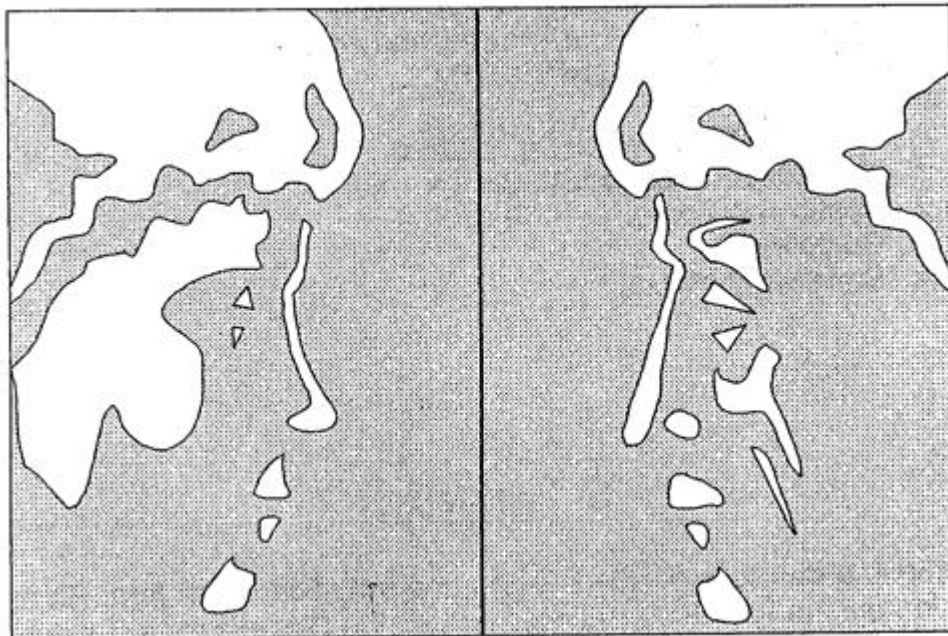


West Swindon and Lydiard Tregoze
Church Partnership

SAFE TO GROW

**Safeguarding Policy Statement
And Procedures Manual**



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Overview

West Swindon and Lydiard Tregoze Church Partnership is a Local Ecumenical Partnership comprised of members from the church denominations: United Reformed Church, Methodist, Baptist and Anglican. As an LEP, the safeguarding policy and procedures will be adopted from the United Reformed Church (see Good Practice 4 2015_Appendix A¹). The title of the policy 'Safe to Grow' has historically been used for the partnership safeguarding policy and will be retained for continuity.

The policy and procedures contained in this document are adopted throughout West Swindon and Lydiard Tregoze Church Partnership, with the intention of minimising the risk of abuse to children, young people and adults at risk; and of ensuring identification and appropriate action if abuse occurs or is thought to occur.

¹ urc.org.uk/.../GP4_Appendix_A_2015.docx
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INTRODUCTION

Safeguarding is taken seriously by:

West Swindon and Lydiard Tregoze Church Partnership

We acknowledge children's and adults' right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.

We consider that, in accordance with legislation, the welfare of children is paramount.

We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our church.

We will

- seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.
- implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to such abuse.
- appoint a Safeguarding Coordinator and Deputy Safeguarding officers, who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility.
 - The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed.
 - In the absence of the Safeguarding Coordinator, the designated church safeguarding coordinators should be contacted.
- organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults at risk.
- follow a safer recruitment process for the selection and appointment of people to work with children or adults in need of protection, whether voluntary or paid, lay or ordained.

We are

- committed to providing support, supervision, resources and training to those who work with children and adults at risk.

We will

- use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing contracts with known offenders and those who have been assessed as posing a risk, which could include partners of offenders.

We believe

- that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living and can affect both adults and children.

All concerns and allegations of abuse, including domestic abuse, will be responded to appropriately, including referring to the Police and Social Care if necessary, either Adult's or Children's.

