



## **EXCELLENCE IN SAFEGUARDING**

# **Update for Church Workers and Leaders - Accompanying Resources**

November 2020

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## BUGB Safeguarding materials and resources for churches

Help is available for churches who want to implement or update robust safeguarding policies and procedures. Listed below are some of the core materials available free of charge for use by churches and church leaders.

All are available in the Safeguarding section of our website: [www.baptist.org.uk/safeguarding](http://www.baptist.org.uk/safeguarding)

### Model Safeguarding Policy

Our model safeguarding policy has been put together by the Baptist Union of Great Britain to offer a template and a set of helpful guidance notes for churches as they develop or review the safeguarding framework for their church. It contains four sections:

- **Safeguarding Policy Statement** – this is a template policy that you can use as a starting point for your own church’s policy
- **Safeguarding Procedures** – these sections provide a clear outline of the reporting procedures needed in every local Baptist church
- **Best Practice Guidelines** – these guidelines provide detailed information on key areas of safeguarding in the life of a Baptist church.
- **Useful Contacts** – contacts for organisations and charities who can provide additional support



The model policy is available for download in WORD or PDF format using the following link:

[https://www.baptist.org.uk/Articles/509643/Model\\_Safeguarding\\_Policy.aspx](https://www.baptist.org.uk/Articles/509643/Model_Safeguarding_Policy.aspx)

### Safeguarding topic-based guides



A series of informative guides are available that provide more detailed information for those who hold safeguarding responsibilities in their churches.

These are good starting points for learning and discussion in your church.

Currently, eight different guides are available and can be downloaded as PDF documents from our website: [https://www.baptist.org.uk/Groups/269528/BUGB\\_Guides.aspx](https://www.baptist.org.uk/Groups/269528/BUGB_Guides.aspx)

- DBS Checks
- Cyber-Safety
- Understanding Self-harm
- Understanding Domestic Abuse
- Safeguarding Contracts: Frequently Asked Questions
- Undertaking the role of Designated Person for Safeguarding
- Supporting Survivors
- Safeguarding Record Keeping

## Safeguarding Audit Tool for Churches



Is it the right time to do a detailed review of safeguarding practices in your church?

Our safeguarding audit tool provides a framework for churches to look at their existing policies and practices, and to look for opportunities to develop further.

This is a great way to check compliance with safeguarding legislation, guidance and best practice:

[https://www.baptist.org.uk/Articles/545149/Safeguarding\\_Audit\\_Tool.aspx](https://www.baptist.org.uk/Articles/545149/Safeguarding_Audit_Tool.aspx)

## Level 1 Excellence in Safeguarding film for Churches



**Level 1 Excellence in Safeguarding** is a short, 8 minute film designed for use in all age services or events.

[https://www.baptist.org.uk/Articles/513615/Level\\_1\\_Excellence.aspx](https://www.baptist.org.uk/Articles/513615/Level_1_Excellence.aspx)

To complement this film there is a set of materials for sessions with children and young people based around the parable of the Good Samaritan. This material involves a variety of age appropriate activities for children in school years Reception to 9 which help to get the message of

safeguarding across to the children and young people of the church.

[https://www.baptist.org.uk/Articles/514026/Level\\_1\\_Excellence.aspx](https://www.baptist.org.uk/Articles/514026/Level_1_Excellence.aspx)

A second shorter version of this film designed for use in church members meetings is also available. Churches may choose to use this as part of their annual review of safeguarding policy.

## Gateway to Level 2 Excellence in Safeguarding

This guide will help volunteers who want to work with children, young people or adults at risk in your church to understand the basics of safeguarding in a church context before they attend the Baptist Union of Great Britain Level 2 Excellence in Safeguarding training.

[https://www.baptist.org.uk/Articles/494999/Gateway\\_to\\_Level.aspx](https://www.baptist.org.uk/Articles/494999/Gateway_to_Level.aspx)

This guide is not intended to be a replacement for the Level 2 course but is a useful tool for the Designated Person for Safeguarding to use with new volunteers as a precursor to Level 2 training.



During the coronavirus pandemic, church staff and volunteers are encouraged to watch our new 'Safeguarding Update' film as a stopgap measure until our normal Level 2 and Level 3 training can resume.

## Good Safeguarding Practice for Community and Church Volunteers during the Coronavirus Outbreak

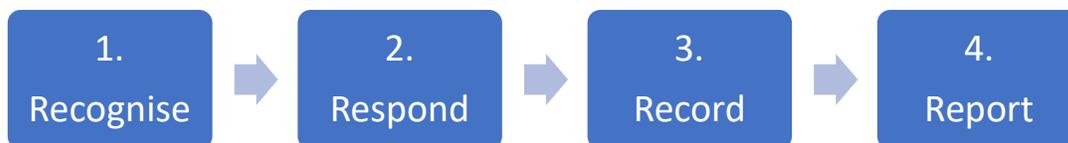
During the current coronavirus outbreak many of us are giving our time to support the community efforts of our churches. This will often involve us in situations which we are unfamiliar with, such as delivering food parcels to people who are self-isolating or in crisis or engaging pastorally with people in the community who are in great need.

Our church safeguarding policy covers all activities carried out under the auspices of the church, whether our activities take place inside the church e.g. children's groups and elder persons lunch club or take us out into the community. During the pandemic we are in contact with people in different ways, delivering food parcels, helping deliver medication, speaking to them on the phone or by video chat. Below are a few questions that reflect the sort of safeguarding situations that you may come across as a volunteer at this time. Clearly, at all times you should comply with the lockdown requirements in force in your area.

Despite the changing circumstances, the principles of good safeguarding practice are still the same and are outlined in our Safeguarding Update film.

### Responding to Concerns

If you are concerned about the wellbeing of a child or adult, or if you spot something that worries you, use 'the 4 Rs' to help you know what to do next:



#### 1. Recognise

- Does it look right?
- Does it sound right?
- Does it feel right?

Trust your gut instinct; if it feels wrong, then it probably is wrong.

Remember that abuse can take many forms and sometimes it's hard to know what to look out for. In the press we often hear about physical, sexual, emotional abuse and neglect, but there are also other ways that abuse can happen.

Always pass on any concerns you have to the Designated Person for Safeguarding at your church. It is their job to listen and decide whether or not further action is needed. They are best placed to decide how the situation needs to proceed and whether or not anyone else needs to be involved.

## 2. Respond

If you have recognised something that causes you concern, or if a concern is disclosed to you, please don't ignore it - RESPOND. Share your concerns with the Designated Person for Safeguarding at your church. It is not your job to investigate or to tell anyone apart from the Designated Person for Safeguarding, but you need to speak to them quickly and promptly.

## 3. Record

Write down what concerns you have or what was disclosed to you without delay, using the person's own words where possible. The four W's are a useful tool:

What? When? Where? Who?

- Who was involved? – names of the key people
- What happened? – facts not opinions
- Where did it happen?
- When did it happen – date and time

*To help make sure you record everything clearly, a safeguarding incident form is available from your Designated Person for Safeguarding.*

### 'Little TED'

Sometimes when we are concerned about a potential safeguarding situation, we need to be able to gather a little bit more information to clarify whether we have a correct understanding of what is happening. Sometimes we find it difficult to know the words to say when we are worried and faced with a new situation. It helps to keep it simple and so we recommend that you ask clarifying questions that help the other person to express more of their own situation in their own words. A good place to start is Little TED:

- Tell me more...
- Explain to me...
- Describe to me...

Make sure you write down what has been said as soon as possible after the conversation using the words of the person you have been speaking to as much as possible, even if they are words you wouldn't usually use.

Remember these questions are to clarify what information you may need to pass to your Designated Person for Safeguarding - it is not your job to investigate.

## 4. Report

Report any concerns or disclosures to your church's Designated Person for Safeguarding without delay. The next steps will vary depending on whether a child or adult is involved, as well as the individual circumstances.

The Designated Person for Safeguarding will know what to do next, or who best to contact for advice and support.

### Case Studies

We have developed the following case studies to help you think about some of the situations that you might come across when volunteering out in the community. The case studies below reflect things that are sadly present in our society even in normal times. However, we recognise that in the present climate some situations will be exacerbated by additional stresses and others will simply be more visible to the community as food parcels are delivered to people’s doors and struggles met by the church and community at large rather than just the minister or statutory agencies.

