

GCC Safeguarding Procedures

| | |
|---|----|
| SECTION 1 | 2 |
| Details of the place of worship / organisation | 2 |
| Our commitment | 3 |
| SECTION 2 | 4 |
| Recognising and responding appropriately to an allegation or suspicion of abuse | 4 |
| Safeguarding awareness | 4 |
| Responding to allegations of abuse | 5 |
| Detailed procedures where there is a concern about a child | 6 |
| Detailed procedures where there is a concern that an adult is in need of protection | 6 |
| Allegations of abuse against a person working with children/young people or adults with care and support needs. | 7 |
| Identified concerns without disclosure | 7 |
| SECTION 3 | 8 |
| Prevention | 8 |
| SECTION 4 | 9 |
| Pastoral Care | 9 |
| Working with offenders | 9 |
| SECTION 5 | 10 |
| Practice Guidelines | 10 |
| Working in Partnership | 11 |
| Leadership Safeguarding Statement | 12 |
| APPENDIX 1: Definitions and recognition of abuse | 12 |
| Definition of a child | 12 |
| Definition of an Adult with Care and Support Needs | 12 |
| Definition of abuse | 12 |
| Recognition of abuse or neglect | 12 |
| Types of abuse | 13 |
| Signs of abuse | 14 |
| APPENDIX 2: Responding to disclosure | 15 |
| APPENDIX 3: Good practice guidelines | 17 |

SECTION 1

Details of the place of worship / organisation

Name of Organisation:

Gloucester Community Church

Address:

St Luke's

Stroud Road

Gloucester

GL1 5JR

Tel No: **01452 565909** Email address: **office@gcchurch.co.uk**

Member of The Evangelical Alliance and part of the Family of Salt & Light Ministries.

Charity Number: **1010032** Company Number: **N/A**

Insurance Company: **Access Insurance Services**

Gloucester Community Church is a local church family which encompasses those of all ages, backgrounds, and needs. Activities we undertake with children and adults who have care and support needs include:

- Little Stars – a parent and toddler drop-in café
- Groups for children aged 0-16 during regular Sunday morning services
- A youth group meeting during the evenings / weekends
- 1:1 and small group discipleship and mentoring support for all
- Family activities such as picnics, trips, etc.
- Pastoral care visits for individuals or families within their own home and in hospitals/hospices etc.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

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

Also for adults the UN Universal Declaration of Human Rights with 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 indicators of abuse, as well as how to respond to a disclosure of abuse, are included as Appendices to this document.

Responding to allegations of abuse

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Coordinator, 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 Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to the Deputy Safeguarding Coordinator.
- If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to thirtyone:eight, 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 Coordinator 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 thirtyone:eight (formerly Churches' Child Protection Advisory Service - CCPAS) as above.
 - The local **Children's Social Services** office (The Front Door - Children and Families Helpdesk) telephone number (office hours, 09:00 – 17:00 Monday – Friday) is **01452 426565**. The out of hours emergency number is **01452 614194**.
 - The local Adult Social Services office telephone number (office hours) is **01452 426868**. The out of hours emergency number is **01452 614194**.
 - The Police Child Protection Team telephone number is **01452 726920**.
- The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Coordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

Detailed procedures where there is a concern about a child

Allegations of physical injury, neglect or emotional abuse.

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

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

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

Detailed procedures where there is a concern about an adult

If there is concern of abuse or harm regarding an adult, the Safeguarding Coordinator/Deputy will:

- contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight 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 working with children/young people or adults with care and support needs

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with 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).

In addition to this, whether or not there are such mechanisms in operation, consideration should be given to whether a referral should be made to the Disclosure and Barring Service which manages the list of those people deemed unsuitable for working with children or adults with care and support needs. Where you are liaising with a designated officer discuss with them about the need to refer to the DBS. If a designated officer is not involved, you need to contact the DBS if the situation is that the nature of concern leads you to end the employment of the worker or volunteer or would have made this decision in circumstances where they have left voluntarily.

Identified concerns without disclosure

Through observation, or information received from third parties workers may become concerned about a child or family member who has not made a disclosure. In these circumstances information or concerns should be discussed with the Safeguarding Coordinator or deputy as if a disclosure has been made.

SECTION 3

Prevention

Safer recruitment

The Leadership will ensure appointment of paid workers will be in accordance with government guidance on safe recruitment. Similarly, the Leadership will ensure all workers are appropriately trained and supported, both before and during activities with GCC.

Management of Workers – General Guidelines

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with general guidelines towards children, young people and adults with care and support needs (see Appendix 3).

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 place of worship/organisation.

The Pastoral Care Coordination Team is the first point of call for any pastoral care requests and will work with the relevant individuals and external agencies to agree an appropriate response.