We will

- co-operate with the Police, Children's and Adult's Services in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.
- refer concerns about staff – volunteers and paid, lay and ordained – that meet the relevant criteria to the Local Authority Designated Officer.

(See Appendix A1 for Safeguarding Policy Statement)

The Partnership Safeguarding Co-ordinator is the person to whom all concerns or allegations should be addressed. They can be contacted as detailed below

Name: Chris Scarisbrook

Contact telephone number: 07770 753962

Email address: scarisbrickchris@gmail.com

In the absence of the Partnership Safeguarding Co-ordinator, the Deputy Safeguarding Co-ordinators are:

Rebecca Kershaw	Holy Trinity Church, Shaw & St Mary's Lydiard Tregoze
Jacqueline Kirwan (from Nov 19)	St Mary's Lydiard Tregoze
Rachel Dowling	Toothill Church
Andy Vernon	Westlea Church

Aim and purpose of this policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting the vulnerable, children, adults at risk and staff. This includes clear procedures for taking appropriate action following the raising of safeguarding concerns involving children and adults within our church, or those who attend our activities and events.

Who this policy applies to:

This policy is approved and endorsed by Toothill Church and is to be endorsed by the Partnership Council and applies:

- to all those who attend our churches
- our trustees and staff (both paid and voluntary)
- organisations who hire our buildings (St Mary's, Holy Trinity Shaw and Toothill) with agreement to operate under the partnership safeguarding policy

The policy and procedures should be interpreted in the light of the most recent URC good practice guidance.

Children and parents/carers will be informed of this policy and our procedures.

Definitions

Children refers to those under the age of 18 years.

Adults at risk. Any adult (over 18) who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

Duty of care and confidentiality

We have a duty of care to beneficiaries of the partnership churches, either adults at risk or children. We will maintain confidentiality except in circumstances where to do so would place the individual or another individual at risk.

Preventing abuse

The church will appoint Safeguarding and deputy safeguarding coordinator(s) for children and adults at risk. A role description is attached as Appendix A2.

Activities will be organised in accordance with URC good practice guidelines so as to promote a safe environment and healthy relationships, whilst minimising opportunities for harm and misunderstanding or false accusation. Risk assessments will be carried out, appropriate consent forms will be used for activities with Children, appropriate records will be kept (see URC Record Keeping policy for further details) and adequate insurance will be in place for each event.

We are committed to safer recruitment and selection of all paid staff and volunteers and will ensure that these procedures are followed, which include:

- asking applicants to complete an application form
- providing workers with role/job descriptions and person specifications
- completion of self-declaration forms
- obtaining Disclosure and Barring checks wherever legally entitled to do so
- taking up two references (not family)
- interviewing candidates

Training in safeguarding will be provided and volunteers and paid staff will be given support and supervision in their role.

NB: (All clergy and authorised ministers (including local preachers, self-supporting and supernumerary) within the LEP will undergo URC safeguarding training in line with this adopted policy and also undertake their own denominational safeguarding training as required by their denominational safeguarding practice)

All trustees, paid staff and volunteers will work within a code of conduct (code for workers attached as Appendix A3) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working/volunteering with us.

If we become aware of someone within our congregation known to have harmed children or adults in the past, we will inform the Synod Safeguarding Officer (who will then contact the other denominational Safeguarding Officers) and co-operate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children and adults at risk.

Organisations wishing to hire our buildings for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to provide a copy. If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire (e.g. by referring them to www.safenetwork.org.uk for guidance on this). In some cases, the churches may agree to a small organisation following the partnership safeguarding policy and procedures.

What are we protecting people from?

The definitions of abuse differ between children and adults at risk. A copy of the definitions relating to children is attached to this policy at Appendix A4. The definitions of abuse in relation to adults at risk is attached as Appendix A5.