#### Pamela

<p>I keep getting calls from Pamela, a lady from the church. She appears really anxious and says that she is convinced that she will get ill and die. She feels lonely and isolated from the world. How should I respond?</p>	<p><b>What do we recognise?</b></p> <ul style="list-style-type: none"> <li>• She is feeling isolated</li> <li>• Risk of emotional harm – anxiety, depression, loneliness</li> </ul>
<p><b>How could you respond?</b></p> <ul style="list-style-type: none"> <li>• Check with Pamela whether she feels unwell at the moment – has a high temperature or a new persistent dry cough. If so, then she needs to self-isolate for the next 7 days.</li> <li>• If not, reassure Pamela that she is okay and talk through the things that are worrying her at this moment.</li> <li>• Consider the support that the church is offering at the moment – is there anything that Pamela might be able to engage with? Invite her to be involved.</li> <li>• <b>Record</b> on a safeguarding incident sheet and <b>Report</b> the matter to the to the DPS.</li> <li>• Seek consent from Pamela to share her phone number with the pastoral team who are supporting vulnerable people at this time.</li> <li>• Advise her to call the NHS on 111 if she is unwell and may need additional support.</li> </ul>	

#### Esther

<p>My daughter’s teenage friend Esther has been messaging her and telling her that she is really struggling to cope. How should I respond?</p>	<p><b>What do we recognise?</b></p> <ul style="list-style-type: none"> <li>• Possible deterioration in mental health.</li> <li>• Possible risk of harm to self</li> <li>• Is she having suicidal thoughts?</li> </ul>
<p><b>How could you respond?</b></p> <ul style="list-style-type: none"> <li>• Tell your daughter to let Esther know that she is worried about her and has told you about the messages.</li> <li>• Check what she means by ‘struggling to cope’. Ask your daughter to seek consent from Esther for you to see the messages (that way you get will get a better understanding of what is being expressed).</li> <li>• Consider whether there is an immediate risk that she could harm herself – if so, contact the police and advise them of a risk to life.</li> <li>• Talk to Esther (ask your daughter to begin the telephone or online conversation and then hand over to you, whilst staying nearby) and encourage her to tell her parents how she is feeling. If you believe there is a significant risk of harm you may need to talk to them without her consent.</li> <li>• Contact the MASH / Children’s Social Care team for further advice and support as Esther is not connected to church.</li> </ul>	

## George

<p>Whilst doing deliveries from our local food bank I went to take a parcel to a local family. I stood back from the door, but a child, George, answered the door and I noticed what appears to be bruising on both his wrists. How do I respond?</p>	<p><b>What do we recognise?</b></p> <ul style="list-style-type: none"> <li>• Possible physical abuse to a child.</li> <li>• Family under financial pressure (using food bank) increases the risk of relationship breakdowns, domestic and child abuse</li> </ul>
<p><b>How could you respond?</b></p> <ul style="list-style-type: none"> <li>• Ask the child if he is okay. (Consider whether there are other people around who can hear and whether this may increase the risk. If you are concerned do not ask him).</li> <li>• Make a note of any response (once you have left the area of the house).</li> <li>• <b>Report</b> to the safeguarding lead for the Food Bank and let them know what has happened.</li> <li>• Make a written <b>record</b> of what you observed and what the child said to you and pass to the Foodbank DPS. Follow their policy and procedures</li> <li>• Ensure that you have recorded on a Body Map where the bruises are (available from the church DPS or online)</li> <li>• DO NOT take photos of the injuries</li> <li>• Either you or the Foodbank DPS should then contact the police or MASH (Multi-agency) Safeguarding Hub / Children’s Social Care of your local authority and let them know what you have observed. <b>Do not delay reporting to the statutory authorities if the DPS is not available. George may be at imminent risk of further harm.</b></li> </ul>	

## Nicola

<p>When I went to take a bag of food to Nicola, a single mum from church, she seemed anxious when she opened the door. She said that her ex-boyfriend has moved back in and they are not getting on. I know that the police have been involved before when he lived with them. How should I respond?</p>	<p><b>What do we recognise?</b></p> <ul style="list-style-type: none"> <li>• Possible domestic abuse (DA)</li> <li>• Previous police involvement because of DA.</li> <li>• Children are living in the house</li> <li>• Nicola seems anxious</li> <li>• There may be an even greater risk of a DA incident due to the pressure of the current lock down</li> </ul>
<p><b>How could you respond?</b></p> <ul style="list-style-type: none"> <li>• Reassure Nicola that you would like to help her.</li> <li>• If Nicola is alone and it is safe to do so signpost her to Women’s Aid or the Police for additional support</li> <li>• Contact the DPS from the church and let them know about the conversation you have had with Nicola</li> <li>• <b>Record</b> your observations on a safeguarding incident report form and <b>report</b> to the DPS (pass on the incident form).</li> <li>• As there are children in the house the DPS should contact the MASH or Children’s Social Care Team. If possible, the DPS should let Nicola know that this call has been made so she can manage any increased risk that could arise from this contact.</li> <li>• If there is evidence of an on-going incident which could indicate imminent harm contact the police using 999.</li> </ul>	

## William

<p>I went to see my neighbour, William, who is an adult with learning difficulties and has major health problems. He does not have the medication that he needs and told me that someone has stolen it because he could not give them the money they demanded when they came to deliver the medication.</p>	<p><b>What do we recognise?</b></p> <ul style="list-style-type: none"> <li>• William has learning difficulties and could be at an increased risk of being a victim of fraud or other crimes</li> <li>• Criminal offences: Theft</li> <li>• Possible financial abuse</li> <li>• Increased risk of harm from not having medication leading to deterioration in health</li> <li>• William may need help to access additional medication</li> </ul>
<p><b>How could you respond?</b></p> <ul style="list-style-type: none"> <li>• Support William to <b>report</b> the theft to the police. As William is not part of the church you do not need to report to the DPS.</li> <li>• Help William to contact his GP to arrange for further medication or access immediate medical intervention.</li> <li>• Help William access a prescription delivery service for his future needs.</li> <li>• <b>Record</b> what has happened on the Safeguarding Incident Form for your own records and to share with the police.</li> <li>• Offer William the opportunity to have someone give him a call from the church on a regular basis to offer pastoral support.</li> </ul>	

## Doris

<p>When I rang Doris, an elderly lady from church she said she is worried that she is being taken advantage of by a neighbour, Brian, who is charging her £30 as a 'delivery fee' each time he does her shopping. How should I respond?</p>	<p><b>What do we recognise?</b></p> <ul style="list-style-type: none"> <li>• Possible financial abuse</li> <li>• That Doris is worried</li> <li>• The man lives next door and that might add to the worry for Doris</li> <li>• The neighbour could be making the offer to other vulnerable and elderly people in the community</li> </ul>
<p><b>How could you respond?</b></p> <ul style="list-style-type: none"> <li>• Reassure Doris that she did the right thing telling you.</li> <li>• <b>Report</b> the situation to the DPS and let them know what has happened - follow any advice they give you.</li> <li>• <b>Record</b> what has happened on a safeguarding incident form and pass to the DPS.</li> <li>• Ask Doris if she would like you to arrange for a volunteer from the church to do her shopping for free.</li> <li>• Help Doris to write a letter to her neighbour thanking him for the help but explaining that she no longer needs it.</li> <li>• The DPS may consider notifying the local police of Brian's actions in case there are other vulnerable victims.</li> </ul>	

### Finally...

- ✓ Always speak to your church DPS in the first instance but don't delay taking action if you believe that someone may be in imminent danger and you have not been able to contact the DPS.
- ✓ Your DPS will work with you where there are further steps that you can take and if there is a need to escalate a situation to a statutory authority the DPS can take the lead on this in most situations.
- ✓ Become familiar with your church Safeguarding Policy and Procedures so you can be more confident in the steps you need to take when a safeguarding concern arises.
- ✓ When undertaking volunteer work for community projects which may be linked to a third-party organisation (i.e. an organisation that is separate from your home church) or is an ecumenical project (a project supported by several churches working together), make sure you know who safeguarding concerns should be reported to and what the safeguarding policy and procedures are for the project.
- ✓ Whilst it may seem challenging to offer reassurance and support at a distance remember to maintain social distancing and stand at least 2 metres away from the person you are talking to.
- ✓ If you are concerned that someone is in immediate risk of serious harm, you must contact the police (from a place of personal safety), then let your DPS know that you have done so.

