

# **Safeguarding Policy**

**St Francis Community Church Headley Down**

**April 2020**

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Member organisations may copy and reproduce any part of this template that may be relevant in their own internal materials but should always reference thirtyone: eight as the source. Use of this material should not be taken as an endorsement of an organisations policy.

## **Section 1**

### **Details of the place of worship / organisation**

Name of Place of Worship / Organisation: **St Francis Community Church**

Address: **Eddeys Lane, Headley Down, Hampshire GU35 8HU**

Senior Leaders:

**John Russell (07506 528027)**

**[johnrussell@stfrancisheadleydown.com](mailto:johnrussell@stfrancisheadleydown.com)**

**Martin Firman (01428 714095)**

**[martinfirman@stfrancisheadleydown.com](mailto:martinfirman@stfrancisheadleydown.com)**

Web site address: **[www.stfrancisheadleydown.com](http://www.stfrancisheadleydown.com)**

Safeguarding Officer:

Name: **Revd Elizabeth Knifton**

email: **[elizabeth@knifton.com](mailto:elizabeth@knifton.com)**

Safeguarding Coordinator Contact Telephone / Email: **01428 604977**

Membership of Denomination/Organisation: **Independent**

Charity Number: **1095819**

Regulators: **Charity Commission**

Insurance Company: **Ecclesiastical Policy No 04/XPG/0258092** Public liability, Public Liability, but also Property Damage, Loss of Income, Money, Theft by Officials, Legal Expenses and Personal Accident.

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children and adults who have care and support needs:

### **Independent Community Church –**

- **Weekly services every Sunday morning plus occasional mid-week services on special occasions/festivals.**
- **Prayer meetings – Wednesday morning weekly/Monday evenings monthly / additional Saturday mornings**

### **Clubs/activities open to adults –**

- **Monday - SanFran Craft (knitting/sewing etc);**
- **Homegroups hosted in homes by church members.**
- **Tuesday - Community Choir (periodic sessions)**
- **Thursday - SanFran Art (painting/drawing)**
- **Food Bank**
- **Committee Meeting monthly**
- **Friday - Coffee Plus**
- **Saturday - Afternoon Tea for ladies held monthly at local cafes**
- **The Hub monthly lunch club**
- **Ladies' Lunch - 3/4 times per year (lunch with guest speaker)**
- **Men's Breakfast monthly**

### **Activities open to children/young people**

#### **Sunday**

- **Junior church (during the Sunday service)**
- **Youth church (during Sunday service for ages 13 +)**

#### **Saturday**

- **KraftiKids 1st in the month (craft/activity club for children and their parents/carers – age 0 – 11, from the local community)**
- **Annual Krafti Kids outing**

### **Annual Community/Church events**

- **Movie nights (periodically through the year)**

## Our commitment

As a Leadership Team we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by **thirtyone:eight**.

The Leadership Team undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- The Leadership agrees not to allow the document to be copied by other organisations.

## Section 2

### Prevention

#### **Understanding abuse and neglect**

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

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

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

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in the appendices of our policy.

#### **Safer recruitment**

The Leadership Team will ensure all workers who are working with children or vulnerable adults will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form

- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has access to a copy of the organisation's safeguarding policy and knows how to report concerns.
- Code of Conduct has been given, discussed and signed along with Practice Guidelines for specific group.

### **Safeguarding training**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

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

The leadership requires all those working with children to undertake basic/foundation training either face to face or by online training, renewing every 3 years.

The leadership will undertake advanced training, renewing every 3 years.

### **Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs, which has been discussed and signed by the worker.

## **Section 3**

### **Good Practice Guidelines**

As an organisation / place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every relevant activity.