How to recognise abuse

It is important to be aware of possible signs and symptoms of abuse. A list of such possible signs and symptoms in relation to children is attached at Appendix A6 and in relation to Adults at Risk at Appendix A7. Some signs could be indicators of a number of different categories.

It is essential to note that these are only **indicators of possible abuse**. There may be other, innocent, reasons for any of these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

What to do if there is a disclosure or allegation of abuse

If a child or adult at risk makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listen carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions
- explains that they will need to tell someone else if a child is at risk of harm
- does not promise to keep secret what they have been told
- informs the Partnership Safeguarding Coordinator as soon as possible (if they are implicated in the allegation, inform the deputy or the Synod Safeguarding Officer)
- makes a written record of the allegation, disclosure or incident and sign and date this record (using the template in Appendix A8). This should be given to the Partnership Safeguarding Coordinator. Any such records will be stored securely in a locked filing cabinet within the Partnership Office.

Procedure in the event of a concern of abuse

If there is an immediate threat of harm, the Police will be contacted.

Where it is judged that there is no immediate threat of harm the following will occur:

- The concern should be discussed with the Partnership Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to statutory agencies (see below for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix A8. This record will be kept securely and a copy passed to statutory agencies if a referral is made
- The person about whom the allegation is made must not be informed by anyone in the partnership if it is judged that to do so could place a child or adult at increased risk. If known that the statutory agencies are involved, they should be consulted beforehand

The Synod Safeguarding Officer should be kept informed of any serious concerns

Statutory contact in the case of a Child

E-mail: Swindonmash@swindon.gov.uk

Telephone: 01793 466903 (during office hours: 8.30am - 4.40pm Mon to Thurs & 8.30am to 4.00pm Fri)

The Emergency Duty Service (EDS) is available outside office hours on 01793 436699

Statutory contact in the case of an Adult at Risk

E-mail: adultsafeguarding@swindon.gov.uk (During office hours - Mon to Fri inclusive, 8.30am to 5.00pm).

Tel: 01793 463555

The emergency duty service is only for reporting safeguarding concerns that require urgent action out of normal working hours. Tel: 01793 436699

If someone in the partnership is alleged or known to have harmed children or adults

we will inform the Synod Safeguarding Officer, so that they can offer advice and support, and we will contact the relevant statutory agency.

If the allegation is regarding a church staff member or church volunteer

When the relevant criteria is met, in the case of children, the Local Authority Designated Officer (LADO) will be contacted. The timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the church will follow this advice (see details below)

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if the partnership withdraws permission for an individual to engage in work with children or adults at risk OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not work with children because the employer believes that the individual has engaged in relevant conduct or satisfied the harm test or committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Charity Commission as they deem such a referral to be a 'serious incident' and requires notification.

Sources of advice, guidance, and support

Synod Safeguarding Officer

Jan Murphy 07875 454 064

Churches Child Protection Advisory Service 24 hour helpline: 0303 003 1111 (NB: This should only be used for urgent advice if you are unable to contact the Synod Safeguarding Officer, who does work outside ordinary officer hours)

Local Authority Designated Officer (LADO)

The Local Authority Designated Officer (LADO) can be contacted via the Quality Assurance & Review Service, Clarence House, Euclid Street, Swindon SN1 2JH

Tel: 01793 463854

Concerns, Complaints and Compliments

Should anyone have any concerns, complaints or compliments please contact:

Steve Kershaw – Partnership Secretary

Email: stephen.kershaw2@gmail.com

It would be helpful to have complaints in writing as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon.

Any written complaint will be responded to within 10 days.

Review

Each church within the Partnership is responsible for reviewing the policy annually.

The Partnership Council will also review this policy annually, amending and updating it as required.

