



Safeguarding Policy

VERSION 1.6 / REVIEW 1 MAY 2023

ELDERS' SAFEGUARDING STATEMENT

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

The following Statement was agreed by the Elders on 18 May 2019 and reaffirmed on 16 May 2023.

This Church is committed to the safeguarding of children and adults at risk and to ensuring their well-being.

Specifically:

- We recognise that all church members and regular attendees 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 at risk and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults at risk 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 adults at risk.

We are committed to:

- Following the requirements of UK legislation in relation to safeguarding children and adults at risk 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, both paid and volunteers, adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding via the monthly email from Thirtyone:eight. Thirtyone:eight is an independent Christian charity which helps individuals, organisations, charities, faith and community groups to protect vulnerable people from abuse.
- 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 at risk.
- Ensuring that everyone who works with our children and adults at risk agree to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families as far as it is within our power or permission to do so.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Pursuing the 'Ten standards' framework as developed by Thirtyone:eight.

We recognise:

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

We intend to review this Statement and our policy and procedures by the 30 April 2024.

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

Anthony Delaney	07764 464665	(Safeguarding Coordinator)
Chris Jackson	07725 730298	(Deputy Safeguarding Coordinator - Kids)
Holly Heap	07795 384445	(Deputy Safeguarding Coordinator - Kids)
Luke Anthony	07531 569850	(Deputy Safeguarding Coordinator - Youth)
Gemma Tuson	07989 391185	(Deputy Safeguarding Coordinator – Youth, until mid-August 2023)
Steve Small	07729 281243	(Deputy Safeguarding Coordinator – Pathway Leader / Eden)
Gail Jackson	07443 505522	(Deputy Safeguarding Coordinator – CAP Officer)

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

Signed on behalf of the Elders

Signed *Julia Scott*

Date 16.05.23

SECTION 1: DETAILS OF THE PLACE OF WORSHIP / ORGANISATION

Name of Organisation: Ivy Manchester Limited

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

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

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

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

Our commitment:

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

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

Our definitions:

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

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

Needs care and support (whether or not the local authority is meeting any of those needs); and

Is experiencing, or at risk of, abuse or neglect; and

As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

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

SECTION 2: PREVENTION

SAFER RECRUITMENT

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

For paid roles, this includes ensuring that:

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

For volunteer roles, this includes ensuring that:

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

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

Paid workers – Anthony Delaney
Ivy Kids volunteers – Holly Heap
Ivy Youth volunteers – Luke Anthony
Ivy Care volunteers – Louise Yuill
CAP volunteers – Gail Jackson

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

MANAGEMENT OF WORKERS – CODES OF CONDUCT

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

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

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

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

SAFEGUARDING AWARENESS

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

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

SECTION 3: RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

UNDERSTANDING ABUSE AND NEGLECT

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

In order to safeguard those in our places of worship and the third party venues we use, 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."

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

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

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

RESPONDING TO ALLEGATIONS OF ABUSE

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

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

- A person making, or in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Anthony Delaney on 07764 464665 (hereafter the "Safeguarding Co-ordinator") who is nominated by the Elders to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities. Alternatively, in the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to any other Deputy safeguarding Officer, (hereafter the "Deputies," contact numbers listed above). If the suspicions implicate both the Safeguarding Co-ordinator and the Deputies, then the report should be made to Julia Scott (07957 720599) in the first instance who will seek support liaison directly with Thirtyone:eight (0303 003 1111). Alternatively, it may be appropriate to contact Social Services or the Police, especially in the case of imminent danger of harm.

- Where the concern is about a child or adult at risk, the Safeguarding Co-ordinator will contact an officer at Manchester Contact Centre. Where the concern is regarding an adult in need of protection, advice from Thirtyone:eight may be required. The Manchester Contact Centre telephone number is 0161 234 5001 and the National Helpline is 0845 120 4550.
- If a child or adult at risk is considered as being in immediate danger of harm it may be necessary to call the Police on 999.
- If the allegation of abuse refers to a child at risk then the parents / carers should be informed that a referral to the Contact Centre is being made. Exceptions to this are if the child is in imminent risk of harm, or in the case of an allegation of sexual abuse.
- If the allegation of abuse refers to an adult at risk then we should talk in conjunction with the adult, recognising their autonomy. We will make decisions reflecting the wishes of the adult where possible. We will make decisions proportionate to the level of concern and in the adults' best interests if they are not able to do so. Exceptions to this are in the case of domestic abuse or where there are children in the household.
- Suspicions should not be discussed with anyone other than those nominated above. A written record of the concerns should be made to the Co-ordinators in accordance with these procedures and this will be kept in a secure place. Use the digital Cause for Concern form at:
www.ivychurch.org/causeforconcern
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputies should not delay referral to Social Services, the Police, or taking advice from Thirtyone:eight.
- The Eldership will support the Safeguarding Co-ordinator/Deputies in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- A written report of every allegation is kept either electronically in a secure location or in a locked filing cabinet for future reference and kept in accordance with the Church's policy on the retention of documents.
- A record of all actions taken will be kept with digital documents password protected and paper records kept in a locked filing cabinet.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Elders hope that members of the organisation will use the procedure outlined above in order that the Church is fully informed of any problems arising and may be able to assist in clarifying issues. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputies has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency directly.

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

SECTION 4: PASTORAL CARE

SUPPORTING THOSE AFFECTED BY ABUSE

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

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

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

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

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

WORKING WITH OFFENDERS

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

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

SECTION 5 – GOOD PRACTICE GUIDELINES

As an organisation working with children, young people and adults at risk we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

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

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

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

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

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

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

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

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

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

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

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

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

Do not engage in any of the following:

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

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

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

Health and Safety –

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

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

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

WORKING IN PARTNERSHIP

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

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

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

This Safeguarding Policy is just one means of promoting safeguarding.