## Safeguarding Roles and Responsibilities

Each church needs to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

### **Trustees / Deacons**

- Ultimately responsible for safeguarding
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

### **Safeguarding Trustee / Deacon**

Not necessarily the person who heads up safeguarding in the church – could be a trustee / deacon with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees / deacons
- Is the point of contact with trustees / deacons for safeguarding issues
- Ensures church policy and procedures are reviewed annually

### **Designated Person for Safeguarding**

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people
- Acts as a link between the church and other agencies or bodies on safeguarding matters

### **Disclosure and Barring Service (DBS) Verifier**

- Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the accredited minister who is checked by the regional association)

### **The Minister**

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy
- Takes responsibility for ensuring that the pastoral needs of all are being met
- May need to be made aware of safeguarding issues in line with the guidance on page 6

## Types and Indicators of Abuse

*These definitions of abuse have been compiled from a range of sources.*

*It is important to be aware that there may be many other reasons for any of these indicators in any given situation.*

<b>Physical Abuse</b>	<b>Includes....</b>	<b>Some of the key indicators</b>
<p>To inflict pain, physical injury or suffering</p>	<p>Hitting, slapping and beating Shaking, pinching, throwing and pushing Kicking, burning, drowning and hair pulling Squeezing, suffocating, poisoning and using inappropriate restraint Parent or carer fabricates the symptoms of, or deliberately induces illness in a child</p>	<ul style="list-style-type: none"> <li>• Any injuries not consistent with the explanation given for them</li> <li>• Cuts, lacerations, puncture wounds, open wounds, welts</li> <li>• 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.</li> <li>• Black eyes, burns, broken bones and skull fractures</li> <li>• If the person is seen to have injuries that recur or are in the same place on more than one occasion or are without plausible explanation</li> <li>• Any injury that has not received medical attention or been properly cared for</li> <li>• Poor skin condition or poor skin hygiene</li> <li>• Loss of hair, loss of weight and change of appetite</li> <li>• Repeated or unexplained tummy pains</li> <li>• Person flinches at physical contact &amp;/or keeps fully covered, even in hot weather;</li> <li>• Person appears frightened or subdued in the presence of a particular person or people</li> </ul>
<b>Emotional Abuse</b>	<b>Includes....</b>	<b>Some of the key indicators</b>
<p>The use of threats, fear or power gained by another's position, to invalidate the person's independent wishes</p> <p>Such behaviour can create very real emotional and psychological stress. In children it can cause severe and persistent adverse effects on their emotional development</p>	<p>Mocking, coercing, threatening or controlling behaviour Bullying, intimidation, harassment or humiliation The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation Making someone feel worthless, a lack of love or affection or ignoring the person.</p> <p>Psychological abuse may well be indicative of other forms of abuse.</p> <p>All forms of abuse have an emotional component.</p>	<ul style="list-style-type: none"> <li>• Changes in mood, attitude and behaviour</li> <li>• Becoming quiet, clingy or withdrawn or conversely becoming aggressive or angry for no apparent reason</li> <li>• Denial and hesitation to talk openly</li> <li>• Excessive fear or anxiety</li> <li>• Changes in sleep pattern or persistent tiredness</li> <li>• Loss of appetite</li> <li>• Helplessness or passivity</li> <li>• Confusion or disorientation</li> <li>• Implausible stories and attention seeking behaviour</li> <li>• Low self-esteem</li> <li>• Inappropriate relationships with peers &amp;/or adults</li> <li>• Running away, stealing or lying</li> </ul>

*It is important to be aware that there may be many other reasons for any of these indicators in any given situation.*

<b>Sexual Abuse</b>	<b>Includes....</b>	<b>Some of the key indicators</b>
<p>For an adult - Any non-consenting sexual act or behaviour</p> <p>No one should enter a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust</p> <p>For a child – forcing or enticing a child to take part in sexual activities</p>	<p>Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting</p> <p>Indecent assault, incest, being forced to touch another person in a sexual manner without consent</p> <p>Making sexual remarks, suggestions and teasing</p> <p>Indecent exposure, being forced to watch pornographic material or sexual acts</p> <p>Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways</p> <p>Being spied on while a person is undertaking personal care activities</p>	<ul style="list-style-type: none"> <li>• Emotional distress</li> <li>• Preoccupation with anything sexual and age-inappropriate knowledge of sexual behaviour</li> <li>• Mood changes</li> <li>• Expressions of feelings of guilt or shame</li> <li>• Itching, soreness, bruises or lacerations, particularly around the genital areas</li> <li>• Difficulty in walking or sitting, or unexplained vaginal or anal bleeding</li> <li>• Unexplained venereal disease or genital infections</li> <li>• A child who is sexually provocative or seductive with adults</li> <li>• Disturbed sleep patterns</li> <li>• Torn, stained or bloody underclothing</li> <li>• Significant changes in sexual behaviour or outlook</li> <li>• A woman who lacks mental capacity to consent to intercourse becomes pregnant</li> </ul>
<b>Neglect</b>	<b>Includes....</b>	<b>Some of the key indicators</b>
<p>A person's wellbeing is impaired and their care needs are not met</p> <p>In a child, neglect is likely to result in the serious impairment of the child's health or development</p> <p>Neglect can be deliberate or can occur as a result of not understanding what someone's needs are</p>	<p>Failing to provide access to appropriate health, social care or education services</p> <p>Failing to provide a warm, safe and comfortable environment</p> <p>Ignoring medical or physical care needs, including not providing adequate food or assistance with eating / drinking, or not clothing them sufficiently</p> <p>Leaving alone or unsupervised</p> <p>Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others)</p> <p>Deliberately withholding aids, such as walking sticks or hearing aids</p> <p>Denying social, religious or cultural contacts, or denying contact with the family</p>	<ul style="list-style-type: none"> <li>• Person looking unkempt or dirty and has poor personal hygiene</li> <li>• Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food</li> <li>• Person is dressed inappropriately for the weather conditions</li> <li>• Dirt, urine or faecal smells in a person's environment</li> <li>• Home environment does not meet basic needs (for example not heating or lighting)</li> <li>• Health and safety hazards in the living environment</li> <li>• Untreated medical conditions, pressure sores, rashes, lice on the person</li> <li>• Depression</li> <li>• Person and / or carer have inconsistent or reluctant contact with Health and Social Services</li> <li>• Callers / visitors are refused access to the person</li> <li>• Prolonged isolation or lack of stimulation</li> <li>• Person who is not able to look after themselves is left unattended and so put at risk</li> <li>• Not being helped to the toilet when assistance is requested</li> </ul>

*It is important to be aware that there may be many other reasons for any of these indicators in any given situation.*

Financial Abuse	Includes....	Some of the key indicators
<p>The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions</p>	<p>Theft, fraud or embezzlement of monies, benefits or goods Exploitation or profiteering Applying pressure in connection with wills, property or inheritance, or financial transactions The abuse of influence, power or friendship to persuade a person to make gifts or change their will Being charged excessive amounts for services such as minor building works on a property</p>	<ul style="list-style-type: none"> <li>• Unexplained loss of money</li> <li>• Missing personal belongings such as art, jewellery and silverware</li> <li>• Deterioration in standard of living, not having as much money as usual to pay for shopping or regular outings</li> <li>• Inability to pay bills, getting into debt</li> <li>• Sudden changes in a person’s finances</li> <li>• Person unable to access their own money or check their own accounts</li> <li>• Cheques being signed or cashed by other people without someone’s consent</li> <li>• Recent acquaintances expressing sudden or disproportionate interest in the person and their money</li> <li>• Reluctance on the part of the family, friends or the person controlling the person’s funds to pay for necessary food, clothes or other items</li> <li>• Recent changes of deeds / title of home</li> <li>• Inappropriate granting and / or use of Power of Attorney</li> <li>• Sudden change or creation of a will to benefit and individual significantly</li> </ul>
Spiritual Abuse	Includes....	Some of the key indicators
<p>The inappropriate use of religious belief or practice Coercion and control of one individual by another in a spiritual context The abuse of trust by someone in a position of spiritual authority (such as a minister)</p> <p>The person experiences spiritual abuse as a deeply emotional personal attack</p>	<p>Forcing religious ideas or practices onto people, particular those who may be vulnerable to such practices Extreme pastoral interference in personal matters – reducing individual choice and responsibility The misuse of scripture or power to control behaviour and pressure to conform The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm The denial of the right of faith or opportunity to grow in the knowledge and love of God Exclusion of people to the full range of church life (no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or fear of involving those who are HIV positive)</p>	<p>It is often difficult for churches to identify spiritual abuse because its definition may be more an issue of personal interpretation of common practices in the church or denomination</p> <ul style="list-style-type: none"> <li>• Pastoral practices that ‘force’ people into accepting religious values or ideas</li> <li>• Confusion, and uncertainty of who, what or why they believe any more</li> <li>• Deeply scarred – emotionally, psychologically and spiritually</li> </ul>

*It is important to be aware that there may be many other reasons for any of these indicators in any given situation.*

<b>Discriminatory Abuse</b>	<b>Includes....</b>	<b>Some of the key indicators</b>
<p>The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability</p>	<p>Ageist, racist, sexist, or abuse based on a person's disability            Abuse linked to a person's sexuality            Harassment, slurs or similar treatment            Withholding services without proper justification, or lack of disabled access to services and activities</p>	<ul style="list-style-type: none"> <li>• Low self-esteem</li> <li>• Withdrawn</li> <li>• Anger</li> <li>• Person puts themselves down in terms of their gender or sexuality</li> <li>• Abuse may be observed in conversations or reports by the person of how they perceive themselves</li> </ul>
<b>Institutional Abuse</b>	<b>Includes....</b>	<b>Some of the key indicators</b>
<p>The mistreatment of a person by a regime or individuals within an institution.            It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment            The church as an institution is not exempt from perpetrating institutional abuse</p>	<p>The inability of an institution to safeguard people from emotional or even physical harm and neglect            Having fixed rules and routines by which people are controlled            People prevented from doing things that are their rights            No access to personal possessions or personal allowance</p>	<ul style="list-style-type: none"> <li>• Being routinely referred to in a condescending fashion</li> <li>• Disrespectful language and attitudes</li> <li>• Being spoken to or treated like a child</li> <li>• A person's privacy and dignity is routinely compromised</li> <li>• Failure to recognise the individuality of people and applying a 'one size fits all' approach to support</li> <li>• No evidence of support services care plans that focus on the individual's needs</li> <li>• Premises that are regularly understaffed</li> </ul>

