

CHILD SAFEGUARDING POLICY AND PROCEDURES HANDBOOK

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INTRODUCTION

Child Safeguarding means enabling children and young people under the age of 18 to live their lives free from harm, abuse and neglect, and to have their health, wellbeing and human rights protected. In this document, the term “child” or “children” means all persons under the age of 18. Where it refers specifically to young people, these are defined as persons between the ages of 14 and 18 (see Section 1.1).

This **Child Safeguarding Policy and Procedures Handbook** contains the church’s Policy and Procedures relating to the safety and wellbeing of children and young people. The church aims thereby to ensure appropriate care for all children and young people attending its church community.

This document is intended as a handbook for those working with children and young people at Parklands Church (“the church”). As well as providing information on safe working practices, it sets out the procedures for them to report concerns regarding those in their charge.

It also gives details of how members of the public with safeguarding concerns of any type relating to the church may report them to Parklands Church’s Safeguarding Team directly. Information about the church’s Safeguarding Team, including contact details and the procedure for members of the public to pass on concerns, is available on the church website at <https://www.parklandschurch.org.uk/safeguarding/> and on the Safeguarding Noticeboard in the church building, which is located in the main foyer.

Employees of Parklands Church wishing to report concerns may also wish to refer to the provisions of the church’s separate *Whistleblowing Policy*.

This Handbook will be reviewed and updated as necessary on a regular basis. The date of issue of each edition is shown in the footer to the document.

All those who work with children and young people in Parklands Church will be given a copy of this Handbook, and will be required to read it to familiarise themselves with its provisions.

To confirm that they have received and read this Child Safeguarding Policy and Procedures Handbook and agreed to abide by its terms, workers will be required to sign and date the Declaration on page 32. Their signature will be countersigned by a member of the Safeguarding Team, who will securely file a separate copy of each children’s worker’s Declaration page to ensure all staff and volunteers have received and read the Handbook and agreed to abide by its terms.

CHILD SAFEGUARDING POLICY AND PROCEDURES

1. Definitions and Key Principles

1.1 Definitions under law

The Children Act 1989 defines a child as “a person under the age of 18, including an unborn child”. “Harm” means ill-treatment, or the impairment of health or well-being. The Children and Young Persons Act 1933 defines a young person as someone “who has attained the age of fourteen and is under the age of eighteen”.

1.2 Definition of a vulnerable child

The Social Services and Well-being (Wales) Act (2014) defines a “child at risk” as a child who is experiencing or is at risk of abuse, neglect or other kinds of harm, and/or who has needs for care and support (whether or not the authority is meeting any of those needs).

For the purposes of the Parklands Church community, we choose to use the term “vulnerable child” rather than “child at risk”, whilst defining the term in exactly the same way as the 2014 regulations.

All those who come into contact with children in their everyday work do have a duty of care to safeguard and promote the welfare of children ... and should be aware of the procedures to follow to pass on their concerns/suspicions. Children Act 1989

Abuse can include verbal, physical, financial/material, sexual, psychological, discriminatory, emotional abuse and neglect. Abuse can take place in any setting, public or private, and can be perpetuated by anybody.

1.3 Key Principles of protecting vulnerable children

- The welfare of the child is paramount.
- All children have the right to be protected and safeguarded from abuse.
- Safeguarding children is everyone’s responsibility. All staff and volunteers should be aware of the signs and symptoms of abuse and neglect so that they can identify children at risk as laid out in section 7 of the Social Services and Well-being Act (Wales).
- All staff and volunteers have a responsibility to report concerns and implement the procedures and principles laid out in this handbook.
- All staff and volunteers must be aware of the referral process in the event that they have concerns about the welfare of a child.
- All suspicions and allegations of abuse and/or poor practice will be taken seriously and responded to appropriately.
- Every day matters. It is better to help children as early as possible before issues escalate.
- Children and families are best protected and supported when there is a coordinated response from all relevant agencies. This requires cooperation and sharing of information.
- A paper copy of Parklands Church’s Child Safeguarding Policy and Procedures Handbook is available in the church office for reference by leaders, safeguarding coordinators, workers, parents, carers, young people, children and members of the public.

