



## **TWYDALL EVANGELICAL CHURCH**

### **SAFEGUARDING POLICY**

Approved

3<sup>rd</sup> December 2018

Date of Next Review: December 2019

Safeguarding Lead: Darran Callaghan

Deputy Safeguarding Lead: Angela Fillier

Responsibility for this policy: Trustees of Twydall Evangelical Church

Responsibility for carrying out the review:  
Trustees, Elders and Safeguarding Lead of Twydall Evangelical Church

# The Safeguarding Policy

## SECTION 1 Details of the place of worship

Name of Place of Worship:	TWYDALL EVANGELICAL CHURCH
Address:	(56/58) GOUDHURST ROAD GILLINGHAM KENT ME8 6LQ
Telephone number (secretary)	01634 233739
Email address:	<a href="mailto:secretary@twydallec.org.uk">secretary@twydallec.org.uk</a>
Membership of Denomination/organisation:	INDEPENDENT. MEMBER OF THE EVANGELICAL ALLIANCE
Charity Number:	1133469 (England and Wales)
Insurance Company:	Church Connect Insurance Policy with Ansvar Insurance Co. Ltd.

The following is a brief description of our church and the type of work / activities we undertake with children / vulnerable adults:

WE ARE A GROUP OF PEOPLE WHO LOVE GOD. WE MEET IN OUR HALL IN GOUDHURST ROAD AND AIM TO SERVE GOD AND MAKE HIM KNOWN TO OTHERS. WE ARE LED BY A NUMBER OF ELDERS WHO MAKE UP THE "SPIRITUAL LEADERSHIP". OUR SERVICES OF WORSHIP ARE HELD IN THE HALL ON A SUNDAY MORNING AND HOUSEGROUPS ARE HELD DURING THE WEEK. THE WORK CURRENTLY UNDERTAKEN WITH CHILDREN IS AS FOLLOWS:

ON MONDAY AFTERNOONS (TERM TIME) WE RUN A "PARENTS' AND TODDLERS" GROUP. ON FRIDAYS (TERM TIME) WE HOLD A "KIDS' CLUB" FOR PRIMARY-AGED CHILDREN AND A YOUTH CLUB FOR SECONDARY AGED YOUNG PEOPLE. AT VARIOUS TIMES OF THE YEAR WE MAY ALSO RUN HOLIDAY CLUBS FOR PRIMARY-AGED CHILDREN AND "MESSY CHURCH" AS WELL. VULNERABLE ADULTS MAY WELL BE PRESENT DURING OUR SUNDAY SERVICES, OUR WOMEN'S FELLOWSHIP ON A WEDNESDAY, AT OUR "COFFEE STOPS" DURING THE WEEK AND AT THE FOODBANK CENTRE HELD IN THE HALL.

### Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and vulnerable 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 attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS) and prepared with guidance from the Kent Safeguarding Children's Board and Medway Safeguarding Children's Board website.

The Leadership 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 Disability Discrimination Act 1995 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 vulnerable adults.
- so far as is reasonably practicable, not to allow the document to be copied by other organisations.

## **Section 2                      Recognising and responding appropriately to an allegation or suspicion of abuse**

### **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 vulnerable adult.

In order to safeguard those in our place of worship 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 which states:

*1. [that] 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 which states:

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

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

### **Definitions of abuse:**

Twydall Evangelical Church, in line with national guidelines, recognises 4 ways in which a child, young person or vulnerable adult can suffer significant harm:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

Full definitions of these can be found in Appendix 2.

### **Signs and symptoms of abuse:**

Twydall Evangelical Church acknowledges that all those who work with children, young people and vulnerable adults must be vigilant in being aware of the signs and symptoms of abuse. In particular we must always be listening and looking.

Signs and symptoms to be aware of can be found in Appendix 3

### **How to respond to a child wishing to disclose abuse:**

A child or young person is very brave to be willing to disclose abuse to an adult. The response of the adult is preferably one of listening to the child telling their story. The adult must ensure that they encourage the child to talk – without putting words into their mouths and without “investigating” what might have happened. The adult should make notes of what they have been told and at the earliest opportunity pass the information through to the Safeguarding Lead. This information should be in written form using the form as found in Appendix 8. The adult is not to make a judgement as to whether what the child has told them is true or false. The adult should not “hold on” to any information that they are not sure about. If in doubt, always consult with the Safeguarding Lead.