## What to do & what not to do when responding to abuse or concerns

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> <li>• Listen to and acknowledge what is being said.</li> <li>• Try to be reassuring &amp; remain calm.</li> <li>• If they are an adult, ask their consent for you to pass on their concerns.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you / the Designated Person for Safeguarding will contact them again.</li> <li>• Take action – don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that:               <ul style="list-style-type: none"> <li>They were right to tell you;</li> <li>You are taking what they have said seriously;</li> <li>It was not their fault;</li> <li>That you would like to pass this information on to the appropriate people, with their permission;</li> </ul> </li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not promise confidentiality.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions, or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay in contacting the Designated Person for Safeguarding.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave a child or adult at risk to wait to hear from someone without any idea of when or where that may be.</li> <li>• Do not pass on information to those who don't need to know. Not even for prayer ministry.</li> </ul>

### Children

If you have any concerns about a child's welfare or if a child discloses abuse to you...

***YOU MUST ALWAYS PASS THIS ON***

You have a duty of care to protect the child and an obligation to report it to your church's Designated Person for Safeguarding.

### Adults

If you have any concerns about an adult's welfare or an adult discloses abuse to you...

***They have the right to tell you not to report it***

This includes upholding their right to follow a course of action which you may deem unwise or eccentric, including staying in a situation of abuse.

Adults have the right to refuse help. You may only report concerns against their wishes if:

- The adult lacks the mental capacity to make such a choice
- There is a risk of harm to others
- In order to prevent a crime

In the light of these exceptions, you are encouraged to always refer concerns about adults at risk to your church DPS.

## Safeguarding Incident Form

<b>Name of church / organisation</b>	
<b>Contact details of church / organisation</b>	

<b>Name of Designated Person for Safeguarding (DPS)</b>	
<b>Contact details of Designated Person for Safeguarding</b>	

<b>Name of concerned person or to whom disclosure was given</b>	
<b>Contact details of concerned person or whom disclosure was given</b>	

### INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

### THE INCIDENT

- What happened? (Nature of concern / disclosure made - use the person's own words if known)
- When did it happen? (date, time)
- Where did it happen? (specific location)
- Who was allegedly involved and in what way? (includes witnesses)

### ANY ACTION THAT HAS BEEN TAKEN

- Have the carers or parents / guardians been informed? (Please tick)
- If so, when and by whom?

<u>Yes</u>	<u>No</u>
------------	-----------

- Have the statutory authorities been informed?
- If so, please complete the table:

<u>Yes</u>	<u>No</u>
------------	-----------

*Example:*

<b>Authority</b>	Police				
<b>Name</b>	Bobby				
<b>Position</b>	Child abuse officer				
<b>Email contact</b>	bobby@police.com				
<b>Phone contact</b>	077999				
<b>Contacted by</b>	Minister				
<b>Date &amp; time of contact</b>	1.30pm 1/4/15				

- Has the Local Association been informed?  
*(Please do so if the statutory authorities are involved)*
- If so, when and by whom?
- Any other action taken:

<u>Yes</u>	<u>No</u>
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### FUTURE ACTION TO BE TAKEN

- What action needs to be taken?
- Who is responsible for this?

### SIGNATURES

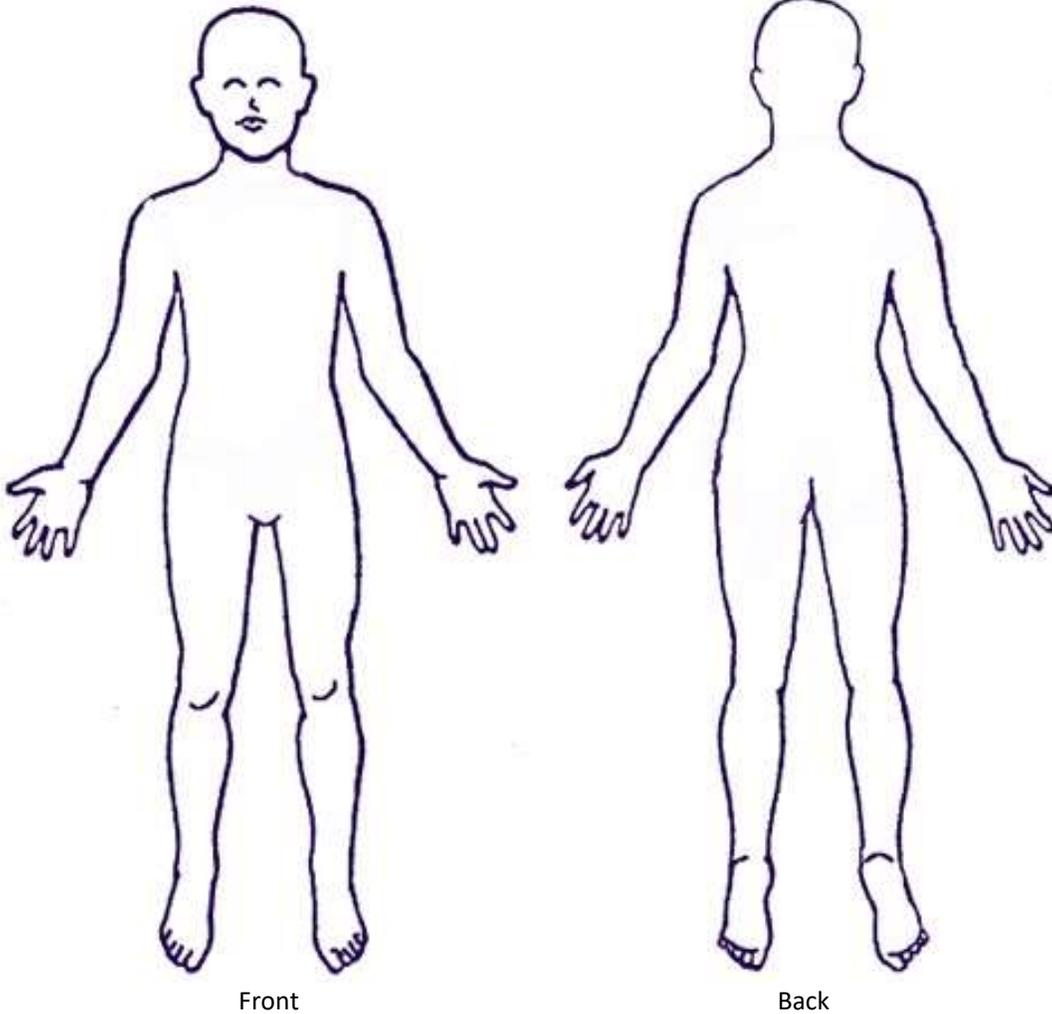
SIGNATURE OF DESIGNATED SAFEGUARDING PERSON		<u>Signature of minister, or Church Safeguarding Team member</u>	
<u>Date &amp; time</u>		<u>Date &amp; time</u>	

## BODY MAP

Name of Individual of Concern \_\_\_\_\_

Name of person completing this form \_\_\_\_\_

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.**



Signature \_\_\_\_\_

Date and time \_\_\_\_\_

## Referrals to Statutory Agencies: Guidance and Examples

Statutory Authority	When to refer	Case Examples
<p><b>Police</b></p>	<ul style="list-style-type: none"> <li>• When you believe a crime has been committed</li> <li>• When you believe that someone may be in immediate danger</li> <li>• When you are concerned that someone may be at risk of committing a crime or being the victim of a crime due to an on-going or escalating pattern of behaviour</li> <li>• When you believe that someone poses a risk to themselves or others</li> <li>• When you believe a hate crime or hate incident has occurred</li> </ul>	<ul style="list-style-type: none"> <li>• A young person tells you that they were assaulted on the street</li> <li>• You suspect that someone has been taking money out of the of the collection</li> <li>• A woman shows you bruising and says that her husband assaulted her.</li> <li>• You notice that a member of the congregation has deteriorating mental health. They have left the building in a distressed state making suicidal threats. You know they have had previous suicidal attempts.</li> <li>• A child discloses physical or sexual abuse within the home, and you consider there to be an imminent risk of harm.</li> <li>• When someone has been the subject of a potential hate crime incident or hate crime in relation to their sexuality or gender identity (LGBT+ community), ethnicity or disability</li> </ul>