Signed by: *Julia Scott*

Date: 16.05.23

APPENDICES

APPENDIX 1 – SAFEGUARDING PERSONAL DISCLOSURE FORM

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

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

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

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

APPENDIX 2 – SAFEGUARDING TRAINING

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

DEFINITIONS OF ABUSE (CHILDREN & YOUNG PEOPLE)

What is abuse and neglect?

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

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

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

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

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

Neglect – Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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

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

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

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

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

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

Domestic Violence – The Government revised its definition of domestic violence and abuse in March 2013 as: "Any incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality." This can encompass, but is not limited to, the following types of abuse: Psychological, Physical, Sexual, Financial, Emotional. "Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependant by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour." "Coercive behaviour is: an act or a pattern of acts of assaults, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim." Family members are defined as mother, father, son, daughter, brother, sister and grandparents whether directly related, in-laws or step-family. However, this is not an exhaustive list and may also be extended to uncles, aunts and cousins etc. Forced marriage and honour-based violence are human rights abuses and fall within the Government's definition of domestic violence.

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

SIGNS OF POSSIBLE ABUSE (CHILDREN & YOUNG PEOPLE)

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

PHYSICAL

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

SEXUAL

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

EMOTIONAL

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

NEGLECT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PHYSICAL

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

DOMESTIC VIOLENCE

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

SEXUAL

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

PSYCHOLOGICAL ABUSE

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

FINANCIAL OR MATERIAL ABUSE

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

MODERN SLAVERY

- Physical appearance; unkempt, inappropriate clothing, malnourished.

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

DISCRIMINATORY ABUSE

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

INSTITUTIONAL ABUSE

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

NEGLECT OR ACTS OF OMISSION

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

SELF-NEGLECT

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

APPENDIX 3 – DETAILED PROCEDURES WHEN A CONCERN IS IDENTIFIED

DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

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

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

ALLEGATIONS OF SEXUAL ABUSE

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. In the case that the accused is their parent/ carer they will NOT speak to the parent/carer.
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. will confirm its advice in writing for future reference.
- Fill in a Cause for Concern /Disclosure Form...www.ivychurch.org/causeforconcern

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

SUSPICIONS OR ALLEGATIONS OF ABUSE

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

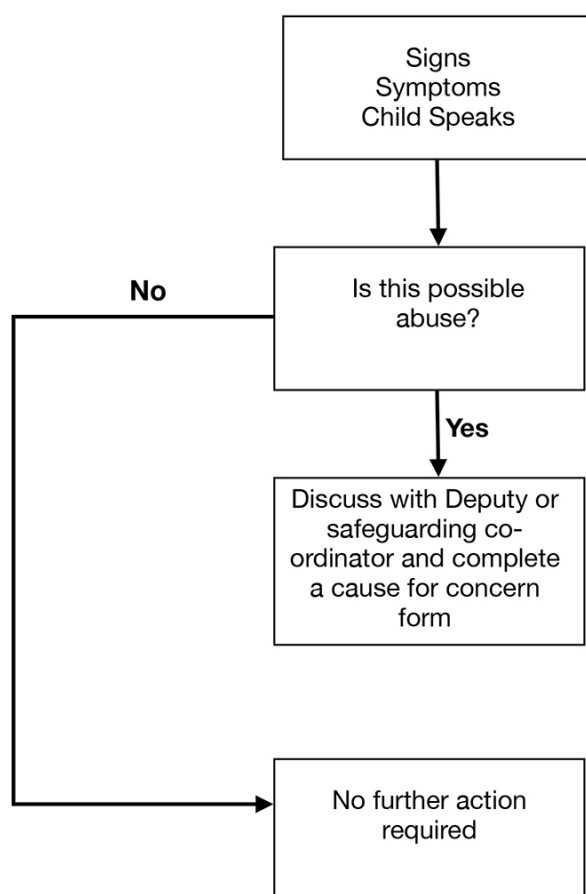
- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult at risk is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice, contact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

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will liaise with Children's Social Services in regards to the need to refer the case to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO) who will advise on any requirements for immediate suspension.

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

Flow Chart of Action for Volunteers



APPENDIX 4 – SPECIFIC GOOD PRACTICE GUIDANCE

FILMING/PHOTOGRAPHY

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

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

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

TOILETING

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

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

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

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

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

FIRST AID

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

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

DISCIPLINE

TOP TIPS

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

GENERAL GUIDANCE

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

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

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

SOCIAL MEDIA FOR YOUNG PEOPLE AND ADULTS AT RISK

- We do not expect any Staff/Team to engage in any communication with a child under 11.
- Staff/Team may accept young people on social media outlets such as Facebook, Instagram, Snapchat and Twitter if they are added by the youth, within the appropriate use restrictions e.g. Instagram is 13 and over.
- Staff/Team may not find and add them directly.
- If communication is needed, and the youth is not on the ChurchSuite database they may be contacted via social media for event/organisational purposes.
- Staff/Team are not allowed to direct message on Snapchat.
- In interacting with young people on social media, try as much as possible to do everything in a shared space - communicate on walls, or in group chats, rather than personal 1:1 private messages. This isn't

always possible, but if you do have a private chat with a young person for a valid reason, keep a copy of the conversation in case of further issues.

- Try as much as possible to redirect them to shared spaces, other resources or back to Jesus in their thinking.

TEXTING

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