Specific guidance on how to respond to a child wishing to disclose abuse can be found in Appendix 4.

## **Safeguarding awareness**

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 through the Safeguarding Lead and providers from the Kent and Medway Safeguarding Children’s Boards.

The Leadership will also ensure that children and adults 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.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

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

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to, DARRAN CALLAGHAN, (herein referred to as the "Safeguarding Lead") tel. no: 07720 843068 who 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 Lead or, if the suspicions in any way involve the Safeguarding Lead, then the report should be made to ANGELA FILLIER (hereafter referred to as the "Deputy ") tel. no: 07503

165742. If the suspicions implicate both the Safeguarding Lead and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.

- Where the concern is about a child, the Safeguarding Lead should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.
- The local Children's Social Services office telephone number (office hours) is 01634 334466  
The out of hours emergency number is 0845 7626777.
- The local Adult Social Services office telephone number (office hours) is 01634 334466  
The out of hours emergency number is 0845 7626777.
- The Police Safeguarding Team telephone number is 01622 690690
- Where required the Safeguarding Lead should then immediately inform the insurance company/broker
- 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 Lead, the absence of the Safeguarding Lead or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
- The Leadership will support the Safeguarding Lead/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 CCPAS, although the Leadership hope that members of the church will use the procedure set out in this policy. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) 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 at risk of abuse.

The role of the Safeguarding Lead/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 Lead/Deputy will:

- Contact Children's Social Services (or CCPAS) 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/carers to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carers 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 CCPAS (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 Lead/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Safeguarding Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason, they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

## **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Lead/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

- If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to the Local Authority Designated Officer (LADO), Tel: 01634 331065

## **Section 3 Prevention**

### **Safe recruitment**

The Leadership will ensure all workers 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 (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 completes a probationary period.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## **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. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

## **Section 4 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 church. In the first instance the Leadership of the Church are responsible for ensuring that all members of the church are overseen in the area of pastoral care.

### **Working with offenders**

When someone attending the church is known to have abused children, or is known to be a risk to adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of everyone who may be at risk of harm, set boundaries for that person which they will be expected to keep. This will be tailored specifically to individual circumstances and advice would be sought from the statutory agencies to ensure that all are effectively safeguarded.

## **Section 5 Practice Guidelines**

As a church working with children, young people and adults 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 activity we are involved in and these are attached in Appendix 5

Essentially, every adult who works with children in, and on behalf of, Twydall Evangelical Church shall conduct themselves according to the principles of love, care and respect as outlined in the Bible – seeking always to ensure that the welfare of the child is paramount. They shall ensure that “whistle-blowing” procedures are followed in order to protect both adults and children from unsafe actions. They shall follow the Good Practice guidelines in order to ensure that all those being worked with are safe and happy and that they are safe from allegation of mal-practice.

In general terms, Standard 5 of CCPAS “Safe and Secure” underpins our practice guidelines. Any practice not specifically covered in this policy document can be referenced back to this standard for clarification.

### **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 vulnerable 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 regards 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 CCPAS' safeguarding standards.

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

**Signed by the leadership (the trustees of the church for the time being):**

Signed	G F Smith	Signed	Peter W Nebbs
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Date	3 <sup>rd</sup> December 2018	Date	3 <sup>rd</sup> December 2018
	.....		.....

Signed	M Fillier
	.....

Date	3 <sup>rd</sup> December 2018
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## Leadership Safeguarding Statement

The Trustees of Twydall Evangelical Church (hereafter referred to as Leadership) recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership on: \_\_\_\_\_

This place of worship is committed to the safeguarding of children and adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults, unless they pose a risk to the safety of those we serve, should enjoy and have access to appropriate activities of the church.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the safeguarding Lead/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone with any responsibility in the church agrees to abide by these recommendations and the guidelines.
- Supporting parents and families with whom we have contact.
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the church affected by abuse.