2. Safeguarding at Parklands Church

2.1 Parklands Church context

Parklands Church runs ministries to both children and young people, including vulnerable children, who are integrated into the events of the church as much as possible.

The church's regular events for children and young people include:

- weekly gatherings for children and young people on weekdays;
- Parent & Toddler groups during the week;
- Kids' Clubs and youth meetings during term time;
- Sunday services and other gatherings, and
- on an occasional basis, local outreach events for families, including an annual Light Party, workshops, holiday clubs, camping trips and family outings

It is the intention of Parklands Church to offer support, encouragement and spiritual teaching to anyone who wishes to receive it. This means that the church's children's and youth ministries will come into contact with children and young people from many different backgrounds, and encounter very different parental and social patterns. As a church we take this responsibility very seriously, and through online training and this Handbook, we endeavour to protect and safeguard the welfare of the children and young people entrusted to our care.

As a church we recognise the need to provide a safe and caring environment for children and young people. We acknowledge that children can be the victims of physical, sexual and emotional abuse and neglect.

Parklands Church accepts 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."*

The Leadership Team of Parklands Church has therefore adopted the procedures set out in this Child Safeguarding Policy and Procedures Handbook in accordance with statutory guidance. The church is committed to building constructive links with statutory and voluntary agencies involved in safeguarding.

As part of its ministry, Parklands Church is committed to :

- *the care and nurture of all children and young people, in a respectful pastoral ministry where they are listened to, related effectively to, and valued*
- *encouraging and supporting parents and carers*
- *establishing safe and caring communities, which provide a loving environment where there is informed vigilance regarding the dangers of abuse*
- *implementing clear procedures for dealing with concerns of possible abuse and maintaining good links with child care authorities*
- *providing ongoing safeguarding training for all its workers*
- *regularly reviewing the operational guidelines*
- *ensuring that all premises in which children's work is undertaken are welcoming and inclusive, and meet the requirements of the Equality Act 2010 and any other relevant legislation*

2.2 Safeguarding

The term "safeguarding" means a range of activities aimed at upholding an individual's fundamental right to live in safety, free from abuse and neglect. Safeguarding seeks to enable people to live their lives free from harm, abuse and neglect, and to have their health, wellbeing and human rights protected.

To support this policy and procedures handbook, Parklands Church makes safeguarding information available to its members through its website (where Concern Forms can also be accessed), the safeguarding Noticeboard in the foyer, on posters displayed throughout its premises and from members of the Safeguarding Team (see section 15).

3. Staff and volunteer responsibility and recruitment

3.1 Requirements by law

All staff and volunteers should be aware of the signs and symptoms of abuse and neglect to enable them to identify vulnerable children and young people who may be in need of protection, as laid out in Part 7 “Safeguarding” of the Social Services and Well-being (Wales) Act 2014. The full document may be viewed at :

https://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf

All staff and volunteers must be aware of the referral process in the event of concerns about the welfare of a vulnerable child or young person.

3.2 Responsibilities and awareness

It is the responsibility of all staff and volunteers to be aware of the signs and symptoms of abuse, and to ensure that any concerns they may have about the welfare of a child or young person are reported to the Safeguarding Team following the reporting procedures outlined in Section 10. Staff and volunteers must maintain an attitude of “it could happen here”.

Not all concerns relate to abuse, and there may well be other explanations. It is important, whilst being vigilant, for staff and volunteers to keep an open mind.

Under no circumstances should staff or a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse.

3.3 Recruitment of staff and volunteers

All staff and volunteers will be appointed, trained, supported and supervised in accordance with current legislation on safe recruitment. All adults working with children or young persons will be checked under the Disclosure and Barring Service (DBS) procedures. This covers everyone who works with children or young people, whether they are staff, volunteers, parents or carers.

The safe recruitment process is as follows:

1. There is a clear written job description or person specification for the post.
2. The applicant completes an application form and is interviewed if necessary.
3. The applicant is given a copy of the church’s Child Safeguarding Policy and Procedures Handbook. They must sign the Declaration to confirm that they have read it and agree to abide by its terms.
4. Applicants’ references are checked, and the current DBS process is completed. Qualifications where relevant are verified.
5. The prospective staff member or volunteer is invited to observe the group activity, but not given responsibility for children and is not left alone with them.
6. Junior volunteers, including those less than 18 years old, must always be under the close supervision of a named worker.
7. All staff and volunteers must attend Safeguarding Training before undertaking their role.