Date of the most recent church review:

Date of the next church review:

Signed:

(on behalf of Toothill Church)

Signed:

(on behalf of Partnership Council)

APPENDIX A1 SAFEGUARDING POLICY STATEMENT

The following statement was agreed by the leadership of West Swindon and Lydiard Tregoze Church Partnership

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

- We believe that all children and adults at risk should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our place of worship.
- We recognise the personal dignity and rights of children and adults at risk (for example as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child).
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk.
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.
- We will report any abuse of children or adults at risk that we discover or suspect
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency
- We recognise that Children’s Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child, and that Adult Services do so for adults at risk
- We acknowledge that Local Authority Designated Officers (LADOs) or the equivalent in Scotland and Wales have responsibility for dealing with all allegations and concerns about people working with children, whether paid or voluntary workers, lay or ordained
- We recognise that safeguarding is a whole church responsibility
- The local church has appointed

.....as the Safeguarding Coordinator

We are committed to:

- The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse
- Following relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Building constructive links with relevant Voluntary and Statutory Agencies.
- Taking all reasonable steps to ensure that as a church, everyone works within the agreed procedures of our safeguarding policies
- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect children and adults at risk
- Following safer recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff, lay or ordained
- Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk
- Ensuring that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm
- Reporting any abuse of children or adults at risk that we discover or suspect
- Supporting all in our church who are affected by abuse.
- Supporting and supervising those who pose a risk to children or adults at risk, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount
- If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support

Signed: _____

Dated: _____

APPENDIX A2 The Role of the Partnership Safeguarding Co-ordinator

Context

We believe that children and adults at risk deserve the best possible care that the partnership can provide and that each church in the partnership should be a safe place for everyone involved.

We recognise and give thanks for the time and devotion given by anyone carrying out this role.

Purpose of the role:

- To coordinate safeguarding policy and procedure in the partnership.
- To be a first point of contact regarding safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

Responsibilities

To coordinate safeguarding policy and procedure in the partnership

- To familiarise themselves with partnership policies and procedures and URC good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that partnership policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the partnership aware of the partnership safeguarding policies and procedures, as well as URC guidelines.
- to ensure safer recruitment practices are operated in the recruitment of all workers, both volunteers and paid, including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Checks.

To be a first point of contact regarding safeguarding issues

- To be a named person that children/adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the partnership including seeking advice from Synod Officer.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the partnership.

- To ensure that records of all concerns and allegations are kept by the partnership, and that information in relation to safeguarding issues is handled confidentially and stored securely.
- To inform the Synod Safeguarding Officer at the time of any referrals made to the statutory authorities, or of any information received from the statutory agencies.
- To report summary safeguarding information annually to the Synod Safeguarding Officer (and Denominational Safeguarding Officers) to enable them to monitor safeguarding in the Synod (Diocese/Circuit/Association)

To be an advocate for good safeguarding practice in the partnership

- To promote sensitivity within the partnership towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers.
- To update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.

APPENDIX A3 Code of Conduct for working with children or young people

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children or young people. Therefore, all workers should agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model within the West Swindon and Lydiard Tregoze Church Partnership.

More specifically, all workers should agree to the following code of conduct:

- Do treat all people with dignity and respect
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- Do act inclusively, seeking to make all people feel welcome and valued
- Don't exclude other children or workers from conversations and activities unless there is a good reason
- Do treat people with equal care and concern
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a particular child (e.g. gifts)
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Don't threaten or use sanctions which have not been agreed, or make empty threats
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences
- Don't feel you have to deal with every problem on your own
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Don't use physical restraint except as a last resort to prevent injury. This should be the use minimum force
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- Don't spend time alone with children out of sight of other people and without the knowledge of someone in leadership
- Do make sure that any electronic communication is done with parental consent and in a way which is transparent, accountable and noted/recorded and adheres to safeguarding policies
- Don't keep communication with children secret, while still respecting appropriate confidences
- Do have a designated photographer to take, store and share photos of your group's activities, in line with people's consent and URC good practice guidelines
- Don't take photos or videos without consent, store them in a safe place designated by the church and only use in the ways agreed, in line with Good Practice guidelines

