



Promoting Safeguarding

Preventing Abuse

Protecting All - children, adults and staff

Safeguarding Policy ***Children & Adults***

St George's URC

Northern Synod

Introduction

Safeguarding is taken seriously by St George's United Reformed Church.

We acknowledge both adults and children's right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that, in accordance with legislation, the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.

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

We will appoint a Safeguarding Lead (and Deputy Safeguarding Lead) who will ideally be an elder, to have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and vulnerable adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults in need of protection, whether voluntary or paid, lay or ordained.

We are committed to providing support and supervision, resources and training, to those who work with children and vulnerable adults.

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

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

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

We will co-operate with the Police, Children's and Adult's Services in any investigation, will follow multi agency decisions and will maintain confidentiality of any investigations to those directly involved.

Our statement of safeguarding Principles is attached as Appendix 1.

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

NameJudith Das

Contact phone number0191 265 7868

Email addressjudithdas2000@yahoo.co.uk

In the absence of the Safeguarding Lead, the Deputy Safeguarding Co-ordinator/or..... can be contacted as detailed below

NameMarina Dodgson.....

Contact phone number07986 902471.....

Email addressrmdodgson@aol.com.....

Aim and purpose of this Policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting the vulnerable, children, adults at risk, volunteers and staff. This includes clear procedures for taking appropriate action following the raising of safeguarding concerns involving children and adults at risk 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 those who attend our Church/place of worship;
- to our trustees and staff (both paid and voluntary)
- to organisations which hire our building with agreement to operate under the church safeguarding policy

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

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

Children refers to those under the age of 18 years.

Duty of care and confidentiality

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

Preventing abuse

The church will appoint safeguarding leads (and deputy safeguarding lead(s) for children and adults at risk. A role description is attached as Appendix 2.

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

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

- Asking applicants to complete an application form
- Providing workers with role/job descriptions and person specifications
- Completion of self-declaration forms
- Obtaining Disclosure and barring checks wherever legally entitled to do so
- Taking up two references (not family)
- Interviewing candidates

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

All trustees, paid staff and volunteers 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/volunteering with us.

If we become aware of someone within our congregation known to have harmed children or adults in the past, we will inform the Synod Safeguarding Advisor and co-operate with them and the relevant statutory agencies to put in place a plan to minimise the risk of harm to children and adults at risk.

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 (e.g. by referring them to www.safenetwork.org.uk for guidance on this). In some cases the church may agree to a small organisation following the church safeguarding policy and procedures.

What are we protecting from?

The definitions of abuse differ between children and adults at risk. A copy of the definitions relating to children is attached to this policy at Appendix 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 possible signs and symptoms of abuse. A list of such possible signs and symptoms in relation to children is attached at Appendix 6 and in relation to Adults at Appendix 7. Some signs could be indicators of a number of different categories.

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

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

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

- Stays calm and listens carefully.
- Reassures them that they have done the right thing in telling you.
- Does not investigate or ask leading questions.
- Explains that they will need to tell someone else if a child is at risk of harm.
- Does not promise to keep secret what they have been told.
- Informs the church Safeguarding Lead as soon as possible (if they are implicated in the allegation, inform the Synod Moderator or Synod Safeguarding Advisor).
- Makes a written record of the allegation, disclosure or incident and sign and date this record (using the template in Appendix 8). This should be given to the church Safeguarding Lead. Any such records will be 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.

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 Lead and a decision made as to whether the concern warrants a referral to statutory agencies (see below for the relevant statutory contacts)
- A confidential record will be made of the conversation and circumstances surrounding it using the template at Appendix 8. This record will be kept securely and a copy passed to statutory agencies if a referral is made.
- The person about whom the allegation is must not be informed by anyone in the Church if it is judged that to do so would place a child or adult at increased risk.

Statutory contact in the case of a Child

Initial Response Service
Children's Social Care
Wellbeing, Care and Learning Directorate
Civic Centre
Newcastle upon Tyne
NE1 8PU

0191 277 2500

(For out of hours, contact the Emergency Duty Team on 0191 278 7878).

Statutory contact in the case of an Adult at Risk

Community Health and Social Care Direct
2nd Floor
Allendale Road
Newcastle upon Tyne
NE6 2SZ

0191 278 8377 (8am - 5pm)

(For out of hours, contact the Emergency Duty Team on 0191 278 7878).