4. Safe Working Practice for staff

4.1 Code of Conduct - general guidelines

Workers need to follow the following Codes of Conduct to minimise the risk to children and young people and/or of being accused of inappropriate behaviour towards them.

Workers are expected to :

- conduct themselves at all times in line with this Child Safeguarding Policy and Procedures Handbook
- regardless of numbers of children, to ensure a minimum of two adults is present at any gathering. Three is recommended (see Section 4.4)
- not work alone in a closed environment, and at all times to be in view of another team member when with children or young people
- treat all children and young people with respect
- not have a favourite, or become attached in any romantic way
- always respect personal privacy
- avoid inappropriate activities and language, being sensitive to the needs of all individuals
- challenge any behaviour which may be inappropriate or unacceptable to others

4.2 Physical Contact: Code of conduct with children and young people

Any physical contact with a child or young person should always reflect their needs and preferences. Before any physical contact is made, the following should be considered :

- Children and young people have the right to say no to physical contact. Adults should always seek consent from the child or young person before initiating any physical contact. Offering a 'high five' or 'fist pump' is an alternative way to greet a child and allows them to make a choice.
- Children and young people should always be asked verbally before being offered physical contact, so they do not feel under pressure to oblige and are able to decline contact if they do not want it.
- Physical contact should be safe, positive, and healthy. Physical contact to comfort and reassure a child after an accident may be acceptable if a child or young person consents.
- Physical contact with a child or young person should only take place if other adults are present and if the context is appropriate (for instance, to reassure or comfort younger children, or during certain types of games, sports or adventurous activities).
- Physical contact should only be offered if other adults are present.
- Tickling, play fighting, lifting and throwing of children are inappropriate and are not permitted.

Any form of suggestive behaviour or sexual connotations from young people are strictly prohibited, and will be addressed by the Youth Leader responsible for the young people.

Adults are prohibited from engaging in a romantic relationship with individuals under the age of 18.

Anyone with concerns over a colleague's level of physical contact or relationship with a child or young person should raise it with their Team Leader (see also Section 12.1). The Youth Leader and/or Children's Leader is responsible for following up these concerns with the colleague and for implementing any required action.

Young people should not be alone at any time in a volunteer's house/flat/etc. Mentoring or discipleship meetings taking place outside the church should be arranged in public areas (such as coffee shops), and only with prior consent from the Youth Leader and the young person's parents.

4.3 Mentoring

A mentoring relationship aims to encourage, support, develop and challenge young people in their physical, spiritual and emotional development.

Mentoring must only take place with a mentor of the same sex, and the mentoring relationship must be recognised by and accountable to the wider Youth Team.

Content of any conversations between the mentor and the young person should be kept confidential, except in situations where the young person may be at risk or need referral. In such cases, it is important that mentors are clear that they cannot promise confidentiality regarding the situation, and that the information is passed on to the Assistant Pastor responsible for young people (see Section 9).

Where possible, the day, time and location of any planned mentoring meetings should be shared with the relevant people, so that someone else always knows where mentors are and whom they are with.

Meetings should be kept public. Meetings may take place in the young person’s home if their parents are also in the house. They should never take place in a young person’s room. If a youth worker uses their own home for mentoring purposes, there must always be another safely-recruited person present. The youth worker should also have the appropriate level of DBS check which covers home working.

If there is a need to talk about things in a more confidential setting, then any room used in a church building should have a window for others to be able to see in, and there should be someone else in close proximity to the room. It is good practice to consider the layout of the room and to have the young person sit on the side of the room where the exit is.

Mentors should follow the relevant policy for communicating with the young person.

