

Highgate United Reformed Church

# **Safeguarding Policy**

**Highgate United Reformed Church (HURC)**

**Pond Square**

**London N6 6BA**

**May 2017**

HURC is committed to providing a secure, nurturing Christian environment for all people who come to the church. All have a right to protection from abuse, regardless of gender, ethnicity, disability, age, sexuality or beliefs. We recognise that special provision should be made in relation to children and adults at risk. This safeguarding policy is intended to remind us why safety matters and what measures should be taken to ensure that the church is a safe place where the trustworthiness of God is in action.

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

HURC will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility. Contact details can be found in Key Contacts, page 7.

HURC is committed to providing support, supervision, resources and training to those who work with children and adults.

HURC will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to abuse.

## **Aim and purpose of this policy**

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised 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 the Elders and applies to:

- all those who attend our church
- our Elders and staff (both paid and voluntary)

Organisations engaged with children who hire our building on a regular basis should have their own safeguarding policy which should be made available to HURC on request. If they do not have a safeguarding policy they should be invited to agree to the HURC 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.

The term 'children' refers to those under the age of 18 years.

## **Duty of care and confidentiality**

We have a duty of care to all beneficiaries of the church, whether adults or children. We will maintain confidentiality at all times, except in circumstances where to do so would place the individual or another individual at risk of harm.

## **Preventing abuse**

The church will appoint Safeguarding and Deputy Safeguarding Coordinators for safeguarding children and adults. A job description is attached as Appendix 2.

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, misunderstanding or false accusation. For each event, risk assessments will be carried out, appropriate consent forms will be used (for children's activities), appropriate records will be kept and adequate insurance will be in place.

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 job descriptions and person specifications
- obtaining Disclosure and Barring Service (DBS) checks
- taking up two references (not from family members)
- interviewing candidates

Safeguarding training will be provided and volunteers and paid staff will be given support and supervision in their role.

All Elders, paid staff and volunteers will work within a code of conduct (code for workers, attached as Appendix 3) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working 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 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.

Organisations wishing to hire our building 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, or may agree that they can follow the church safeguarding policy and procedures.

### **What are we protecting people from?**

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 4. The definitions of abuse in relation to adults is attached as Appendix 5.

### **How to recognise abuse**

It is important to be aware of the possible signs and symptoms of abuse. Please see Appendix 6 for those relating to children and Appendix 7 for those relating to adults at risk. Some signs could be indicators of a number of different categories of abuse.

It is essential to note that these are **only indicators of possible abuse**. There may be other, innocent, reasons for 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, young person or adult makes a disclosure that s/he is being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures him/her that s/he have done the right thing in telling
- does not investigate or ask leading questions
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- does not promise to keep secret what they have been told
- informs the church Safeguarding Coordinator as soon as possible (if they are implicated in the allegation, informs the Deputy or the Synod Safeguarding Officer)
- makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix 8). This should be given to the church Safeguarding Coordinator and stored securely in a locked filing cabinet.

### **Procedure in the event of a concern of abuse**

If there is an immediate threat of harm, the Police should be contacted without delay.

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

- The concern should be discussed with the church Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to the statutory authorities (see Key Contacts, page 7, for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix 8. This record will be kept securely and a copy passed to statutory authorities if a referral is made.
- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand.
- The URC Synod Safeguarding Officer & the Methodist District Safeguarding Officer should be kept informed of any serious concerns.

### **If someone in the church 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 authority.

### **If the allegation concerns a church staff member or volunteer**

For any concerns relating to children, the Local Authority Designated Officer (LADO) or the equivalent in Scotland and Wales 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. For LADO contact details, see Key Contacts, page 7.

For concerns relating to adults, Adult Social Care will be contacted. See Key Contacts, page 7, for details.

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if the church 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 different position because the employer believes that the individual has engaged in relevant conduct, 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 therefore require notification.

**Review**

The Elders will review this policy annually, amending and updating it as required, and informing the Church Meeting that this has been done.

Date of most recent review .....

Date of next review .....

Signed .....

(on behalf of HURC Elders)

## Key Contacts and

### Further sources of information:

HURC Safeguarding Coordinator:

Dr Michelle Swer

Tel: 0208 347 7585

Email: michelleswer@aol.com

HURC Deputy Safeguarding Coordinator

[Patricia Judd]

Tel: 07772 220189

Email: admin@highgateurc.co.uk

Synod Safeguarding Officer

Derek Lindfield

Tel: 0207 799 5000

Email: [safeguarding@urcthamesnorth.org.uk](mailto:safeguarding@urcthamesnorth.org.uk) or

[cydo@urcthamesnorth.org.uk](mailto:cydo@urcthamesnorth.org.uk)

Local Authority Designated Officer (LADO) Camden

Camden Safeguarding Children Board website:

<http://www.camden.gov.uk/ccm/content/social-care-and-health/safeguarding/safeguarding-children/>

Karen Lahat is the key contact and her telephone number is 0207 974 4556

Alternatively you can contact the Multiagency Safeguarding Hub securely on [LBCMASHAdmin@camden.gov.uk.cjms.net](mailto:LBCMASHAdmin@camden.gov.uk.cjms.net) who will ensure the matter is passed to the LADO