- Adopting and following the ‘Safe and Secure’ safeguarding standards developed by the Churches’ Child Protection Advisory Service (CCPAS).

**We recognise:**

- Children’s Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to CCPAS.
- Safeguarding is everyone’s responsibility.

**We will review this statement and our policy and procedures annually.**

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding Leads for this church.

Darran Callaghan - Child Safeguarding Lead

Angela Fillier - Deputy Child Safeguarding Lead

Darran Callaghan - Adult Safeguarding Lead

Angela Fillier - Deputy Adult Safeguarding Lead

A copy of the full policy and procedures is available from the church secretary at [secretary@twydallec.org.uk](mailto:secretary@twydallec.org.uk)

Signed by the members of the leadership

Signed

G F Smith

Signed

Peter W Nebbs

Date

3<sup>rd</sup> December 2018

Date

3<sup>rd</sup> December 2018

Signed

M Fillier

Date

3<sup>rd</sup> December 2018

## Definitions of Abuse

The abuse or neglect of a child can be caused by inflicting harm or by failing to act to prevent harm. Children may be abused in a family, in a community or institutional setting, by those known to them or, much more rarely, by a stranger.

The following definitions are taken from Chapter 1 of Working Together to Safeguard Children, 2010.

They have been included to assist those providing services to children in assessing whether the child may be suffering actual or potential harm.

### 2.1 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. This is known as "Fabricated and Induced Illness".

### 2.2 Emotional Abuse

Emotional abuse is a form of Significant Harm which involves 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 e.g. witnessing domestic abuse. It may involve serious 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.

### 2.3 Sexual Abuse

Sexual abuse is a form of Significant Harm which 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 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 children.

### 2.4 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 and development.

Neglect may occur during pregnancy as a result of maternal substance misuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing or 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.

## Signs and symptoms of abuse

The following guidance is intended to help all professionals who come into contact with children. It should not be used as a comprehensive guide, nor does the presence of one or more factors prove that a child has been abused, but it may however indicate that further enquiries should be made.

The following factors should be taken into account when assessing risks to a child. This is not an exhaustive list.

- An unexplained delay in seeking treatment that is obviously needed;
- A lack of awareness or denial of any injury, pain or loss of function;
- Incompatible explanations offered or several different explanations given for a child's illness or injury;
- A child reacting in a way that is inappropriate to his/her age or development;
- Reluctance to give information or failure to mention previous known injuries;
- Frequent attendances at Accident and Emergency Departments or use of different doctors and Accident and Emergency Departments;
- Frequent presentation of minor injuries (which if ignored could lead to a more serious injury);
- Unrealistic expectations/constant complaints about the child;
- Alcohol misuse or other substance misuse;
- A parent's request to remove a child from home or indication of difficulties in coping with the child;
- Domestic abuse;
- Parental mental ill health;
- The age of the child and the pressures of caring for a number of children in one household.

### 3.1. Recognising Physical Abuse

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This section provides a guide to professionals of some common injuries found in child abuse. Whilst some injuries may appear insignificant in themselves, repeated minor injuries, especially in very young children, may be symptomatic of physical abuse.

It can sometimes be difficult to recognise whether an injury has been caused accidentally or non-accidentally, but it is vital that all concerned with children are alert to the possibility that an injury may not be accidental, and seek appropriate expert advice. Medical opinion will be required to determine whether an injury has been caused accidentally or not.

#### **Bruising**

Children can have accidental bruising, but it is often possible to differentiate between accidental and inflicted bruises. It may be necessary to do blood tests to see if the child has a underlying medical condition which causes them to bruise easily.