4.4 Supervision of children – ratio of adults to children

Regardless of the number of children in the group, there should always be a minimum of two adults present who have been safely recruited and DBS-checked. Three is recommended. The following ratios are then to be followed :

| | |
|-----------------------|-------------------------------|
| 0 to 2 years | <i>1 adult to 3 children</i> |
| 2 to 3 years | <i>1 adult to 4 children</i> |
| 3 to 7 years | <i>1 adult to 8 children</i> |
| 8 to 11 years | <i>1 adult to 10 children</i> |
| 12 to 17 years | <i>1 adult to 15 children</i> |

If a group is of mixed sex, the supervising staff should include both male and female workers wherever possible. An activity should not run regularly without this being the case.

A worker should not invite a child or young person alone to their home or another venue, including church premises.

4.5 Attendance records

A record of attendance should be kept for each event, including the names of all workers and leaders present. Attendance records will be securely stored in accordance with the Church's *Privacy Policy* (available online at <https://www.parklandschurch.org.uk/privacy/>).

4.6 Debriefing and worker feedback

Debriefing and worker feedback should be recorded on a regular basis, including discussion of safety issues, safeguarding concerns and procedural refinements (see also Section 10.1). This will be securely stored in accordance with the Church's *Privacy Policy* (available online at <https://www.parklandschurch.org.uk/privacy/>).

4.7 Risk Assessments

Before any activity is undertaken, a risk assessment should be carried out and signed off by the Team Leader. In order to safeguard children and young people in the church's care, it is necessary to identify situations where harm may occur, and to record what steps are being taken to minimise the risk of harm. A Risk Assessment Form should be completed, which should include :

- details of the activity
- any identified hazards, and the assessed level of risk
- who might be harmed, and how this might happen
- action taken to minimise, reduce or remove harm (this would include noting the level of staff supervision required for the activity to safely go ahead)
- the worker responsible, and the date of completion

There will be periodic risk assessments of the safety and security of premises used by children.

Activities should not take place where there is an unacceptably high level of risk, or where even low or medium levels of risk cannot be easily minimised. Risk Assessments will be securely stored in accordance with the Church's *Privacy Policy* (available online at <https://www.parklandschurch.org.uk/privacy/>).

4.8 First Aid

Relevant staff and/or volunteers are trained in First Aid (either paediatric, workplace or both). First Aid boxes are located in the Small Hall and in the Church Office. There are posters throughout the church buildings listing the trained First Aiders.

4.9 Accident and incident reporting

An Accident and/or Incident Form should be completed immediately after any accident or significant incident, and follow-up action taken if necessary. The accident or incident should be discussed with the Team Leader or Church Leader as soon as possible following the event.

Forms are available at <https://www.parklandschurch.org.uk/Hub/>. Completed forms will be kept securely and confidentially in line with the church's separate Privacy and GDPR Policies, available online at: <https://www.parklandschurch.org.uk/privacy/>.

4.10 Use of toilets by children

Parklands Church's current premises does not have child-specific toilets. During events, children will usually use the accessible toilet. A team member will check that no-one is inside the toilet before the child enters, and will wait outside in the corridor in view of the Team to ensure safety while the child is inside.

If the accessible toilet is occupied, a team member will check that there is no one in the other toilets before allowing the child to go in, and will wait outside until they have finished. Toddlers or children who are unable to use the toilet unaided must be accompanied by their own parent or carer.

4.11 Transportation

One-to-one transportation of children or young people is to be avoided. As a general rule, staff and/or volunteers should not take children or young people alone in a vehicle on any journeys, however short.

If occasions arise where this is unavoidable, such transportation should only occur with the full knowledge of a person in charge and the child or young person's parent or carer. Appropriate vehicle insurance is essential. Such good practice helps protect children and young people, as well as reducing the likelihood of allegations being made against staff and volunteers.

4.12 Communication with young people aged between 16 and 18 years

For young people over the age of 16, if deemed appropriate and at the discretion of the Senior Leadership Team, email communication may be used with the young person's consent to communicate information about church events (see the church's separate *Communication Policy*).

4.13 Filming and photography

Parklands Church's main Sunday morning services are streamed live and uploaded to the church's YouTube channel. Areas out of camera view in the church building are marked, and if a parent, guardian or carer does not wish to appear in shot, or for their child(ren) or family to appear in shot, they are responsible for ensuring they sit in areas out of camera range and that their child(ren) do not go forward to the stage during any kids' activities.