- Do use physical contact wisely; it should be:
 - in public
 - appropriate to the situation and to the age, gender and culture of the child
 - in response to the needs of the child, not the adult
 - respectful of the child's privacy, feelings and dignity
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual
- Do respect children's privacy
- Don't assume that children should tell you anything you ask just because you are a worker
- Do respect the right of children to wash, change and use the toilet in private
- Don't walk in unnecessarily or unannounced
- Do listen to children and tell the Partnership Safeguarding Coordinator if you have any concerns about a child's welfare
- Don't promise to keep something secret if it is about a child being harmed or at risk of harm, but only tell those who need to know
- Do respect and promote the rights of children to make their own decisions and choices
- Don't work in ways that put your needs and interests before those of the children you work with
- Do respect and encourage respect for difference, diversity, beliefs and culture
- Don't discriminate or leave discrimination or bullying unchallenged

I agree to abide by the above code of conduct while working with children and young people

on behalf of The West Swindon and Lydiard Tregoze Church Partnership

Name of worker: _____

Signed: _____

Date: _____

APPENDIX A4 What is abuse and neglect of children?

The below definitions are taken from Working Together to Safeguard Children 2013 and apply to England.

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 a child 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 from 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)
- ensure access to appropriate medical care or treatment

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

Who are adults at risk?

Any adult who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying harassment, mistreatment or exploitation.

Definitions of abuse in relation to adults at risk

Abuse is about the misuse of power and control that one person has over another. In determining whether or not abuse has taken place, it is important to remember that intent is not the issue. The definition of abuse is based not on whether the perpetrator intended harm to be caused but rather on whether harm was caused, and on the impact of the harm (or risk of harm) on the individual.

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.

Categories of Abuse

Physical abuse

Physical abuse can include assault, being hit, slapped or restrained. Misuse of medication, to subdue or control a person, is physical abuse, as is denying someone food or water, or failing to help them to keep warm, use the toilet, or conduct their physical care

Psychological or emotional abuse

Sometimes called 'emotional abuse' and can involve threatening to hurt someone, to abandon them, preventing access to visitors, friends, and family. Being humiliated, insulted, blamed, controlled, intimidated, bullied, or harassed can constitute emotional abuse. Such abuse can take place face to face, online or in other communications.

Being denied access to aspects of life, which are important to a person's emotional wellbeing, is a form of emotional abuse. This may include being denied access to religious or spiritual materials that are important to the person, or in some circumstances, being prevented from attending church or other faith and worship settings.

The withdrawal of care services and support which cannot be justified and appear unreasonable may also constitute a form of psychological abuse.

Sexual abuse

This includes any form of sexual harassment, inappropriate touching or looking, indecent exposure, sexual teasing or innuendo, being subjected to pornography, witnessing sexual acts, and any sexual act that the person did not agree to, or felt pressurised into consenting to, as well as rape.

Neglect or Act of Omission

Neglect occurs when there is a deliberate withholding of help, care or other basic requirements, with the intention of causing harm or abuse. Failures to attend to someone's personal care or to provide the right sort of help, or medical care are all forms of neglect. Examples include not having access to enough food and drink, or the right type of food and drink, or not being provided with warmth or basic hygiene arrangements. Being denied access to medication or the inappropriate use of medication, is also a form of neglect. Although neglect is a form of abuse, it has close overlaps with other types of abuse such as psychological or physical abuse, because the action of omission leads to other harms as a direct consequence.

Financial or material abuse

This occurs when monies and valuables have been stolen, or where someone uses coercion or deception, to gain access to money and possessions, and uses them in ways that the person do not wish. It might involve theft of money or valuables, fraud, scams, gaining access to a bank account, or benefits, providing financial services in full knowledge that someone lacks capacity, or inappropriate use of money by someone appointed to look after financial assets on the persons' behalf.

Financial abuse is a common form of abuse against adults at risk.