Working with offenders

When someone engaging with church activities is known to have abused children, or is known to be a risk to adults with care and support needs, the Leadership will ensure the individual concerned is appropriately supervised. In accordance with the stated safeguarding commitment to the protection of children and adults with care and support needs, boundaries will be set for that person, which they will be expected to keep. A “behaviour contract” may be used, agreed by both parties, in some circumstances.

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 or unfounded accusation. As well as general good practice guidelines (Appendix 3) we also have specific good practice guidelines for our key activities as follows:

Children and Youthwork

- In general groups should have two competent and trained workers present during the sessions. However, for larger groups (primary and secondary aged children) it is acceptable if groups are split into two, with one worker per group so long as both groups are in the same building and operating in adjacent rooms.
- Pre-school children can be accompanied to the toilet, or have nappies changed etc. with the permission of the parent or carer.
- During Sunday activities, children should have a responsible adult within the building in case of emergency.
- For other activities, children can be left in the building with trained workers where explicitly communicated, provided contact details of a responsible adult are provided.
- Secondary aged children are allowed to leave session alone provided this has been communicated to the workers.
- Each child should have a contact and medical form completed for them annually, including emergency contact details. Generally these are completed in September, but when new people join the church these should be completed as soon as possible.

Little Stars

- Children should not be left alone at Little Stars – a parent or carer should always be in the building and remains responsible for the care of their child throughout Little Stars.

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

SIGNED by Member of Church Leadership Team: _____



NAME: Matthew Wisbey

DATE: 18 September 2020

SIGNED by Trustee: _____



NAME: Jonathan Bennett

DATE: 27/09/2020

SIGNED by Safeguarding Coordinator: _____



NAME: Mark Finney

DATE: 20/09/2020

APPENDIX 1: Definitions and recognition of abuse

Definition of a child

A **Child** is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of an Adult with Care and Support Needs

A vulnerable **Adult with Care and Support Needs** is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Definition of abuse

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm.

Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Psychological, emotional spiritual abuse
- Neglect or omission to act
- Financial or material abuse
- Child sexual exploitation
- Modern slavery
- Self-neglect
- Domestic abuse
- Institutional abuse
- Discriminatory abuse
- Harassment
- Radicalisation

Recognition of abuse or neglect

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect by inflicting harm, or by failing to act to prevent harm. Young people and family members 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 young person or young people, or by their dependents.

Examples of common types of abuse

| | |
|-----------|---|
| Physical | Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when an abuser fabricates the symptoms of, or deliberately induces illness. |
| Emotional | <p>Emotional abuse is the persistent emotional ill treatment of an individual, such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.</p> <p>It may feature age or developmentally inappropriate expectations being imposed on young people. These may include interactions that are beyond the young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the young person or family member participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing young people or family members frequently to feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of ill treatment of a young person or family though it may occur alone.</p> |
| Sexual | Sexual abuse involves forcing or enticing an individual to take part in sexual activities, whether or not the young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving young people or family members in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging young people or family members to behave in sexually inappropriate ways. |
| Neglect | <p>Neglect is the persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a young person is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> ○ provide adequate food, clothing and shelter (including exclusion from home or abandonment) ○ protect a young person from physical and emotional harm or danger ○ ensure adequate supervision (including the use of inadequate care-givers) ○ ensure access to appropriate medical care or treatment ○ It may also include Neglect of, or unresponsiveness to, a young person's basic emotional needs. |

Signs of abuse

The following *may* indicate abuse, but do not jump to conclusions - there could be other explanations.

| | |
|-----------|---|
| Physical | Unexplained or hidden injuries, lack of medical attention |
| Emotional | Reverting to younger behaviour, nervousness, sudden under achievement, attention seeking, running away, stealing, lying |
| Sexual | Pre-occupation with sexual matters evident in words, play drawings; being sexually provocative with adults; disturbed sleep, nightmares, bedwetting, secretive relationships with adults or other young people, tummy pains with no apparent cause. |
| Neglect | Looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems. |

Regulated activity can be defined as 'frequent contact' with a vulnerable person (once a month or more) or as 'intensive contact' (3 days or more within a 30 day period).

Controlled activity includes e.g. ancillary roles –such as caretakers where there may be contact with vulnerable groups. Also includes administrators or trustees who can access data on vulnerable people.

APPENDIX 2: Responding to disclosure

It is not possible to write down exactly what to do when someone tells you about abuse. The following points are offered as guidelines.

You may be asked to keep a secret, not tell anyone, or enquire if what they say is confidential.

What do you say?

- Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
- Listen carefully to them. DO NOT directly question them.
- Look at them directly.
- Try to keep your eye level equal to or lower than theirs.
- Give them time and attention.
- Allow them to give a spontaneous account; do not stop them if they are freely recalling significant events.
- Assume that they have been threatened.
- Try to find out what they are afraid of, so that you will know how best to help.
- Make an accurate record of the information you have been given, taking care to record the timing, setting and people present, their presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use their words where possible.
- Reassure them that:
 - they have done the right thing in telling you;
 - they have not done anything wrong;
- Tell them what you are going to do next and explain that you will need to get help to keep him/her safe.
- Tell the truth.
- DO NOT ask them to repeat his or her account of events to anyone

Helpful things to say...

- | | |
|--|--|
| ● I believe you | ● I am sorry it happened |
| ● I am glad you told me | ● It is not your fault |
| ● I care, and I will help | ● You were right to tell, it is OK to tell |
| ● You were brave to tell | ● The abuser was wrong (do not say bad) |
| ● Even if they have broken a rule, they are not to blame for the abuse | |

Try to avoid saying...

- | | |
|-------------------------------|-----------------|
| ● Why? How? When? Where? Who? | ● Are you sure? |
|-------------------------------|-----------------|

- Why didn't you say before?
- Statements such as "This is really serious",
- "Don't tell anyone else" "I am shocked"
- I can't believe it
- False promises

To finish...

- Tell them again that you believe them.
- Let them know what you going to do, and as far as is possible what is going to happen next.
- Praise them for telling and surviving the abuse.
- Always finish on a positive note.

You should give young people and families a chance to talk with an independent person.

This is achieved with the help of:

Childline 0800 1111
NSPCC 0808 8005000
Samaritans 08457 90 90 90

Any concerns of safety or safeguarding should always be reported to the Safeguarding Coordinator or Deputy Safeguarding Coordinator immediately.

APPENDIX 3: Good practice guidelines

Workers should:

- Treat all people equally and with respect.
- Arrive sufficiently early before the start of organised activities so as to prepare well.
- Watch language, tone of voice, body language and proximity to young people and family members.
- Learn to control and discipline children and young people without using physical punishment, disempowering behaviour and/or abuse of power.

Workers should not engage in the following:

- Be alone with a child where their activity cannot be seen (with the exception of accompanying pre-school children to the toilet where permission has been given).
- Use of abusive language
- Invading the privacy of people when they are showering or toileting.
- Rough or physical games – unless officially organised, carried out in appropriate setting, and with adequate risk assessment.
- Sexually provocative games.
- Making sexually suggestive comments, even in 'fun'.
- Use of punishment or chastisement.
- Allowing young people to involve you in excessive attention-seeking that is overtly sexual or physical in nature.
- Inappropriate use of social media.
- Passing on personal contact details without consent
- Giving personal gifts to or receiving personal gifts
- Accepting money as a gift or borrowing/lending money
- Accepting a gift or hospitality from an organisation as an inducement for either doing/ not doing something in their official capacity
- Allowing anyone unknown to the church to have unsupervised access to children, young people or adults with care and support needs
- Arranging to meet a young person under the age of 16 without parental consent or without a parent or other adult being present.
- Any scapegoating, ridiculing, or rejecting of a another person
- Inviting a child, young person, or group to your home alone without an agreed Risk Assessment.
- Carrying children or young people in your car, unless you have:
 - Checked with your insurance company you are covered for occasional business use as a volunteer.
 - Obtained parental permission preferably in writing, but in impromptu circumstances by phone.
 - Ensured they always wear a seat belt
- Sharing sleeping accommodation with children or young people during residential
- **Be guided by the views of the people involved in each situation, as well as by your own judgment.**

Staffing Ratios

Our ideal ratio for adults to children and young people is 1:5. However DfES guidance suggests that for low-risk sites ratios can be down to 1:15.

When organising residential visits there should be an absolute minimum of 3 staff, in case a member of staff is injured.

Whenever possible, try to ensure there is an adult of each gender when taking out a mixed gender group, in case problems of a personal nature arise.

Touching

- Touch should always be appropriate and in response to the person's needs, not the worker's emotional reaction.
- Keep everything in public - a hug in the context of a group is very different from a hug behind closed doors.
- Touch should be age-appropriate, and generally initiated by the person rather than the worker.
- Where someone is distressed, a comforting hand on the arm or shoulder might be appropriate.
- Rough physical games including contact sports may be appropriate – young people in particular like physical play and this should be encouraged in an organised and appropriate setting.
- Avoid physical games which disempower or inflict injury - e.g. arm wrestling
- Avoid any physical activity which is, or could be construed as, sexually stimulating
- People are entitled to determine the degree of physical contact with others, except in exceptional circumstances i.e. when they need medical attention.
- The use of reasonable and equal force is acceptable when necessary to restrain or remove a person from a dangerous or threatening situation.

Workers should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary. Concerns about possible abuse should always be reported to the Safeguarding Coordinator.