## Referrals to Statutory Agencies: Guidance and Examples

Statutory Authority	When to refer	Case Examples
<p><b>Children’s Services</b></p>	<ul style="list-style-type: none"> <li>• When you are concerned that a child or young person under 18* has been subject to abuse – physical, emotional, sexual or neglect within the home</li> <li>• When a child or young person has disclosed that they have been harmed in the above way within the home.</li> <li>• When there is a disclosure or concern about domestic abuse being perpetrated within a family where there are children and young people under the age of 18. (They do not need to be present at the time of the abuse)</li> <li>• When there are concerns about a child or young person under the 18 within the wider community – involvement in gang activity, substance use, at risk of sexual exploitation</li> </ul>	<ul style="list-style-type: none"> <li>• You have noticed the deteriorating presentation of 2 children who attend Sunday school and you are concerned about neglect.</li> <li>• A member of the youth group has become increasingly withdrawn and you notice that they have some cuts on their arms. The parents are asking for support and help.**</li> <li>• A member of the church has been supporting a lady in the church who has disclosed that there is an on-going abusive relationship with her ex-partner and her children are having regular contact with him which is unsupervised.</li> <li>• A child within the Sunday School is anxious and tearful – they have told you that they are worried about their 13-year-old sister – she keeps staying away from home and has new group of friends who are older than her. They say their mum doesn’t know what to do.</li> </ul>

\*Or under the age of 25 if the child has special educational needs, disability or is a ‘Looked After’ child/Child in Care.

\*\*In this situation, it may be that children’s social care will redirect you to Child and Adolescent Mental Health Services (CAMHS) or the child’s GP.

## Referrals to Statutory Agencies: Guidance and Examples

Statutory Authority	When to refer	Case Examples
<p><b>Adult Services</b></p>	<ul style="list-style-type: none"> <li>• When you have concern that an adult at risk may be subject to abuse – physical, emotional, sexual, neglect, financial etc</li> <li>• When you have concerns that an adult at risk may be struggling to meet their own needs and therefore at increased risk of harm.</li> <li>• When there are concerns that an adult is a significant risk of harm to themselves or others due to deterioration in mental health or capability*</li> <li>• Where another adult or adults have moved into the property of an adult at risk (this is sometimes called ‘cuckooing’)</li> </ul>	<ul style="list-style-type: none"> <li>• You notice that one of the older members in the congregation is increasingly unkempt, appears to be very confused and at times distressed.</li> <li>• An adult with learning difficulties tells you that one of their carers keeps asking to borrow money from them and they can’t afford to buy their food.</li> <li>• An adult with long standing mental health needs has attended church under the influence of alcohol for the past 2 weeks.</li> <li>• An adult with complex needs is about to be made homeless by their landlord because they haven’t been looking after their property</li> <li>• You believe that one of the older members of the church may be subject to emotional and physical abuse from their grandson.</li> </ul>

- Churches are unlikely to be able to make direct referrals to community mental health services. This service can be accessed through the individual’s GP.

## Referrals to Statutory Agencies: Guidance and Examples

Statutory Authority	When to refer	Case Examples
<p><b>LADO</b></p>	<ul style="list-style-type: none"> <li>• When there are concerns about the ‘suitability’ of a member of the leadership or those working directly with children and young people or adults at risk within the church, which poses a risk to those under 18.</li> <li>• When an allegation or disclosure is made about an adult in a position of trust in the wider community relating to their behaviour towards children and young people, either within the church or externally</li> <li>• When there is a possibility of transferrable risk from an allegation of harm (child abuse, domestic abuse) to the church relating to someone in a position of trust or leadership within the church.</li> </ul>	<ul style="list-style-type: none"> <li>• The son of a teacher in the local school has told the youth leader at the church that his dad has hit him in the past when he has been cross.</li> <li>• One of the Deacons has grabbed one of the children in church by the arm and shook them because they weren’t listening in Sunday school.</li> <li>• There has been an incident at home where the youth worker has assaulted their wife. The police were called but the wife did not want to press charges. They don’t have any children.</li> <li>• There are rumours that one of the volunteer youth leaders is in a relationship with a 16-year-old in the youth group. They have been seen holding hands in town.</li> <li>• A volunteer with the creche left the gate open from the playground to the road and a 3-year-old left the site. His absence was noticed after a couple of minutes, he was found and brought back safe and sound.</li> <li>• Where a children’s leader repeatedly loses their temper wit, shots at, or belittles, the children in their care.</li> </ul>

If you are unsure who to refer to then contact your Association Safeguarding Contact for advice. If you believe that in waiting for a response from the Association Safeguarding Contact could increase the risk of harm posed by the situation then this is an indication that it is most likely appropriate to contact the police for advice.

## Communicating with the wider church about a safeguarding situation - guidance for the Designated Person for Safeguarding and church leadership team

### Who in the church should know about a safeguarding concern?

- When those with safeguarding responsibility become aware of a safeguarding concern, whether related directly to church life or to people connected with the church, then the primary concern is for the safety and well-being of those involved.
- All information relating to these concerns should be managed with confidentiality in mind, with **only those who need to know** having the information. **In most situations this is the safeguarding team alone.**
- There may be occasions when, to meet the pastoral needs of those involved, the Minister may need to be aware of the details of concerns, but this will not always be the case. For example:
  - the minister may need to be aware of a referral to statutory agencies if they are already supporting the family through other difficulties.
  - when there is likely to be prolonged police or court proceedings which could lead to pastoral support needs for those involved.
  - where an allegation is made against a member of staff or volunteers relating to church activities.
  - where there are implications for the pastoral needs of people within the church.
- The primary action in any situation is to ensure that the appropriate authorities are aware within 24 hours. This should be the first course of action. The DPS should seek consent of the people involved and make the offer of pastoral support before alerting the minister. There may be occasions (for example when there is an on-going pastoral relationship or where it relates directly to church activities) when the Minister would need to be aware so as to carry out their general work within the church. If the DPS is unsure whether they need to tell the Minister then they should speak to their Association Safeguarding Lead first.
- The only time that all trustees may need to know any details of any safeguarding concern is if there is a direct link to the church and there could be some liability held by the church for the situation which has occurred. Even then, **they do not need to know all the details** and you should be careful to only provide information that is necessary for trustees to understand the level of risk. For example:
  - An allegation has been made against a staff member or volunteer which is connected to their role in church and they need to be suspended pending an investigation.

- An allegation has been made against a volunteer within the church which relates to their work outside the church but could have reputational implications for the church as well as safeguarding implications within the church.
- An allegation has been made against the minister and they need to be suspended pending an investigation.

There is never an occasion where church members or attendees need to know all the details of any safeguarding situation. Only the people who need to know, need to know!

## How do we deal with situations where the wider church become aware of a safeguarding concern?

There are occasions when the wider church become aware of a safeguarding concern, or where they may speculate about changes that have been made to the leadership of a group or the team timetable. Even when someone indicates that they may know something of what is going on it is important not to share any information with them or confirm that the information they have is correct.

There may be occasions when it is necessary to say something to the wider church, but the examples below demonstrate the limitations placed around such a situation:

Situation	Justification for sharing	Information to be shared
<b>A youth leader has been suspended amid allegations of an inappropriate relationship with someone in the youth group.</b>	There is speculation about why the youth leader is not working and rumours about what has happened. To allow opportunities for other young people to come forward and share concerns.	That there has been a safeguarding concern relating to the youth group and that it is being managed in line with safeguarding policy and procedures. If anyone has any specific concerns, they should speak to the DPS.
<b>An adult member of the church has been charged with sexual offences against children. They teach outside of the church and as a result there is considerable media coverage of the trial.</b>	To reassure people within the church that there are safeguards in place relating to the individual concerned that govern their involvement in church life.	That the leadership are aware of the situation regarding a named individual within the church and that the church is acting in accordance to their safeguarding policy and procedures.
<b>An older member of the church was very distressed during the service the previous week and starts to make allegations of mistreatment against their carers.</b>	The distress was very public and people who were there had been upset by what they had seen and heard. People in the church are asking questions about what the church is doing about the situation.	Reassurances that the church are supporting the person in question and that the safeguarding policy and procedures are being followed.

There will be occasions when church members ask for more detail about situations. It is important that the information shared is limited to assurances that the church is following the safeguarding policy and procedures and, where appropriate, that it is working with the statutory authorities, the Regional Baptist Association and National Safeguarding Team.

## What if the individuals involved start to share information more widely?

It can be frustrating when an alleged perpetrator decides to share a version of the story that does not match the information you have, or what the police have shared with you. You may feel that the leadership team should take action to correct information that is untrue, or to stress the seriousness of an allegation. However, you need to take advice before disclosing anything beyond the assurances described in the previous section.

### Statutory bodies

If you are working with Social Services, the LADO or Police, **it is important to get their consent** before sharing **any** information about a situation that you are dealing with. In most cases, where there is an on-going police investigation or court case you will be severely restricted with what you can say. You must always follow any direction about sharing information that is given to you by one of these organisations.