The following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby;
- Bruising in or around the mouth, particularly in small babies, for example 3 to 4 small round or oval bruises on one side of the face and one on the other, which may indicate force feeding;
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive);
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally, for example the back, mouth, cheek, ear, stomach, chest, under the arm, neck, genital and rectal areas;
- Variation in colour possibly indicating injuries caused at different times – it is now recognised in research that it is difficult to age bruises apart from the fact that they may start to go yellow at the edges after 48 hours;
- The outline of an object used e.g. belt marks, hand prints or a hair brush;
- Linear bruising at any site, particularly on the buttocks, back or face;
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting;
- Bruising around the face;
- Grasp marks to the upper arms, forearms or leg or chest of small children;
- Petechial haemorrhages (pinpoint blood spots under the skin). These are commonly associated with slapping, smothering/suffocation, strangling and squeezing.

## **Fractures**

Fractures may cause pain, swelling and discolouration over a bone or joint. It is unlikely that a child will have had a fracture without the carers being aware of the child's distress.

If the child is not using a limb, has pain on movement and/or swelling of the limb, there may be a fracture.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type;
- There are associated old fractures;
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement;
- There is an unexplained fracture in the first year of life;
- Non-mobile children sustain fractures.

Rib fractures are only caused in major trauma such as in a road traffic accident, a severe shaking injury or a direct injury such as a kick.

Skull fractures are uncommon in ordinary falls, i.e. from three feet or less. The injury is usually witnessed, the child will cry and if there is a fracture, there is likely to be swelling on the skull developing over 2 to 3 hours. All fractures of the skull should be taken seriously.

## **Head injuries**

Subdural haematoma is a very worrying injury, seen usually in young children; it may be associated with retinal haemorrhages and fractures particularly skull and rib fractures. This can be attributed to a severe shaking injury in

association with an impact blow. There may or may not be a fractured skull. The baby may present in the Accident and Emergency Department with sudden difficulty in breathing, sudden collapse, fits or as an unwell baby - drowsy, vomiting and later swelling to the head.

### **Joints**

A tender, swollen "hot" joint with normal X ray appearance may be due to infection in the bone or trauma. There may be both. A further X ray will usually be required in 10 to 14 days. Where there is infection this, of course, will require treatment.

### **Mouth Injuries**

Tears to the frenulum (tissue attaching upper lip to gum) often indicates force feeding of a baby. There is often finger bruising to the cheeks and around the mouth. Rarely, there may also be grazing on the palate. Blunt trauma to the mouth causes swelling and damage to the inner aspect of the lips.

### **Internal Injuries**

There may be internal injury e.g. perforation or a viscus with no apparent external signs of bruising to the abdomen wall.

### **Poisoning**

Ingestion of tablets or domestic poisoning in children under 5 is usually due to lack of supervision, but it may be self-harm even in young children or administered by another.

### **Bite Marks**

Bite marks can leave clear impressions of the teeth when seen shortly after the injury has been inflicted. The shape then becomes a more defused ring bruise or oval or crescent shaped. Those over 3cm in diameter are more likely to have been caused by an adult or older child.

A medical/dental opinion, preferably within the first 24 hours, should be sought where there is any doubt over the origin of the bite.

### **Burns and Scalds**

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine, or impetigo in which case they will quickly heal with treatment);
- Linear burns from hot metal rods or electrical fire elements;
- Burns of uniform depth over a large area;
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water of its own accord will struggle to get out and cause splash marks);
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation.
- Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

The following points are also worth remembering:

- A responsible adult checks the temperature of the bath before the child gets in;

- A child is unlikely to sit down voluntarily in a hot bath and cannot accidentally scald its bottom without also scalding his or her feet;
- A child getting into too hot water of his or her own accord will struggle to get out and there will be splash marks.

### **Scars**

A large number of scars or scars of different sizes or ages, or on different parts of the body, or unusually shaped, may suggest abuse.

## **3.2. Recognising Emotional Abuse**

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Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The indicators of emotional abuse are often also associated with other forms of abuse.

The following may be indicators of emotional abuse:

- Developmental delay;
- Abnormal attachment between a child and parent/carer e.g. anxious, indiscriminate or no attachment;
- Indiscriminate attachment or failure to attach;
- Aggressive behaviour towards others;
- A child scapegoated within the family;
- Frozen watchfulness, particularly in pre-school children;
- Low self-esteem and lack of confidence;
- Withdrawn or seen as a 'loner' difficulty relating to others.