Discriminatory abuse

This involves unfair treatment because of a person's race, gender, age, disability, sexual orientation, or religion. It can include some forms of harassment, verbal abuse, and slurs upon the person's character. Physical abuse and other forms of abuse can arise because of discrimination. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals.

Institutional abuse

Institutional abuse occurs when a place, company, organisation or charity undertakes practices which cause harm and abuse. Examples include: care homes where rotas are arranged for the benefit of staff, instead of the wellbeing of the people in the home, prisons which fail to address practices known to cause harm and when known abuse is ignored to protect adults and/or limit reputational damage. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Domestic Abuse

Domestic abuse and/or intimate abuse is when a form of violence, or other type of abuse, is inflicted by a partner or family member. It can be a single incident or a recurring pattern which involves controlling, coercive or threatening actions. Force Marriage and so called 'Honour Based' Violence are also forms of domestic abuse.

Forced Marriage

When an adult is coerced, pressurised or deceived into a marriage, to which they would/do not consent, this is a forced marriage. It differs from arranged marriages, which are agreed to by both parties. It can also occur when a wedding is arranged for someone with learning disabilities and they are not capable of consent.

Trafficking/Modern Slavery

This is an increasing form of abuse which is prevalent in all areas of the UK. It involves the purposeful movement of an adult for economic benefit to a third party, often involving forced labour, unpaid labour, sexual exploitation, rape or prostitution.

Self-neglect

Self-harm is any form of self-inflicted injury or hurt. This can include self-neglect and/or a failure to attend to basic needs. Adults, who harm themselves for whatever purpose, can be adults at risk. Hoarding is a form of self-neglect, because it can arise from a neglect of home and surroundings and may be illustrative of mental health concerns. Hoarding increases the risk of fire and ill health, as well as financial and other types of abuse.

● Physical abuse

Physical signs include:

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or fingertip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures, especially spiral
- Swelling and lack of normal use of limbs
- Serious injury with lack of / inconsistent explanation
- Untreated injuries

Psychological/emotional signs include:

- Unusually fearful with adults
- Unnaturally complaint to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

Factitious illness by proxy

- Psychiatric illness, whereby a parent or carer deliberately inflicts harm onto a child
- Normally the child's mother
- The child has commonly had genuine serious illness in the first year of life (a dependency on medical attention has developed in the mother)
- very difficult to diagnose/evidence
- most common example – Beverley Allet – a nurse convicted of murder and actual bodily harm in the 1980s.

Female Genital Mutilation

A cultural (not religious) procedure whereby parts of female genitalia are removed – also referred to as female circumcision.

- Illegal in UK.
- normally undertaken on pre-pubescent girls
- Girls are either taken abroad for procedure or “practitioners” come to the UK.
- There can be no anaesthetic, no sterile equipment, barbaric practice.
- Complications include - serious infection, septicaemia, death, numerous gynaecological problems

● Emotional abuse

The class description of emotional abuse is a “Low Warmth, High Criticism” style of parenting.

Signs include:

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
- Self-harm
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

● Neglect

Physical signs include:

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

Psychological/emotional signs include:

- Constant hunger
- Constant tiredness
- Frequent lateness/non-attendance at school
- Destructive tendencies
- Low self esteem

- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

● **Sexual abuse**

Physical signs include:

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

Psychological/Emotional signs include:

- Sexual knowledge inappropriate for the age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self-mutilation, self-disgust
- Eating disorders

Physical

- No explanation for injuries or inconsistency with the account of what happened
- Injuries are inconsistent with the person's lifestyle
- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behaviour in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment or frequent changes of GP

Psychological

- An air of silence when a particular person is present
- Withdrawal or change in the psychological state of the person
- Insomnia
- Low self-esteem
- Uncooperative and aggressive behaviour
- A change of appetite, weight loss/gain
- Signs of distress: tearfulness, anger
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment
- Fearful, flinching or frightened of making choices or expressing wishes