### Press statements

If you think that a safeguarding situation may result in press attention for your church, please contact Mike Lowe, Communications Manager, at [mlope@baptist.org.uk](mailto:mlope@baptist.org.uk). He can help you to write and shape clear press statements for both proactive and reactive situations and can also advise on situations where the media may approach you or your church members directly.

Where there is press interest, we would recommend that just one or two people in your leadership team act as the contact points for the press. Usually these individuals would give members of the press a copy of the pre-prepared statement – we would not encourage church leaders to be drawn into radio or television interviews without professional support.

**If you are unsure about what information you can share with the wider church, then please contact your Regional Association Safeguarding Lead for further advice and support.**

## Safeguarding risk assessment and management plan

<b>Name and contact details of the subject</b>
<b>Name of church or church group the person attends or is seeking to join</b>
<b>Any current roles or responsibilities held by that person in the church or church group</b>
<b>Summary of safeguarding allegations or offences</b>

<b>Key contacts at statutory authorities (police, social services, probation officer)</b>
<b>Any recommendations or instructions about risk from statutory authorities</b>

**Section 2 – Risks to victim(s)**

<b>Risks of harm posed to victim(s) in relation to church or church group involvement</b>					
Description of risk	Likelihood of harm (High /Medium/Low)	Severity of harm (High/Medium/Low)	Overall Risk Level	Actions required to minimise risk	Responsibility

**Section 3 – Risks to others**

<b>Risks of harm posed to other children or adults at risk in relation to church or church group involvement</b>					
Description of risk	Likelihood of harm (High /Medium/Low)	Severity of harm (High/Medium/Low)	Overall Risk Level	Actions required to minimise risk	Responsibility

**Section 4 – Key people - Names and contact details of the key people involved in implementing the risk management plan**

<b>Name</b>	<b>Contact details</b>	<b>Responsibilities</b>

**Section 5 – Monitoring and management**

- a) Who is responsible for the overall management of this plan?
- b) How regularly will this plan be reviewed? (at least every six months)
- c) What information should be shared with the victim(s) or survivors?
- d) Copies of this plan will be provided to:

**Section 6**

This risk review was carried out by: \_\_\_\_\_

Signed by reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

## SUPPORTING VICTIMS AND SURVIVORS OF ABUSE (EXTRACT FROM THE BUGB GUIDE TO SUPPORTING SURVIVORS OF ABUSE)

The church's role in responding to those who have experienced abuse is in supporting the individual to express what they want to happen. This is not always easy or simple and the needs of the individual may change over time. Revd Dr Marie Fortune has identified seven essential elements to the process of recovery for those who have experienced abuse.

1. The **opportunity to tell the story** (to name the sin that has been committed against them and share their experience)

2. For **someone to 'hear'** the story (that is, to believe and acknowledge the harm done and the fact that the victim is not to blame)

3. Receiving a **compassionate response** to the victim (that is, to 'suffer with', to walk with the person rather than try to 'problem solve')

4. An **effort to protect the vulnerable** from further harm (both the victim and others who might be at risk)

5. The community **holding the perpetrator to account**

6. An act of **restitution** in as far as this is possible (though this does not necessarily include institutional or financial liability)

7. Unambiguous **vindication**

It is important for the church to establish a culture and environment where people are able to express any fears, anxieties and concerns they have without the fear of ridicule, rejection or any retribution. Relationships should be developed where people can communicate about harm or abuse they have experienced.

Once someone has disclosed about abuse they have experienced, they are likely to feel nervous and fearful. They may also feel some relief that at last some things are now out in the open. They should continue to receive support and the opportunities to be able to disclose at their own pace any harm or abuse which they have experienced. They may need to revisit their story time and again, sometimes adding more details in the retelling.

Communicate with them in ways that take account of the stress and distress they may be experiencing. However, if their behaviour and condition give cause for concern, immediately seek advice from the appropriate people and organisations.

It should never just be assumed that someone who has experienced sexual abuse must receive counselling or therapy. Allow them to decide what response is best for them and support them in their choices. If necessary signpost them to available professional counselling or therapy and perhaps aid them in the logistics of receiving that help.

### **Historical abuse**

If someone discloses to you about abuse they experienced in the past, please follow the procedures set out in our template safeguarding policy and procedures for churches for disclosures of abuse by adults at risk. They should be treated in the same way as someone who has more recently experienced abuse. Just because the abuse took place a long time ago doesn't mean that it no longer has significant and continuing consequences in their life.

### **Self-awareness**

It is important that the listener has a good level of self-awareness, with an understanding that their own background, experiences and beliefs may have an impact on their listening. It may also be necessary to understand how the power balance between the person who has experienced abuse and the listener, and how that authority and influence, perceived or real, can impact on the supporting relationship.

There should be an awareness of any conflicts or dilemmas that may arise, either personally or within the church community. This is particularly relevant if the person who has abused is known in the church.

Do not be afraid to identify any areas where you feel you or others need further support or training. It is important to recognise the limits to your knowledge, experience and expertise.

### **Confidentiality**

Any records of the abuse should be written with accuracy, clarity, relevance and an appropriate level of detail. They should avoid opinions and hearsay, and they should be kept confidential.

The person who has experienced the abuse should be in control of who is told about what has happened. Their right to privacy and confidentiality should be respected unless someone else is at risk of harm. If details of the abuse need to be passed on, make sure that the individual understands the actions you take, and the reasons for them.

### **External support**

Make sure that information and contact details for local facilities and services specialising in support for those who have experienced harm and abuse are available. It is advisable that you collect these organisation details and how to access them, before they are needed. Support information displayed in toilets can be a good way to enable someone to access details without feeling like they are drawing attention to themselves.

The church should be quick to work in partnership with other agencies and professionals as appropriate, to provide the best possible support for the individual. External support should always be sought in situations beyond your experience and expertise. There is no shame in admitting that you cannot singlehandedly support the person who has experienced abuse.

### **Boundaries**

You may feel that you would always want to be there to support and care those who have experienced abuse. However, it is important that you do not allow yourself to be freely available to people 24 hours of the day, to avoid roles and boundaries becoming blurred. It will protect you and your wellbeing as well as that of the person who has experienced abuse.

It may help to have a clear description of the role of a listener, which sets out their responsibilities, limits and boundaries and who they are accountable to. This would help to prevent a listener becoming overburdened and would explain what listening support someone who has experienced abuse may expect.

### **Communication**

Be aware that the person's ability to recount their story will depend on age, culture, language and communication skills and disability. They may want to involve their preferred spoken language, the use of signs, pictures, writing, objects of reference, or technology. It is important that the person who has experienced abuse can communicate in a way that they find most comfortable.

### **Disabilities**

People with disabilities are more likely to experience abuse. If someone with a disability discloses abuse it is important that particular sensitivity and wisdom be shown. If there is any anxiety or doubt about how to respond to someone with a disability who has experienced abuse, please consult your Local Association Safeguarding Lead or a specialist service.

### **Children**

It is believed that around three-quarters of sexually abused children don't tell anyone about the abuse at the time, with many still not disclosing what happened to them until adulthood, if at all. However if a child shares that they are experiencing abuse or have experienced abuse in the past, they will need ongoing care and support, just as adults do.

Please see our template policy and procedures for guidance on how to respond to any concerns or disclosures of abuse by children. The information in this guide is based on the assumption that Children's Social Care Services have been informed and involved and the child is in a place of safety.

Children will respond to their experiences of sexual abuse in different ways. This may depend on their age at the start of the abuse, how long it continued for and who carried out the abuse. Your reaction to this abuse may be one of shock, horror, disgust and panic. However, it is important to try to remain calm. An adult's reactions to the disclosure of abuse, particularly with younger children, can have significant impacts on their recovery.

The secrecy and shame surrounding sexual abuse can significantly contribute to any long term damage and pain caused by the abuse itself. Therefore, listening and allowing the child to talk and acknowledge what has happened, are vital aspects of their pastoral care and support. You should be sensitive to the needs of the child and must take your cue from them as to when they want to talk. It is most likely to take place with the children's or youth worker or leader, who they know and trust. It is not appropriate to ask lots of question or to investigate what has gone on. If the child does divulge any further information then make sure it is passed on to your church's Designated Person for Safeguarding and Children's Social Care Services.

*It is important to remember that you don't have all the answers and you can't fix everything immediately.*

### **Supervision**

It is important that those giving pastoral care and support to those who have experienced abuse, should receive pastoral care and support themselves. This support for the listener to talk and offload in a confidential setting is called supervision. Supervision is helpful for you to be able to reflect on what has happened and the actions that have been taken, as you discuss how you are supporting the person who has experienced abuse. It can help you to gain a perspective in emotionally charged situations that you are not used to dealing with.