### **Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regard to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets thirtyone:eight safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## Section 4

### Responding to allegations of abuse

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

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

**Name: Revd Elizabeth Knifton Safeguarding Officer.**

**Tel: 01428 604977**

**Email: [safeguarding@stfrancisheadleydown](mailto:safeguarding@stfrancisheadleydown) or [elizabeth@knifton.com](mailto:elizabeth@knifton.com)**

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to:

**Name: Cathie Russell, Deputy Safeguarding Officer**

**Tel: 07964 764494**

**Email: [hallbookings@stfrancisheadleydown.com](mailto:hallbookings@stfrancisheadleydown.com)**

If the suspicions implicate both the Safeguarding Officer and the Deputy, then the report should be made in the first instance to:

**thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.**

**Tel: 0303 003 1111.**

Alternatively contact Social Services or the police.

- The Safeguarding Coordinator should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area the child or adult lives.

**Name of local authority: Hampshire County Council**

**Children's Social Services**

**Tel: 0333 555 1384**

**Out of hours Tel: 0300 555 1373**

**Website Address:**

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/>

**Adult Social Services****Tel: 0300 555 1386****Out of hours Tel: 0300 555 1373****Website Address:**<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding>**Police Protection Team Tel: 101**

- The Safeguarding Officer may need to inform others depending on the circumstances and/or nature of the concern
  - Martin Firman or John Russell who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding officer or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the Safeguarding Officer/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Officers as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

### **Detailed procedures where there is a concern about a child:**

#### **Allegations of physical injury, neglect or emotional abuse.**

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

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

#### **Allegations of sexual abuse**

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

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

**Detailed procedures where there is a concern that an adult is in need of protection:**

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Officer /Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Officer will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

**Allegations of abuse against a person who works with children/young people**

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

- Liaise with Children's Social Services in regard to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with

additional care and support needs. This decision should be informed by the LADO if they are involved.

**Allegations of abuse against a person who works with adults with care and support needs.**

The Safeguarding Officer will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

## Section 5

### Pastoral Care

#### **Supporting those affected by abuse**

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

#### **Working with offenders and those who may pose a risk**

When someone attending the place of worship / organisation is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties.

#### **Adoption of the policy**

This policy was agreed by the Pastoral Leadership Team and Trustees and will be reviewed annually at the Annual General Meeting

Signed by: *Richard Fortescue*

Position: Chair of Trustees

Date: 19/07/2020

Trustee

Signed by: *John Russell*

Position: Pastoral Leader

Date: 19/07/2020

Pastoral Leadership Team

## **Appendices**

### **Appendix 1**

#### **Definition of a child**

The legal definition of a child is someone under the age of 18 according to The Children Act 1989. Throughout this guidance when we refer to a child our meaning (unless otherwise stated) is a person under the age of 18.

#### **What is meant by child abuse and neglect?**

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

Government guidance defines four main categories of maltreatment: physical abuse, sexual abuse, emotional abuse and neglect.

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

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

**Emotional abuse** : Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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); or
- ensure access to appropriate medical care or treatment.

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

### **Child sexual exploitation**

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

### **Extremism**

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

### **Signs of Possible Abuse (children & young people)**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

#### **Physical**

Injuries not consistent with the explanation given for them

Injuries that occur in places not normally exposed to falls, rough games, etc

Injuries that have not received medical attention

Reluctance to change for, or participate in, games or swimming

Repeated urinary infections or unexplained tummy pains

Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*

Cuts/scratches/substance abuse\*

#### **Sexual**

Any allegations made concerning sexual abuse

Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour

Age-inappropriate sexual activity through words, play or drawing

Child who is sexually provocative or seductive with adults

Inappropriate bed-sharing arrangements at home

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

Eating disorders - anorexia, bulimia\*

#### **Emotional**

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.

Depression, aggression, extreme anxiety.

Nervousness, frozen watchfulness

Obsessions or phobias

Sudden under-achievement or lack of concentration

Inappropriate relationships with peers and/or adults

Attention-seeking behaviour

Persistent tiredness

Running away/stealing/lying

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses,

Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## **Appendix 2**

### **Definitions of Abuse (Adults)**

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14.