The United Reformed Church

“Good Practice 4<sup>th</sup> edition Safeguarding Handbook for Churches”

<http://urc.org.uk/good-practice-policy-and-procedures.html>

The Churches Child Protection Advisory Service (CCPAS) - independent Christian charity providing professional advice, support, training and resources in all areas of safeguarding children and adults at risk of harm

[www.ccpas.co.uk](http://www.ccpas.co.uk) – advice on 0845 120 45 50

**Records to be kept in a locked cabinet in the church office at Pond Square**



## Appendix 1

### The Role of a Church Safeguarding Coordinator

#### Context

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church 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 church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

#### Responsibilities

##### To coordinate safeguarding policy and procedure in the church

- To familiarise themselves with church policies and procedures and URC good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the church aware of the church 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 Service (DBS) checks.

##### To be the first point of contact for 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 church.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, 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 authorities.

- To report summary safeguarding information annually to the Synod Safeguarding Officer & the Methodist District Safeguarding Officer to enable them to monitor safeguarding in the Synod.

#### To be an advocate for good safeguarding practice in the church

- To promote sensitivity within the church 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 2

### 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 United Reformed Church.

All workers should agree to the following code of conduct when working with children and young people:

- 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 everyone 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 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
- Do make sure that any electronic communication is done with parental consent and is transparent, accountable, 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 URC good practice guidelines
- Don't take photos or videos without consent

- Store photos in a safe place designated by the church and only use them in the ways agreed, in line with URC 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 church Safeguarding Officer 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 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 **Highgate United Reformed Church**

Name: .....

Signed: .....

Date: .....

### **Appendix 3**

#### **Code of conduct for those working with vulnerable adults and exercising pastoral care**

Not everyone who receives pastoral care is vulnerable. However, all those involved in pastoral care of others, whether paid or unpaid, clergy or lay, should be working with these guidelines. Following such guidelines will not only protect vulnerable people but also help to ensure that workers are not wrongly accused of abuse or misconduct.

#### **Pastoral relationships.**

Exercising any kind of ministry involves workers developing an understanding of themselves and how they relate to others, how they increase the wellbeing of others and how they ensure the well-being and safety of themselves and others. People in positions of trust necessarily have power, although this may not be apparent to them; therefore respecting boundaries is particularly important. Many pastoral relationships can become intertwined with friendships and social contacts, making the following guidance even more necessary.

All workers should agree to the following code of conduct when working with vulnerable adults:

- Do exercise particular care when ministering to people with whom you have a close personal friendship or family relationship.
- Do be aware of the dangers of dependency in pastoral and professional relationships and seek advice or supervision when these concerns arise.
- Do recognise your limits and do not undertake any ministry that is beyond your competence or role (eg therapeutic counselling, deliverance ministry, counselling victims of abuse and domestic violence, or their perpetrators, or giving legal advice.) In such circumstances the person should be referred to another person or agency with appropriate expertise.
- Do consider issues of ethnicity and gender in your ministry.
- Do avoid behaviour that could give the impression of inappropriate favouritism or the encouragement of inappropriate special relationships.
- Do treat those with whom you work or visit with respect, encouraging self-determination, independence and choice.
- Do take care when helping with physical needs, washing and toileting, always respecting the choices of the individual concerned.
- It may be necessary for specialist training to be given in these areas and workers should always consider whether this help can be given in terms of their own safety and that of the vulnerable adult.
- Pastoral relationships may develop into romantic attachments and such situations should be handled sensitively. Workers need to recognise such a development and make it clear to both the person concerned and a supervisor or colleague. Alternative arrangements must be made for the ongoing pastoral care of the person concerned.
- Church workers should not undertake any pastoral ministry while they are under the influence of drink or drugs.

## **Working with colleagues**

The standards maintained within a pastoral relationship are equally relevant in relationships with colleagues. Harassment or bullying should never be condoned. All workers need to be aware of the possibility of stress within the workplace. The needs of family should be acknowledged and all who work together should acknowledge the boundaries between work and home, allowing sufficient time for relaxation and holidays. Everyone who works with vulnerable people should know to whom they are accountable and have a designated person with whom to discuss their work in supervision.

- Do be aware of the responsibilities, function and style of other church workers and encourage cooperation and consultation between workers in the tasks they do.
- Don't discriminate against, harass, bully or abuse colleagues for any reason. Colleagues should not be penalised for following this guidance or for taking action regarding others and this guidance.
- When leaving office or relinquishing any task church workers should relinquish any pastoral relationship except with the agreement of any successor.
- Do know to whom you are accountable and be regularly mentored by that person or another person who can assist. Such mentoring is especially necessary for those undertaking a continuing individual pastoral ministry of counselling, or when their ministry takes them outside normal church work.
- Do ensure that tasks can be carried out by another if you are ill or otherwise unable to fulfil your responsibilities. This means that appropriate records should be maintained and a diary of engagements kept.

## **Sexual conduct**

The sexual conduct of church workers may have an impact on their ministry within the Church. It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship. Workers should be aware of the power imbalance inherent in pastoral relationships.

