement kept elsewhere. The statement might also be used on the organisation’s website.

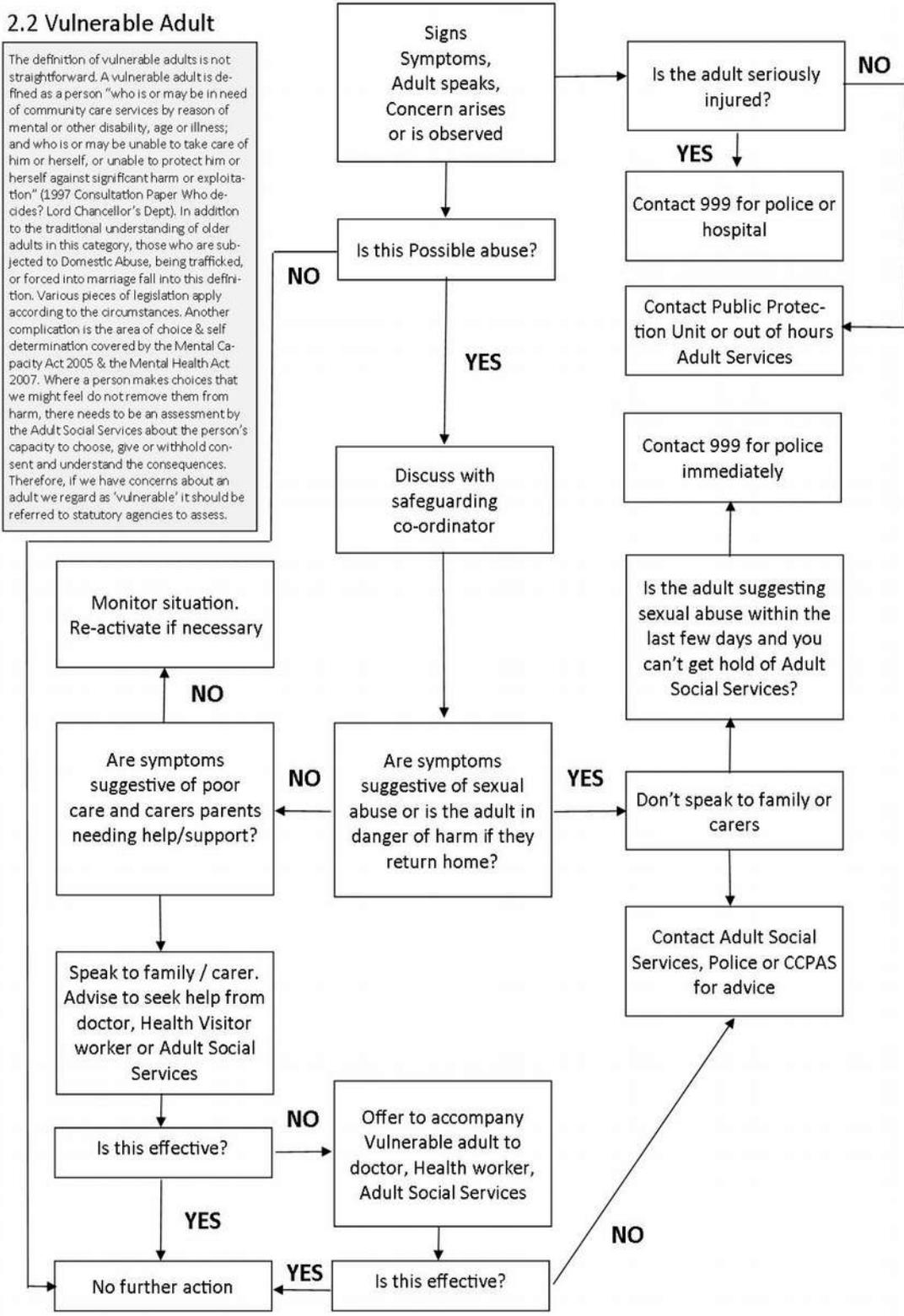
Appendix 2: Safeguarding Flowcharts



APPENDIX 2

2.2 Vulnerable Adult

The definition of vulnerable adults is not straightforward. A vulnerable adult is defined as a person "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." (1997 Consultation Paper Who decides? Lord Chancellor's Dept). In addition to the traditional understanding of older adults in this category, those who are subjected to Domestic Abuse, being trafficked, or forced into marriage fall into this definition. Various pieces of legislation apply according to the circumstances. Another complication is the area of choice & self determination covered by the Mental Capacity Act 2005 & the Mental Health Act 2007. Where a person makes choices that we might feel do not remove them from harm, there needs to be an assessment by the Adult Social Services about the person's capacity to choose, give or withhold consent and understand the consequences. Therefore, if we have concerns about an adult we regard as 'vulnerable' it should be referred to statutory agencies to assess.



Appendix 3: Example Safeguarding Posters

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed _____ Date _____
On behalf of the Leadership

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0800 800 5000

Kidscape
0845 120 5204

Stop It Now
0808 1000 900

MindInfoLine
0300 123 3393

Through the Roof
01372 737041

Action on Elder Abuse
0808 808 8141



CCPAS is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50

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Through the Roof
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Action on Elder Abuse
0808 808 8141

Childnet Int
www.childnet.com

CEOP
ceop.police.uk

NAPAC
020 3176 0560



CCPAS, PO Box 133,
Swanley, Kent, BR8 7UQ.
Tel: 0845 120 45 50
Email: info@ccpas.co.uk
Web: www.ccpas.co.uk

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Web: www.ccpas.co.uk

Copies of these posters are available from CCPAS.

Please visit: <http://www.ccpas.co.uk/Members/index.html>

Appendix 4: Statutory Definitions of Abuse

Statutory Definitions of Abuse (Children)

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

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

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

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2013)'.

What is abuse and neglect?

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

Physical abuse

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

Emotional abuse

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

Sexual abuse

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

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.

Statutory Definitions of Abuse (Vulnerable Adults)

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults 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 vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

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

Neglect or Act of Omission

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

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values,

beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse

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

DEFINITIONS OF SPIRITUAL ABUSE

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

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

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

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

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

CCPAS have defined Spiritual Abuse as follows:

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

Additional information

In addition to the above, in relation to adults and children, there needs to be an understanding of other forms of harm such as Female Genital Mutilation, Domestic Abuse, Forced marriage and trafficking of adults and children. All these are included in various pieces of legislation and all those concerned with safeguarding need to be aware of the issues.

Appendix 5: AoG Mission and Local Church Missions

Introduction

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

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

Prevention of abuse

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

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

Workers/Missionaries should:

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

Workers/Missionaries should **not**:

- spend excessive time alone with children
- take children to their personal home, or to stay overnight, especially where they will be alone with you

- leave any person under 16 in charge of any children of any age. However, some local/national legislation may require this to be 18 years of age. Nor should children or young people attending any group be left alone at any time.
- hit or otherwise physically assault children
- develop physical/sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative or abusive
- use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- do things for children of a personal nature that they can do for themselves
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse, discriminate against, show differential treatment, or favour particular children to the exclusion of others.

Responding & Reporting Mechanisms

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

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

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

If an allegation is made against a worker/missionary, that person must be removed from their duties or prevented from having any further contact with children and young people or

vulnerable adults immediately whilst necessary action is taken. Due account must always be taken of the laws and frameworks in place within any country in which AOG missions operate. In many cases, practice, values and beliefs in relation to safeguarding the vulnerable will be different to the UK. However, care must always be taken to ensure that the rights of the individuals concerned are upheld (see the UN Convention on Human Rights and UN Convention on the Rights of the Child).

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