Caring for and supporting those who have experienced abuse can be emotionally draining, in particular listening to things which may evoke strong feelings such as anger and disgust. Supervision gives you the opportunity to consider your thoughts and feelings about the disclosed harm or abuse, and to look at you might best deal with them so that you, the listener is looked after.

It is advised that churches have arrangements in place to ensure pastoral care and support is readily available for those who are supporting and listening to people who have experienced abuse.

## THE COMPLICATED SUBJECT OF JUSTICE AND FORGIVENESS

*At the suggestion of many previous delegates at our Level 3 courses, we have included below the section from the course that looks at safeguarding and forgiveness. You will have heard some of this in our Safeguarding Update film.*

*We recognise that this is a challenging topic for us all and hope that the notes below offer the chance for further prayer and reflection.*



### Forgiveness: those who perpetrate abuse

In the past the Christian church has used the language of “forgiveness” and “second chance” somewhat lightly, and has effectively colluded with those who have used their positions of trust in the church to gain the opportunity to harm and abuse children and those who are vulnerable.

But if we don’t forgive, are we denying the Christian gospel? Are we calling into question the power of Jesus to transform a person’s heart? **No, we are not. But we need to understand that we may not be the best person to determine how likely a person is to re-offend in the future.**

Forgiveness always entails risk. Restoring a relationship with someone who has broken trust in the past comes with the risk that they will break that trust again in the future, with all the pain that that brings. Taking the risk of allowing those who have offended against children or adults at risk in the past to work with them again in the future is a risk that we do not have the right to take.

We do not have the right to take such risks when the cost of its failure will be borne by those who are vulnerable, who may already have been hurt, and for whom the potential cost is incalculable. The Bible commands us to protect those who are weak, vulnerable or unable to protect themselves, and when safeguarding concerns arise in church life this must always be our first priority.

At the very core of the personality of a person who abuses is the **ability to deceive both adults and children.**

There is no doubt that God can transform a person’s heart by the power of the Holy Spirit. However, we need to be careful that we don’t make assumptions about our own ability to discern when such a transformation is genuine and when it is not. There will be others who bear the cost of our mistake if we get it wrong.

Those who have abused in the past should be helped to find a place in the life of the Christian community which supports them on their journey towards wholeness. A place which enables them to recognise, accept, and live with the consequences of their past in the light of God’s forgiveness and acceptance, but without putting others at risk.

**Those who have abused should not be allowed into situations which give them the opportunity to abuse again, even when they show repentance.**

The Christian values of forgiveness and grace should not be used as a reason to justify allowing a person to enter, continue in or resume a role in church life which a person has compromised by inappropriate behaviour in the past, even though our instincts long for this to be the case. It is simply creating an opportunity for abuse to occur again. It doesn't matter how far in the past the previous incident occurred. The person needs to find a different place and role in the life of the church which will enable them and all those around them to thrive.

### **Forgiveness: caring for those who have experienced and survived abuse**

When we are working with the survivors of abuse and their families, we also need to be extremely careful with how we use the language of forgiveness. We can harm survivors and their families even more when we push them to forgive before they are ready, before they have even had time to process some of the pain and anger that they feel towards the person or people who has committed the abuse.

It is possible to reach a place where forgiveness can be found, but it's a long and difficult journey to get there for all involved. Churches and Christian supporters should **never** pressure an abuse survivor or their family members to 'forgive' the perpetrator because it is their 'Christian duty' if they have not yet reached the point of being ready to do that.

Please consider again the points from MOSAC (Mothers of Sexually Abused Children) which are part of the Safeguarding Update film.

If abuse has occurred, it is not appropriate to allow the perpetrator to become or remain part of the church family if the survivor of that abuse or their close family members are part of the church family. The right thing to do in that situation is for the perpetrator to find a different place to worship. Survivors of abuse should never be asked to accept their abuser as part of the church family.

To summarise, we need to be very careful when we talk about Christian forgiveness in the context of abuse. As a church leader, you will need to model the sensitivity that you would hope for from others. And you may need to gently (or firmly if necessary) help others to understand why it's not as simple as they may think.

## Coronavirus – safeguarding considerations for Baptist churches

All of the various types and tiers of lockdown bring challenges, and it is important that we don't overlook the specific needs of those who are vulnerable or who may become vulnerable as the measures taken to combat the spread of the coronavirus become more intense.

### Children, Young People and Families

- At present any activities for children and/or young people can only take place in an online environment. We have published guidance on using social media in relation to the children and young peoples' work of your church and the link is attached here [https://www.baptist.org.uk/Articles/569868/Coronavirus\\_Using\\_social.aspx](https://www.baptist.org.uk/Articles/569868/Coronavirus_Using_social.aspx)
- We recognise that the social contact that these groups provide will be a lifeline for many families. If your church uses live streaming or similar technology to run a Sunday service, then perhaps you could use it to deliver a children's talk or update as well? Alternatively, there are plenty of Christian resources for children and young people that can be accessed through YouTube, but it important that you have reviewed them first before recommending them. You might like to look at the following links to materials:

<https://parentingforfaith.org/>

[http://www.going4growth.com/growth\\_in\\_faith\\_and\\_worship/faith-in-the-home](http://www.going4growth.com/growth_in_faith_and_worship/faith-in-the-home)

- This is a particularly vulnerable time for children and young people in households dependent on free school meals for a hot meal a day and for those families struggling to cope. Keeping in contact online or by phone and checking that food and basic supplies are reaching these households/family units is helpful, where you can. This may be an opportunity to speak with parents whose children attend church activities, but who do not normally engage with you, and to offer support.

### Adults at risk

- Please be mindful of households where you are aware of serious relationship difficulties between family members, and especially those where there are concerns about domestic abuse, for whom self-isolation will be a particularly stressful time. Ensure regular online or telephone check-ins with these households and make prompt referral to social care and the police if you become concerned.
- On a broader scale, we can see that social isolation and increase in anxiety levels raises tension levels in all households (not just those where there is an existing issue).
- Where you are aware of people who live with serious mental health issues, agreeing a contact arrangement with them so that they know when to expect a call is important. Phone or Skype/FaceTime calls to encourage and listen will make a big difference at an anxious time. You may also be able to help by checking that they have supplies of any medication they take and that they feel able to maintain a regular pattern of taking such medication.

- Leaders in all the statutory support agencies are working hard together to ensure that people within our communities in receipt of safeguarding or mental health service support/intervention, are deemed as a priority. These arrangements are designed to help ensure that vulnerable adults, children and families receive regular contact/support over the phone or via Skype, etc as required.
- For those with complex, severe and enduring mental health needs, this is a time of increased anxiety. Mental health services ordinary phone lines are under increased pressure and therefore Mental Health Trusts, in partnership with NHS Direct, are arranging direct telephone support for their regular clients and will communicate those contact details directly to the clients who need this support and information. We recommend you signpost to these local support services.

### **DBS Checks**

DDC, our DBS checking service provider, have confirmed that they will continue to operate throughout lockdown and that they have emergency provisions in place to support this. They do not anticipate delays to the timescales for checking but have pointed out that they carry out checks for many NHS trusts and social care providers and will prioritise these if necessary.

Our normal checking regime, as part of safer recruitment, continues to apply to make sure that those who work directly with children, young people and adults at risk are suitable for the work they do.

The DBS have been clear that that ID documents can be checked by video link or by sending in scanned images. Please only use this method for urgent checks.

Applicants will still be required to present the original version of these documents when they first attend their employment or volunteering role, which may be some weeks or months away in the current circumstances.

### **Dealing with allegations**

It is likely that those who already feel vulnerable will feel increasingly so as lockdown arrangements continue. We all recognise that the social distancing requirements, the restrictions of self-isolation and the need to rely on others for help all present challenges and that there is also a risk of people being taken advantage of during times when they are worried and uncertain. Please remind all church workers and volunteers of your reporting process in case they hear anything that concerns them, and to act promptly to report if concerns arise.

The [association safeguarding lead in your regional area](#) and the National Safeguarding Team are available to advise and support – please do contact them if you want to talk about how to work safely or if you have concerns.

## USEFUL CONTACTS AND RESOURCES

### BUGB SUPPORT

#### National Safeguarding Team

The national safeguarding team focus on policy and resource development, including the development of our training programmes for churches. They also deal with safeguarding casework involving accredited ministers, and support our Association Safeguarding Leads with complex matters, as well as managing our DBS checking service with DDC Ltd.

Website: [www.baptist.org.uk/safeguarding](http://www.baptist.org.uk/safeguarding)

#### Association Safeguarding Contacts

Each of our regional Baptist associations has a safeguarding lead who is able to offer guidance to churches in adopting and implementing safeguarding policies and procedures, and who coordinates safeguarding training in their regional area. You can find their details by following this link.