- Don't ever sexually abuse or harass an adult or a child.
- Do take responsibility for your words and actions if wishing to make physical contact with another adult (e.g. a hug may be misunderstood) or talk to them about sexual matters. This will include seeking permission, respecting the person's wishes, noticing and responding to nonverbal communication, and refraining from such conduct if in doubt about the person's wishes.
- Don't view, possess or distribute sexual images of children and do refrain from viewing, possessing or distributing sexually exploitative images of adults.
- Do avoid situations where you feel vulnerable to temptation or where your conduct may be misinterpreted.

## **Financial Integrity**

Financial dealings can have an impact on the Church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate that responsibility to anyone else.

- Don't seek personal financial gain from your position beyond your salary or recognised allowances.
- Don't be influenced by offers of money.
- Do ensure that church and personal finances are kept apart and do avoid any conflict of interest.
- Do ensure that money received by the church is handled by two unrelated lay people.
- Do ensure that any gifts received are disclosed to a supervisor or colleague where it should be decided whether they can be accepted.
- Do take care not to canvass for church donations from those who may be vulnerable, e.g. the recently bereaved.

There are particular issues in relation to Lasting Powers of Attorney (the successor to Enduring Power of Attorney) and wills. Lasting Power of Attorney can be made by an adult with capacity and can deal with issues of finance and/or welfare. When the person making the Lasting Power of Attorney loses their capacity (ability to make decisions), the person named as Attorney can continue to make decisions on their behalf.

The safeguards in this instrument are that it has to be registered with the Court of Protection. It would be appropriate if an individual wishes to name a church worker as Attorney if the individual received independent legal advice on the subject before entering into this. This safeguards the church worker from possible issues of undue influence. However, the church worker should consider this carefully and may wish to seek their own advice which can be accessed through the Synod Safeguarding Adults Adviser. This is not a task to be taken lightly.

In relation to wills, the guidance relating to Lasting Powers of Attorney should be followed where appointment as an Executor is being considered or where the individual is considering a bequest to a church worker or to a church. This should always be raised in supervision and with the Synod Safeguarding Adults Adviser for advice.

### **Record keeping and privacy**

- Do consider keeping a daily record of pastoral encounters to include date, time, place, subject and actions to be taken.
- Do ensure the content of any encounter is only recorded with the person's consent unless it is a matter of child protection or might be a record of abuse or mistreatment.
- Do ensure any record is factual and do avoid rumour or opinion.
- Do ensure records concerned with abuse are kept indefinitely (at least 50 years).
- Do ensure the publishing, sharing or keeping of personal data or images follow the appropriate legislation.

**Behaviour outside work and Christian ministry**

In church ministry behaviour outside work can often impinge on that ministry. Church workers are expected to uphold Christian values throughout their lives.

I agree to abide by the above code of conduct while working with vulnerable adults on behalf of **Highgate United Reformed Church**

Name: .....

Signed: .....

Date: .....



## Appendix 4

### 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.

## **Appendix 5**

### **What is abuse of adults at risk?**

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

### **Physical abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

### **Psychological or emotional abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult-at-risk. It is also behaviour that has a harmful effect on the adult-at-risk's emotional health and development or any other form of mental cruelty.

### **Sexual abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

### **Neglect, or Act of Omission**

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

### **Financial or material abuse**

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

### **Discriminatory abuse**

This is the inappropriate treatment of an adult-at-risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

### **Institutional abuse**

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

## Appendix 6

### Signs of possible abuse in children

#### 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 compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

##### Fictitious illness by proxy

- This is a 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 and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.

##### Female Genital Mutilation

- A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision. This is normally undertaken on pre-pubescent girls, who are either taken abroad for procedure or "practitioners" come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

#### Emotional abuse

The classic 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 child's 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

## **Appendix 7**

### Signs of possible abuse in adults

#### **Physical**

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

#### **Psychological**

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

#### **Sexual**

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

#### **Neglect or Omission**

- 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**

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

#### **Discriminatory**

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

## **Institutional**

- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc.
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity



## Appendix 8

### Safeguarding Incident Recording Form

<b>Basic information</b>
Full name of child, young person or adult concerned
Address (including postcode)
Email address
Telephone Number
Date of birth
Date and time of incident
Location of incident
Other people present (witnesses)
Record of incident <i>(continue on a separate sheet if necessary)</i> <ul style="list-style-type: none"><li>• Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.</li><li>• Include details such as tone of voice, facial expression and body language.</li><li>• Record what you said as well as what the child, young person or adult said.</li><li>• If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.</li></ul>

<b>Who has been spoken to about the incident?</b>			
<b>Position/Organisation</b>	<b>Name</b>	<b>Email</b>	<b>Telephone Number</b>
Church Safeguarding Coordinator			
Synod Safeguarding Officer			
Children's Services			
Adult Services			
Police			
NSPCC			
Parent / Carer			
Other ( <i>please state role and organisation</i> )			
Feedback and follow up actions ( <i>continue on a separate sheet if necessary</i> )			

Name: .....  
 (person who completed this report)

Position: .....

Signed: .....

Date: .....