Whereas it is the parent, guardian or carer's responsibility whether or not their child(ren) appear in camera range during a church service up to the point when the children and youth groups go out to their individual activities, it should be noted that photos and videos may occasionally be taken of children's activities by the relevant team members. Permission for this is indicated via a Consent Form (see 4.14 below). Consent for photos and videos being taken only covers activities and images taken within a church context.

The Youth Leader and Children's Leader are responsible for ensuring that the relevant permissions are followed for children and young people from the point where they leave the main church service to go out to the relevant activities and clubs, or during any activities during the week.

Images of church activities involving children and young people should not be uploaded on workers' personal accounts, unless the children or young people are a part of their family. If consent is subsequently withdrawn, every effort must be made to remove any previously-shared photos or videos.

If an individual sees images posted by others that they wish to reshare, it cannot be assumed that the correct consent has been obtained. The young person must be made aware that their image or video is going to be reshared, and resharing can only be done if there is a Consent Form in place signed by both the child or young person and their parent, guardian or carer. An individual should not share any images to channels they manage unless they hold signed Consent Forms for the children in the image.

4.14 Consent Forms

When a child or young person registers with Parklands Kids or Emanate Youth for the first time, their parents, guardians and/or carers will be required to fill in a Consent Form. These forms are completed online via ChurchSuite at <https://parklands.churchsuite.com/forms/kfsyhwc> .

When completing the Consent Form, parents, guardians and/or carers are encouraged to talk to their child to find out how they feel about being filmed or photographed. A parent, guardian and/or carer for example, may be comfortable with the child being photographed or filmed, but the child may not. The permissions given on the Consent Form should always reflect the child's feelings.

As well as consent for photos and videos that may be taken by the relevant team members on a church device within a church context, Consent Forms provide important information regarding any allergies and additional learning needs the child or young person may have, and of which team members need to be aware.

Completed Consent Forms will be stored securely online and confidentially in line with the separate Parklands Privacy and GDPR Policies. Consent Forms are held by the relevant team leader, and are reviewed annually.

4.15 Use of mobile phones and electronic and social media

Team members should not use their personal mobile phones during events or gathering with children or young people unless there is an emergency. Photos or videos of children and young people should not be taken on team members' mobile phones.

Members of the Children's Team and Youth Team should not add or accept requests to 'friend' or follow any children or young people under 18 from their personal profiles if their relationship with them is only as a team member. Team members should not engage in conversations with a child or young person via email, text or any form of online communication or electronic platform.

Inappropriate posts on social media may form part of a larger spectrum of issues (such as family abuse, peer-to-peer abuse, mental health issues etc) of which others may be aware, even if the team member is not. Any disclosures of abuse reported through a social networking site must be dealt with in accordance with the Parklands Safeguarding Policy.

For fuller information on Parklands Church's procedures relating to social media and communication with persons under 18 please refer to its separate Social Media Policy and Communication Policy.

5. Definitions and general indications of abuse

5.1 Definition of abuse

Defining child abuse (abuse of a person under the age of 18) is a difficult and complex issue. Abuse may occur by the inflicting of harm, by failing to prevent harm, or failing to provide care. Children in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known to, or in a trusted relationship with the child.

There are a number of steps that can be taken to help prevent abuse. The formulation of effective policies, clear guidelines and good practice in training and recruitment of staff and volunteers all contribute. However, they are only effective if members of the team actively engage in applying the policies and procedures, and encourage each other to maintain good practice. Everyone is part of the answer in preventing abuse.

5.2 What is abuse?

Abuse means being treated badly. It can be the result of an action or the failure to act in an appropriate manner. It includes physical abuse, financial or material abuse, sexual abuse, psychological abuse, verbal and hate crimes, and neglect. It may consist of a single act or repeated acts.

5.3 Who might abuse a child?

Abuse can occur in any relationship – personal, professional or institutional. An abuser might be a family member, friend or neighbour. It could be someone who is paid to deliver care or other professional services, such as a health worker or someone working as a volunteer. There are also people who befriend and groom vulnerable children and gain their trust in order to exploit or abuse them.