[https://www.baptist.org.uk/Groups/220781/Safeguarding\\_Contacts.aspx](https://www.baptist.org.uk/Groups/220781/Safeguarding_Contacts.aspx)

### OTHER ORGANISATIONS

There are many external organisations who specialise in supporting different aspects of life for adults at risk. For further information and expert advice please use the contact information below. Organisations are listed in alphabetical order.

#### Action on Elder Abuse

A specialist organisation that focuses on the issue of abuse towards to elderly.

Helpline: 0808 808 8141

Website: [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

#### Action on Hearing Loss - *(previously known as the Royal National Institute for the Deaf)*

A national voluntary organisation that provides information, training and awareness raising of deafness, hearing loss and tinnitus.

Helpline: 0808 808 0123

Website: [www.actiononhearingloss.org.uk](http://www.actiononhearingloss.org.uk)

#### Africans Unite Against Child Abuse (AFRUCA)

AFRUCA promotes the welfare and rights of African children in the UK. It has published a series of booklets offering safeguarding advice addressed to the African community.

Telephone: 020 7704 2261

Website: [www.afruca.org](http://www.afruca.org)

### **Age UK**

National organisation offering advice and information on all aspects of elderly life.

Telephone: 0800 678 1602

Website: [www.ageuk.org.uk](http://www.ageuk.org.uk)

### **Alzheimer's Society**

Provides information, support and guidance on Alzheimer's and other forms of dementia.

Telephone: 0300 222 1122

Website: [www.alzheimers.org.uk](http://www.alzheimers.org.uk)

### **Bullying UK**

Bullying UK is part of Family Lives, a charity supporting and helping people with issues that are a part of family life.

Telephone: 0808 800 2222

Website: [www.bullying.co.uk/cyberbullying](http://www.bullying.co.uk/cyberbullying)

### **Safe Lives – Ending Domestic Abuse**

A national organisation providing practical help and support for professionals and organisations working with domestic abuse survivors.

Telephone: 0117 4033220

Website: [www.safelives.org.uk](http://www.safelives.org.uk)

### **The Cybersmile Foundation**

A non-profit organisation trying to combat cyber abuse.

Website: [www.cybersmile.org](http://www.cybersmile.org)

### **Circles UK**

Circles UK works to create Circles of Support and Accountability in which sex offenders are enabled to reintegrate responsibly into the community, working in partnership with criminal justice agencies.

Telephone: 0118 950 0068

Website: [www.circles-uk.org.uk](http://www.circles-uk.org.uk)

### **Churches Ministerial Counselling Service**

Churches' Ministerial Counselling Service (CMCS) is a network of professional counsellors operating in England, Scotland and Wales offering subsidised support to ministers and their households.

Website: [www.cmincs.net](http://www.cmincs.net)

### **DDC – Due Diligence Checking Limited**

DDC supports organisations by providing disclosure and barring services, training and advice. DDC deliver the DBS checking service for BUGB member churches. (BUGB pays for checks for Baptist churches so that checks for volunteers are free to our churches).

Telephone: 0845 644 3298

Website: [www.ddc.uk.net](http://www.ddc.uk.net)

### **Disclosure & Barring Service (DBS)**

DBS carries out criminal records checks on employees and volunteers working with children, young people and adults at risk.

Telephone: 0870 90 90 811

Website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

### **FFLAG**

Offers support to the parents, families and friends of LGB people.

Telephone: 0845 652 0311

Website: [www.fflag.co.uk](http://www.fflag.co.uk)

### **Independent Age**

A charity that provides advice and support for older people, their families and professionals on community care and other issues.

Telephone: 0800 319 6789

Website: [www.independentage.org](http://www.independentage.org)

### **Kidscape**

Kidscape works to provide individuals and organisations with practical skills and resources to keep children safe from harm. The charity was established specifically to prevent bullying and child sexual abuse.

Parents helpline: 020 823 5430

Telephone: 020 7730 3300

Website: [www.kidscape.org.uk](http://www.kidscape.org.uk)

### **Livability**

Previously known as The Shaftesbury Society, it is a Christian charity working with disabled and disadvantaged people to help achieve social inclusion, empowerment and justice.

Telephone: 020 7452 2110  
Website: [www.livability.org.uk](http://www.livability.org.uk)

### **MENCAP**

A national organisation that works in partnership with people with a learning disability, offering support, advice and advocacy services.

Telephone: 0808 808 1111  
Website: [www.mencap.org.uk](http://www.mencap.org.uk)

### **MHA**

MHA provides care, accommodation and support services to older people throughout Britain.

Telephone: 01332 296200  
Website: [www.mha.org.uk](http://www.mha.org.uk)

### **Mind**

Mental health charity offering advice and support for people in mental distress and their families.

Telephone: 0300 123 3393  
Website: [www.mind.org.uk](http://www.mind.org.uk)

### **MindOut**

MindOut works to improve the mental health and wellbeing of LGBTQ communities and to make mental health a community concern.

Website: [www.mindout.org.uk](http://www.mindout.org.uk)

**National Domestic Violence Helpline:** 0808 2000 247

### **NSPCC**

A National Charity that provides help, advice and resources to promote safeguarding of children and young people.

Telephone: 0808 800 5000  
Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Police**

If anyone is believed to be at imminent risk of harm, then dial 999. The police non-emergency number is 101.

### **RNIB**

A national voluntary organisation focusing on the needs of blind and partially sighted people. RNIB offers help with advice, aids and equipment.

Telephone: 0303 123 9999

Website: [www.rnib.org.uk](http://www.rnib.org.uk)

### **The Relatives and Residents Association**

Gives advice and support to older people in care homes and their relatives and friends.

Telephone: 020 7359 8136

Website: [www.relres.org](http://www.relres.org)

### **Respond**

Support and help for victims of abuse who have learning difficulties, and their families.

Telephone: 020 7383 0700

Website: [www.respond.org.uk](http://www.respond.org.uk)

### **Restored**

Restored are a Christian charity who provide resources for churches focussed on ending violence against women.

Telephone 02039063922

Website: [www.restoredrelationships.org/](http://www.restoredrelationships.org/)

### **Samaritans**

The service provides emotional support for people who are experiencing feelings of distress or despair, including those which may lead to suicide.

Telephone: 116 123 (available 24 hours a day)

Website: [www.samaritans.org](http://www.samaritans.org)

### **Scope**

A national charity that provides support, information and advice to people with disabilities and their families.

Telephone: 0808 800 3333  
Email: [helpline@scope.org.uk](mailto:helpline@scope.org.uk)  
Website: [www.scope.org.uk](http://www.scope.org.uk)

### **selfharmUK**

An online organisation that offers information, advice, support and training on the subject of self-harm. It is primarily focused on self-harming young people and those who work with them.

Email: [info@selfharm.co.uk](mailto:info@selfharm.co.uk)  
Website: [www.selfharm.co.uk](http://www.selfharm.co.uk)

### **Survivors UK**

Support for survivors of male rape or sexual abuse.

Email: [info@survivorsuk.org](mailto:info@survivorsuk.org)  
Website: [www.survivorsuk.org](http://www.survivorsuk.org)

### **Think U Know**

Resources and all the latest information about new technologies and sites children and young people are visiting.

Website: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

### **Thirtyone:eight**

Thirtyone:eight is an independent Christian Safeguarding charity which offers training and resources for churches for all safeguarding issues and disclosures. They were previously called CCPAS.

Telephone: 0303 003 1111  
Website: [www.thirtyoneeight.org](http://www.thirtyoneeight.org)

### **Through The Roof**

A Christian body to equip and train churches to make the church and its life fully inclusive of people with disabilities.

Telephone: 01372 749955  
Website: [www.throughtheroof.org](http://www.throughtheroof.org)

### **Torch Trust**

Christian resources and activities for blind and partially sighted people.

Telephone: 01858 438260

Website: [www.torchtrust.org](http://www.torchtrust.org)

### **Trading Standards**

If someone has experienced a situation where they feel they have been charged excessive amounts of money for services provided or pressured into buying something they did not want by unscrupulous traders, Trading Standards may be able to help.

Website: [www.gov.uk/find-local-trading-standards-office](http://www.gov.uk/find-local-trading-standards-office)

### **Victim Support**

Victim Support is the independent charity for victims and witnesses of crime in England and Wales.

Support line: 0808 16 89 111

Website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

### **Women's Aid**

A national charity working to end domestic violence against women and children. Supports a network of over 500 domestic and sexual violence services across the UK.

Website: [www.womensaid.org.uk](http://www.womensaid.org.uk)

### **Young Minds**

Support and resources for young people facing challenges with their mental health

Parents Helpline 08088025844

Website: <https://youngminds.org.uk>

National Safeguarding Team, Baptist Union of Great Britain, Baptist House, PO Box 44, 129 Broadway, Didcot  
OX11 8RT

Tel: 01235 517700 Email: [safeguarding@baptist.org.uk](mailto:safeguarding@baptist.org.uk) Website: [www.baptist.org.uk](http://www.baptist.org.uk)  
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