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

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

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

The Local Authority Designated Officer (LADO) or Adults Safeguarding Team will be contacted (details below). The timing and method of any action will be discussed and agreed with the LADO/Adult Safeguarding Team. This will cover communication with the worker, suspension, investigation, possible strategy meetings. A decision will be taken by the LADO/ Adults Safeguarding Team about when to inform the worker and the church should follow this decision.

Community Health and Social Care Direct
2nd Floor
Allendale Road
Newcastle upon Tyne
NE6 2SZ

0191 278 8377 (8am - 5pm)

(For out of hours, contact the Emergency Duty Team on 0191 278 7878).

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS). The referral will still be made if the church withdraws permission for an individual to engage in work with children OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not work with children because the employer believes that the individual has engaged in relevant conduct, or satisfied the harm test, or has 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 as a 'serious incident' and require notification

Sources of advice, guidance, and support

National Safeguarding Advisor - Amy Slennett

Synod Safeguarding Advisor - Melanie Campbell

Churches Child Protection Advisory Service 24 hour helpline: Tel 0845 120 4550

(n.b. This should only be used for urgent advice if you are unable to contact your Synod Safeguarding Officer)

Concerns, Complaints and Compliments

Should anyone have any concerns, complaints or compliments please contact Rev Grant Wilson on grant@stgeorgesurc.org.uk or 0191 265 4113, or Dorothy Barker, Church Secretary, on dorothy@stgeorgesurc.org.uk or 01670 716 087.

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

Any written complaint will be responded to within 10 days.

Review

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

Date of most recent review:15th January 2017.....

Date of next review:January 2018.....

Signed:

(on behalf of the church Elders)

Appendix 1

St George's United Reformed Church

Safeguarding Policy Statement

The following statement was agreed by the leadership of St George's URC.

This church is committed to the safeguarding of children and adults in need of protection, and to ensuring their well-being.

- We believe that all children and adults in need of protection should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our place of worship.
- We recognise the personal dignity and rights of children and adults in need of protection (for example as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child).
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults in need of protection.
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.
- We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adults Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult in need of protection.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Local Authority Designated Officers and Adult Safeguarding Teams have responsibility to deal with all allegations and concerns about people working with children and adults in need of protection whether they are interacting with them as paid or volunteer workers and whether they are lay or ordained.
- Safeguarding is a whole church responsibility.

We are committed to:

- Following relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults in need of protection.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Building constructive links with relevant Voluntary and Statutory Agencies.
- Taking all reasonable steps to ensure that as a place of worship all will work within the agreed procedures of our safeguarding policies.
- Supporting the Safeguarding Leads (and Deputy) in their work and in any action they may need to take in order to protect children and adults in need of protection.
- Exercising proper care, following safer recruitment principles, in the appointment and selection of all those who work with children and adults in need of protection, be they volunteer or paid staff, lay or ordained.
- Supporting, supervising, resourcing and training all those who undertake work with children and adults in need of protection.
- Taking all reasonable steps to ensure that the children and adults that we have contact with know that they are valued and are empowered to tell us if they are suffering harm.
- Reporting any abuse of children or adults in need of protection that we discover or suspect.
- Supporting all in our place of worship affected by abuse.
- Supporting and supervising those who pose a risk to children or adults in need of protection, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount.
- If an assessment is made that someone poses an unmanageable risk to those that are vulnerable and in need of protection and could no longer safely attend our place of worship, we will ensure that they continue to be offered pastoral care and will also be signposted to appropriate agencies that could support them.

Name: Mrs D J Barker (on behalf of the church leadership)

Signed: Date: 16th January 2017

Appendix 2

The Role of a Church Safeguarding Lead

Context

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

Responsibilities

To coordinate safeguarding policy and procedure in the church

- To familiarise themselves with church policies and procedures, URC good practice guidelines and contemporary national good practice 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 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 recruitment of all workers, both volunteers and paid, including, but not exclusively, ensuring that relevant workers have up to date Disclosure and Barring Checks

To provide a first point of contact regarding safeguarding issues

- To be a named person that children, adults, church members and outside agencies can talk to regarding any issue to do with child protection or safeguarding adults.
- To be aware of the names and telephone numbers of appropriate people within Local Authority Social Care (Adults and Children) 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 Local Authority Social Care (Adults or Children), the Police or the Local Authority Designated Officer of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church.

- To cooperate with Local Authority 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 report summary safeguarding information annually to the Synod Safeguarding Advisor to enable them to monitor safeguarding in the Synod.

To be an advocate for safeguarding in the church

- To promote sensitivity within the church towards all those affected by the impacts 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 2 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 3

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 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.