## **3.3. Recognising Sexual Abuse**

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Children of both genders and of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child / family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional / behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct;
- Sexual knowledge inappropriate for the child's age;
- Sexually explicit behaviour, play or conversation, inappropriate to the child's age;
- Continual and inappropriate or excessive masturbation;
- Self-harm (including eating disorder), self-mutilation and suicide attempts;
- Running away from home;
- Poor concentration and learning problems;
- Loss of self-esteem;

- Victim of sexual exploitation and/or displays harmful sexual behaviour;
- An anxious unwillingness to remove clothes for - e.g. sports events (but this may be related to cultural norms or physical difficulties).

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area;
- Recurrent pain on passing urine or faeces;
- Blood on underclothes;
- Pregnancy in a younger girl where the identity of the father is not disclosed and/or there is secrecy or vagueness about the identity of the father;
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted infection, presence of semen on vagina, anus, external genitalia or clothing.

### 3.4. Recognising Neglect

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The growth and development of a child may suffer when the child received insufficient food, love, warmth, care and concern, praise, encouragement and stimulation.

Apart from the child's neglected appearance, other signs may include:

- Short stature and underweight;
- Red/purple mottled skin, particularly on the hands and feet, seen in the winter due to cold;
- Swollen limbs with sores that are slow to heal, usually associated with cold injury;
- Recurrent diarrhoea;
- Abnormal voracious appetite at school or nursery;
- Dry, sparse hair;
- A child seen to be listless, apathetic and unresponsive with no apparent medical cause;
- Indiscriminate in relationships with adults (may be attention seeking).

#### APPENDIX 4

### How to respond to a child wishing to disclose abuse

#### Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure 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

## Code of Conduct and Practice Guidelines

### CODE OF CONDUCT

- All those who work with children and young people will follow the general principles of love, care and respect as outlined in the Bible.
- All children's workers shall take care with how they speak to children and young people. Swearing or the use of profanities is not acceptable. Threats, put-downs, sarcasm and mocking is not acceptable. Sexualised language and comments on personal appearance is not acceptable. All speech should be encouraging (even when it is disciplinary) and edifying - underpinned by care, respect and value.
- All children's workers must take care where they are with a child or young person. They should not be alone with a child except in circumstances where it is necessary to be on their own with them. In such a case it should be in a room with a window and colleagues should be aware of the situation which, ideally, should be initially sanctioned by one of the leaders. Personal Care should only be carried out by staff who have been adequately trained and should always be done in pairs. They should not give a lift to the child in their car without the carers having given their permission and there should always be two workers in the car at such a time. Children should not be invited to the home of the worker unless it is part of a family friendship group – in which case the leader should be informed.
- All children's workers must take care with the giving and receiving of articles. It is normal for a child, or their carers, to thank a worker for the effort they have put in by giving them a gift. It is always wise to inform the leader of the gift that is given. If the leader considers the gift to be inappropriate then the carer needs to be informed after liaison with the Safeguarding Lead. Articles given by the worker to children and young people should always be done as part of a consistent "reward" or "gift" strategy by the children's work as a whole. Any reward should be given publicly and on the basis of an agreed strategy. No private gifts should be given and the nature of the article given should be agreed by the leader.
- No child should receive corporal punishment from a worker.
- Children's workers must take care with how they touch a child. Any touch should be in an appropriate place (training is provided on this) and should be publicly done only. If it is felt that a child or young person is inappropriate in their touch of a worker, then the leader and SAFEGUARDING LEAD should be informed immediately. Any touch should be age-appropriate e.g. leading a child by the hand to cross the road. If first aid is necessary the contact number should be phoned to gain permission, unless consent has been given on the registration document or in the case of an emergency.
- Social networking, except through the Church's public Facebook Youth Page, should not take place. Private e-mails and social media are not appropriate. Ensure that all safety protocols are enabled and report any breach by a young person to the leader/SAFEGUARDING LEAD immediately.
- "Whistle-blowing" is encouraged as a positive action: if a member of staff witnesses a child being treated inappropriately by another worker, they must report the matter immediately to the leader or the SAFEGUARDING LEAD (or deputy). It is possible that the worker was not aware of the inappropriateness of their behaviour – and so can be helped. On the other hand, the whistle-blowing could stop an act of abuse taking place.