The Safeguarding duties apply to an adult who;

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

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

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

**Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

**Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

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

**Discriminatory abuse** – includes forms of harassment, slurs or similar treatment; due to race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

**Spiritual abuse** - this is not a legal definition , However it is important that the Church recognises that there can be issues within faith communities. Spiritual abuse can be seen as “coercion and control of one individual by another in a spiritual context.

“Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to grow in the knowledge and love of God .

## **Signs of Possible Abuse in Adults**

### **Physical abuse**

History of unexplained falls, fractures, bruises, burns, minor injuries.

Signs of under or over use of medication and/or medical problems left unattended.

Any injuries not consistent with the explanation given for them

Bruising and discolouration - particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.

Recurring injuries without plausible explanation

Loss of hair, loss of weight and change of appetite

Person flinches at physical contact &/or keeps fully covered, even in hot weather;

Person appears frightened/ subdued in the presence of a particular person or people

**Domestic violence**

Unexplained injuries or 'excuses' for marks or scars

Coercive, controlling and/or threatening relationship including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence and Female Genital Mutilation.

Age range extended to 16 yrs

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**Sexual abuse**

Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse

Unexplained change in behaviour or sexually explicit behaviour

Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting

Infections or sexually transmitted diseases

Full or partial disclosures or hints of sexual abuse

Self-harming

Emotional distress

Mood changes

Disturbed sleep patterns

**Psychological abuse**

Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful

Intimidated or subdued in the presence of a carer

Fearful, flinching or frightened of making choices or expressing wishes

Unexplained paranoia

Changes in mood, attitude and behaviour, excessive fear or anxiety

Changes in sleep pattern or persistent tiredness

Loss of appetite

Helplessness or passivity

Confusion or disorientation

Implausible stories and attention seeking behaviour

Low self-esteem

**Financial or material abuse**

Disparity between assets and living conditions

Unexplained withdrawals from accounts or disappearance of financial documents or loss of money

Sudden inability to pay bills, getting into debt

Carers or professionals fail to account for expenses incurred on a person's behalf

Recent changes of deeds or title to property

Missing personal belongings

Inappropriate granting and / or use of Power of Attorney

**Modern slavery**

Physical appearance; unkempt, inappropriate clothing, malnourished  
 Movement monitored, rarely alone, travel early/late at night to facilitate work hours.  
 Few personal possessions or ID documents.  
 Fear of seeking help or trusting people.

**Discriminatory abuse**

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

**Institutional Abuse**

Low self-esteem  
 Withdrawn  
 Anger  
 Depression  
 Person puts themselves down in terms of their gender or sexuality  
 Abuse may be observed in conversations or reports by the person of how they perceive themselves  
 No confidence in complaints procedures for staff or service users.  
 Neglectful or poor professional practice.  
 Neglect and acts of omission  
 Deteriorating despite apparent care  
 Poor home conditions, clothing or care and support.  
 Lack of medication or medical intervention  
 Self-neglect  
 Hoarding inside or outside a property  
 Neglecting personal hygiene or medical needs  
 Person looking unkempt or dirty and has poor personal hygiene  
 Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food  
 Person is dressed inappropriately for the weather conditions  
 Dirt, urine or faecal smells in a person's environment  
 Home environment does not meet basic needs (for example poor heating or lighting)

### **Appendix 3**

#### **Code of Conduct**

The Code of Conduct covers the expected behaviour of all those working and volunteering for the activities under the name of St Francis Community Church. See separate Document accompanying Safeguarding Policy.

### **Appendix 4**

#### **Good Practice Guidelines**

Following safeguarding principles, we have separate practice guidelines for specific roles within the church. These can be found as individual documents pertaining to the different groups and activities of the church.

### **Appendix 5**

#### **Effective Listening**

When possible, in addition to training in Safeguarding, training in 'good Listening' will be offered to workers, including those offering prayer ministry.

Ensure environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private. Ensure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

#### **HELPFUL RESPONSES**

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

#### **DON'T SAY**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else