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

- Do treat all people with dignity and respect.
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo).
- Do act inclusively, seeking to make all people feel welcome and valued.
- Don't exclude other children or workers from conversations and activities unless there is a good reason.
- Do treat people with equal care and concern.
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child (e.g. gifts).
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently.
- Don't threaten or use sanctions which have not been agreed or make empty threats.
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences.
- Don't feel you have to deal with every problem on your own.
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact.
- Don't use physical restraint except as a last resort to prevent injury. This should be the use of 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 the sight of other people and without the knowledge of someone in leadership.

- Do make sure that any electronic communication is done with parental consent, and in a way which is transparent, accountable and noted / recorded and adheres to safeguarding policies.
- Don't keep communication with children secret, while still respecting appropriate confidences.
- Do have a designated photographer to take, store and share photos of your group's activities, in line with people's consent and URC good practice guidelines.
- Don't take photos and video without consent and stored in a place designated by the church and only use in the ways agreed in line with Good Practice guidelines.
- Do use physical contact wisely - it should be:
 - in public.
 - appropriate to the situation and to the age, gender and culture of the child.
 - in response to the needs of the child, not the adult.
 - respectful of the child's privacy, feelings and dignity.
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.
- Do respect children's privacy.
- Don't assume that children should tell you anything you ask just because you are a worker.
- Do respect the right of children to wash, change and use the toilet in private.
- Don't walk in unnecessarily or unannounced
- Do listen to children and do tell the 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 at risk of harm, but only tell those who need to know.
- Do respect and promote the rights of children to make their own decisions and choices.
- Don't work in ways that put your needs and interests before those of the children you work with.
- Do respect and encourage respect for difference, diversity, beliefs and culture.

- Don't discriminate or leave discrimination or bullying unchallenged.

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

on behalf of _____ [church name]

Name of worker: _____

Signed: _____

Date: _____

Appendix 4 (a) England

What is abuse and neglect? Children

These definitions are taken from *Working Together 2013*.

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 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? Adults at Risk

Safeguarding responsibilities apply to an adult who:

- *has needs 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.*

The Care Act 2014 – Statutory Guidance – October 2014

An adult at risk is therefore any adult of any age, who may be vulnerable due to a permanent or temporary illness or disability, or who has been made vulnerable by their circumstances which include domestic abuse and discrimination.

The cross government 2013 definition of abuse is:

Any incident, or pattern of incidents of controlling, coercive, threatening, behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to; psychological, physical, sexual, financial and emotional abuse’.

This definition of abuse encompasses domestic settings and domestic abuse.

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 vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult’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 vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult 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 a vulnerable adult 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 a vulnerable adult 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 - Children

Physical abuse

Physical Signs include:

- Unexplained injuries.
- Injuries that are inconsistent with explanation.
- Injuries that reflect an article used e.g. an iron.
- Bruising, especially trunk, upper arm, shoulders, neck or finger tip bruising.
- Burns/scalds, especially 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

- Psychiatric Illness, whereby a parent or carer deliberately inflicts harm onto a child.
- Normally the child's mother.
- The child has commonly had genuine serious illness in the first year of life (a dependency on medical attention has developed in the mother).
- Very difficult to diagnose/evidence.

- Most common example - Beverley Allet - a nurse convicted of murder and actual bodily harm in the 1980's.

Female Genital Mutilation

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

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

Emotional abuse

The classic description of Emotional Abuse is "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 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 - 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.

INCIDENT RECORDING FORM



Basic information

Date and time of incident:

.....

Date on which this report was written:

.....

Your full name:

.....

Full name of child, young person or adult concerned:

.....

Address, if known:

.....

.....

.....

Date of birth, if known:

.....

Location / Situation:

.....

.....

Other people present:

.....

.....

Record of incident:

- Please ensure you are as accurate and detailed as possible. Use quotes wherever possible - do not interpret what was said using your own words.
- Record what you said as well as what the child, young person or adult said.
- Include details such as tone of voice, facial expression and body language.

- If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.

Signed:

Dated:

(person who wrote this report)

Who has been spoken to about the incident?

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

Local Church Safeguarding Lead:

.....

Synod Safeguarding Advisor:

.....

Childrens / Adult Services:

.....

Police:

.....
.....

Parent/Carer:

.....

Child:

.....

Other (name, role and organisation):

.....
.....

Feedback and follow up actions:

Signed:

Dated:

Position held in the church:

.....