## PRACTICE GUIDELINES

- Registration and record keeping:
  - A registration form should be issued for each child (see Appendix 6 for example) except where parents remain present on the premises during the activity (e.g. Parents' and Toddlers' Group and Lighthouse).
  - Where children are brought to activities, the form should be issued to the parent/carer. Where children are sent to the activity, it should be issued to the child for return, properly completed, for the next activity. A new form must be issued where it becomes known that circumstances have changed. Details of the activity and main leaders should be provided to parents/carers at the start of each academic year
  - Medical details and contact numbers in case of emergency must be registered and staff made aware of these details as appropriate.
  - Attendance of all children's activities must be recorded in a register. For protection, these registers must be passed to the church Secretary at the end of each school year and kept indefinitely. The register must also record the attendance of leaders and helpers.
  - All records will be kept securely on site so that confidentiality and data protection is maintained but also so that they might be easily obtainable in an emergency
- Disciplinary procedure:
  - If disciplinary measures become necessary due to a child's behaviour, these should be in the form of removal of privileges and applied in stages (corporal punishment is never to be applied under any circumstances).
  - Time-out activities.
  - If misbehaviour persists, the contact number should be phoned and a request made that the child is collected.
  - If this is not possible then the child will be taken home (not sent) when two members of staff can be spared.
  - Suspension for a specified period.
  - Permanent exclusion for persistently unacceptable behaviour or that deemed to put others at risk of significant harm.
  - Parents/carers must be informed of suspensions or exclusions.
- Non-negotiable behaviours:
  - The following "unsafe" behaviours will lead to immediate suspension/exclusion: drunkenness, smoking (on the church site), fighting, sexual abuse, bullying, racism.
  - The following "illegal" behaviours will lead to immediate suspension/exclusion: the carrying of knives or other weapons, drug supply or dealing, bringing in of alcohol.
- Bullying:

- Bullying is the use of aggression with the intention of hurting another person. Children can bully each other, be bullied by adults and can sometimes bully adults. Any form of bullying results in pain and distress to the victim and is unacceptable behaviour within any organisation. Some common forms of bullying can be:
  - Verbal -name-calling, sarcasm, spreading rumours, teasing including via emails or text messaging ,
  - Emotional - being unfriendly, excluding, tormenting, graffiti, gestures, racial taunts
  - Physical - pushing, kicking, hitting, punching or any use of violence
  - Sexual - sexually abusive comments or gestures
  - Racial - any of the above because of, or focusing on the issue of racial differences
  - Homophobic - any of the above because of, or focusing on the issue of sexual orientation
  - Unofficial activities such as initiation ceremonies and practical jokes which may cause children physical or emotional harm even though this may not be intended
  - There is a zero tolerance to bullying so. if it does occur, children and staff are to report the matter so that it can be dealt with promptly and effectively. There is an expectation that anyone who knows that bullying is happening will report it.
  - Whilst the child being bullied needs protection, the person/people doing it need to address the reasons for their behaviour and be encouraged to relate to others in more positive ways.
  - The leaders, if necessary in conjunction with the Safeguarding Lead, will deal initially with any allegations of bullying. If it is by a child, then along the lines of “discipline” as above. If by an adult, then in line with whistle-blowing procedures.
- Incident book:
  - An incident book for all church activities will be supplied and kept in a known place on the premises. All accidents and injuries should be recorded with details of any first-aid applied.
- Eligibility and Recruitment of staff:
  - There are two categories of staff:
  - MAIN LEADERS are those responsible for particular activities (e.g. Kids’ Club, Youth Club etc.) and are to be appointed by the church leadership.
  - HELPERS must be appointed/approved by the church leadership and be 18 or over. “Junior helpers” (i.e. under 18) are “children” in their own right and are not regarded as “staff” and have to be supervised and treated as “children”.
  - All staff and potential staff must complete a registration/application form (see appendix 7) to be held by the church secretary and be interviewed by the Safeguarding Lead, the main leader of the group concerned and at least one elder. The duties of the post should then be outlined, the importance that the church gives to Safeguarding matters stressed and an opportunity given for the applicant to ask questions and give his/her views on discipline and other relevant issues.
  - A DBS check will be made and the applicant required to complete the necessary forms for disclosure (refusal to comply will be regarded as an automatic disqualification for service).
- Gender and staff ratio issues:

- All groups must have at least two adults in attendance except when a concurrent church service is taking place and the parents or other adults are within the church building. In these circumstances, one staff member may be in charge of up to 8 children.
- For all other children's groups, when more than 8 children are present, the following ratio of staff to children should be adhered to (but always subject to a minimum of two in each case): for children 3-8 years of age – 1 member of staff for every 8 children; for children over 8 years of age – 1 member of staff for the first 8 children and then 1 extra for every additional 12 children.
- Except when the children's meeting is at the same time as a church service: groups containing girls should have at least one female member of staff; and those containing boys, one male member of staff.
- Premises and equipment:
  - Telephone: each group must ensure that someone present has ready access to a mobile phone.
  - If equipment appears dangerous, a record should be entered in the incident book and it must not be used. The main leader should be asked to see to its disposal, replacement or repair, via the normal purchasing channels. Equipment must be assembled/erected by or under the supervision of a recognised member of staff.
  - The church leadership will appoint a Health and Safety Officer for all activities including youth work.
  - First aid: the first aid kit is kept in the kitchen. Any use of the first aid kit must be recorded in the incident book. Need for replacement stock must be reported to the Health and Safety Officer who will ensure it is replaced.
- Risk Assessments:
  - It is the responsibility of the main leader of each group to carry out risk assessments for each activity and to check with and file these with the church Health and Safety Officer.
  - The main leader should compile a checklist for the activity, identifying any risks that could be encountered, the action required, and the person responsible to carry this out and when any action has been completed.
  - The following are some areas that should be considered:
    - Identification of hazards.
    - Who might be harmed by those hazards and how this might happen.
    - Assess the risks and take action to remove or reduce them as far as possible.
    - Record details of the action taken.
    - In a building the following are some items that may be considered hazardous: loose-fitting carpets, uneven floors, over-filled cupboards, very high shelves, blocked fire exits, glass doors, missing light bulbs, overloaded power points, trailing electrical cables, loose window fastenings.
- Data Protection:

- The Data Protection Act 1998 (with GDPR) is designed to provide privacy protection for individuals about whom certain personal information is kept. It lays down 'best practice' principles for those who keep the data and it applies to paper records as well as computerised information. The Act covers the whole of the UK, and all organisations, including places of worship, must comply with the rules on processing data.
- All personal information regarding a child will be held in a secure place in the church and will not be disclosed to any third party.
- However, on the basis that the welfare of the child is paramount and in circumstances where it might be felt that the child is at risk of significant harm, this data may be shared with a relevant professional (usually social services or the police) without the permission of the parent/carer.
- This disclosure should only be done by the Safeguarding Lead/Deputy.
- Filming and Photography:
  - In line with the Data Protection Act 1998 the following guide-lines must be followed:
  - Permission must be obtained of both children and adults before a photograph is taken or film footage recorded. However, it is perfectly acceptable to ask parents/carers to let the organisation know if they do NOT want their child photographed or filmed. The worker should write to parents or carers to explain what is happening and leave the onus on the parent/ carer to contact them if they have any objections. In addition to this:
    - No images may be taken of Looked After Children (fostered).
    - It must be made clear why the image(s) or film is being used, what it will be used for and who might want to look at the pictures. It must be made very clear if it is intended to use the photograph(s) on the internet or social media.
    - When using photographs of children and young people, use group pictures and never identify them by name or other personal details. These personal details include e-mail or postal addresses, telephone or fax numbers.
    - Obtain written and specific consent from parents or carers before using photographs on a website/social media.
- Monitoring:
  - Each member of staff will be issued with a copy of this policy and of any amended versions.
  - Each main leader is accountable to the church leadership for the operation of the policy
  - An independent audit of compliance to the policy shall be carried out by the SAFEGUARDING LEAD on an annual basis.
  - This policy may be amended from time to time, as necessary, by the trustees after considering the recommendations of the church elders and the SAFEGUARDING LEAD.