Sexual

- Bruising, particularly to the thighs, buttocks and upper arms and marks on the neck
- Torn, stained or bloody underclothing
- Bleeding, pain or itching in the genital area
- Unusual difficulty in walking or sitting
- Foreign bodies in genital or rectal openings
- Infections, unexplained genital discharge, or sexually transmitted diseases
- Pregnancy in a woman who is unable to consent to sexual intercourse
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude
- Incontinence not related to any medical diagnosis
- Self-harming
- Poor concentration, withdrawal, sleep disturbance

- Excessive fear/apprehension of, or withdrawal from, relationships
- Fear of receiving help with personal care
- Reluctance to be alone with a particular person

Neglect

- Malnutrition, weight loss and/or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Financial or Material

- Missing personal possessions
- Unexplained lack of money or inability to maintain lifestyle/pay bills
- Unexplained withdrawal of funds from accounts
- Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- The person allocated to manage financial affairs is evasive or uncooperative
- The family or others show unusual interest in the assets of the person
- Signs of financial hardship in cases where the person's financial affairs are being managed by a court appointed deputy, attorney or LPA
- Recent changes in deeds or title to property
- Rent arrears and eviction notices
- A lack of clear financial accounts held by a care home or service
- Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- Disparity between the person's living conditions and their financial resources, e.g. insufficient food in the house
- Unnecessary property repairs

Discriminatory

- The person appears withdrawn and isolated
- Expressions of anger, frustration, fear or anxiety
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic
- Inappropriate remarks, comments or lack of respect

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc
- Inadequate staffing levels
- People being hungry or dehydrated
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Poor standards of care
- Lack of personal clothing and possessions and communal use of personal items
- Poor record-keeping and missing documents
- Absence of visitors
- Few social, recreational and educational activities
- Public discussion of personal matters
- Unnecessary exposure during bathing or using the toilet
- Absence of individual care plans
- Lack of management overview and support

Domestic Abuse

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

Forced Marriage

- Surveillance by siblings or cousins
- Not allowed to work
- Unable to attend business trips or functions
- Subject to financial control e.g. confiscation of wages/income
- Leaving work accompanied
- Accompanied to doctors or clinic
- Self-harm
- Attempted suicide

- Eating disorders
- Depression
- Isolation
- Substance misuse
- Sudden announcement of engagement to a stranger
- Prevented from going on to further/higher education

Trafficking/Modern Slavery

- Signs of physical or emotional abuse
- appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and/or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

Self-neglect

- Poor environment – dirty or unhygienic
- Poor physical condition and/or personal hygiene
- Pressure sores or ulcers
- Malnutrition or unexplained weight loss
- Untreated injuries and medical problems
- Inconsistent or reluctant contact with medical and social care organisations
- Accumulation of untaken medication
- Uncharacteristic failure to engage in social interaction
- Inappropriate or inadequate clothing
- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

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INCIDENT REPORT

This form should NOT be used in the case of an accident.
 All accidents should be recorded in the group/ church accident book.

Date of incident:	Time of incident:
Date on which this report was written:	
Your full name (and role):	
Full name of child, young person or adult concerned:	
Address, if known:	
Date of birth, if known:	
Location/Situation:	
Other people present:	
<p>Record of incident:</p> <ul style="list-style-type: none"> ● Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words ● Record what you said as well as what the child, young person or adult said. ● Include details such as tone of voice, facial expression and body language. ● If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion 	

Who has been spoken to about the incident?

Record below the names of all those with whom you have spoken about your concerns:

Partnership Safeguarding Coordinator:

Synod Safeguarding Coordinator:

Children's/Adult Services:

Police:

NSPCC:

Parent/Carer:

Child:

Other (name, role and organisation):

Feedback and follow up actions:

Signed: (person who wrote this report)

Dated:

**Incident report to be given to the
Partnership Safeguarding Coordinator
immediately following the incident**