**PART A: TO BE COMPLETED BY THE CHURCH**

Group: ..... Day: .....

Start Time: ..... Finish time: .....

Contact name: ..... Tel No: .....

Our rules are:

- No fighting
- No swearing
- Responsible behaviour
- Respecting others and their beliefs

We expect all Group members to follow these rules

Please retain Part A for your reference and inform us immediately of any change of address etc.

**PART B: TO BE COMPLETED BY THE PARENT/CARER AND RETURNED TO THE LEADER**

*(the church will retain these records for its own reference and use and will not disclose to third parties)*

A copy of our Privacy Policy is available on our website ( [www.twydallec.org.uk](http://www.twydallec.org.uk) ) or a copy can be provided on request

Full name of child: .....Date of Birth: .....

Address: .....

Telephone Numbers: .....

Emergency contact: .....Tel No: .....

Any medical details/allergies/medication that we should be aware of: .....

**CONSENT:**

I hereby give my consent for my child to attend the church as part of the above group/club and to take part in games/activities as arranged yes/no

I consent to my child being given first aid in an emergency yes/no

I consent to my child being photographed/filmed yes/no

Signed: ..... Date: .....

**APPENDIX 7**

**TWYDALL EVANGELICAL CHURCH**

**STAFF APPLICATION/REGISTRATION FORM**

Full name: .....

Address: .....

.....

Home telephone number: ..... Mobile no: .....

Contact details/numbers (if different): .....

Age: ..... (Optional – but must be over 18)

Role being applied for: .....

Medical Details: (please give details of any medical conditions/allergies/medication that we should be aware of):

.....

.....

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**VOLUNTARY DECLARATION**

A DBS check will need to be made unless you are able to produce a satisfactory one issued in connection with other employment etc. within the past three years

*(please delete any part of the following declaration that you cannot make)*

I confirm that I have never been convicted of a criminal offence against children or young people

I have never had an offer of work with children or young people declined

I have never had a child taken into care or made subject to a Safeguarding Plan

I agree to complete any necessary forms to enable a DBS check to be made

I have read and understood the church's Safeguarding policy and agree to operate and abide by it

Signed: ..... Date: .....

*(THIS FORM IS STRICTLY CONFIDENTIAL AND, ONCE COMPLETED, MUST BE HANDED TO THE DESIGNATED SAFEGUARDING LEAD /DEPUTY AT THE EARLIEST OPPORTUNITY)*

Child's Name: .....

Age of child: .....

Group child is in: .....

Content of allegation or disclosure:

What else you saw or heard:

Any other feelings or concerns:

Is anyone else aware of this situation?

Name of person who heard this allegation/disclosure: .....

Signed: ..... Date: .....

# Safeguarding is a priority here

**We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.**

We work to a formal safeguarding policy and it can be seen on request from:

\_\_\_\_\_

If you have any concerns regarding the safety or welfare of a child you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

\_\_\_\_\_ or \_\_\_\_\_

They have been appointed by the leadership to respond to any safeguarding concerns.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*On behalf of the Leadership*

## Useful Contacts

CCPAS  
0845 120 45 50

Childline (for children)  
0800 1111

NSPCC  
0808 800 5000

Stop it Now  
0808 1000 900

Through the Roof  
01372 749955

Action on Elder Abuse  
0808 808 8141

Childnet Int  
[www.childnet.com](http://www.childnet.com)

CEOP  
[ceop.police.uk](http://ceop.police.uk)

NAPAC  
020 3176 0560



**CCPAS**   
setting standards in safeguarding

CCPAS, PO Box 133,  
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Email: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)  
Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)