In an institutional setting, such as a care home or day service, the abuse could be by someone working there or someone else living in or using the service.

Some of the following signs may be indicators of abuse or neglect:

- children whose behaviour changes (they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed)
- children with clothes which are ill-fitting and/or dirty
- children with consistently poor hygiene
- children who try to avoid specific family members or friends without an obvious or logical reason
- children who avoid changing clothes in front of others or participating in physical activities
- children who are having problems at school, for example, exhibiting a sudden lack of concentration and learning, or who appear to be tired and hungry
- children who talk about being left home alone, with inappropriate carers or with strangers
- children who reach developmental milestones late, ie, learning to speak or walk, with no medical reason
- children who are regularly missing from school or education
- children who are reluctant to go home after school
- children with poor school attendance and punctuality, or who are consistently late being picked up
- parents who are dismissive and non-responsive to staff and volunteers' concerns
- parents who collect their children from school when drunk, or under the influence of drugs
- children who drink alcohol regularly from an early age
- children who are concerned for younger siblings without explaining why
- children who talk about running away
- children who shy away from being touched, or who flinch at sudden movements
- Each form of abuse has specific warning indicators, to which those who work with children should be alert.

6. Recognising the main forms of abuse

Abuse comes in many forms, which may include (but are not limited to) the following categories :

6.1 Physical Abuse

Physical Abuse is a form of abuse which may involve hitting, slapping, pushing, kicking, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It may also involve misuse of medication, inappropriate restraint and other inappropriate physical interventions.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. This situation is commonly described using terms such as *Factitious Illness by Proxy* or *Munchausen Syndrome by Proxy*. Physical abuse can also happen outside of the home. Some of the following signs may be indicators of physical abuse:

- children with frequent injuries
- children with unexplained or unusual fractures or broken bones
- children with unexplained bruises or cuts, burns, scalds or bite marks

Changes of behaviour in children may include:

- a fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- a reluctance to get changed, in hot weather for example
- depression or withdrawn behaviour
- running away from home

6.2 Emotional and psychological abuse

Emotional and psychological 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 denying the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. The child may be subjected to threats of harm or abandonment, humiliation or verbal or racial abuse (see also Sections 6.3 and 6.6 below)

Emotional and psychological abuse may feature age- or developmentally-inappropriate expectations being imposed on children. These may include interactions that are beyond a 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.

Emotional and psychological abuse may involve bullying (including cyber-bullying), teasing, harassment, repeated hurtful behaviour, 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, although it may occur alone.

Some of the following signs may be indicators of emotional abuse:

- children who are excessively withdrawn, fearful, or anxious about doing something wrong
- parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder'
- parents or carers who blame their problems on their child
- parents or carers who humiliate their child, for example by name-calling or making negative comparisons

Changes of behaviour in children may include:

- neurotic behaviour, such as sulking, hair twisting or rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self-harm
- fear of their parent being approached regarding their behaviour
- developmental delay in terms of emotional progress

6.3 Verbal abuse

This includes subjecting a child to any language or behaviour that seeks to pressure its victim and cause them to doubt themselves. It may include blatantly offensive language designed to humiliate, manipulate and gain control over the victim.

6.4 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.

Sexual abuse 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. An adult may disclose sexual abuse in their past, which took place when they were a child.

Some of the following signs may be indicators of sexual abuse:

- children who display knowledge or interest in sexual acts inappropriate to their age
- children who use sexual language, or have sexual knowledge they would not be expected to have
- children who ask others to behave sexually or play sexual games
- children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy

Changes of behaviour in children may include:

- sudden or unexplained changes in behaviour, such as becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge beyond their age or developmental level, noticed in sexual drawings or language, for example
- eating problems, such as overeating or anorexia
- self-harm or mutilation, sometimes leading to suicide attempts
- children saying they have secrets they cannot tell anyone about
- not being allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults

6.5 Neglect and acts of omission

Neglect is the persistent failure to meet, or unresponsiveness to, a child's basic physical and/or psychological and emotional needs, likely to result in the serious impairment of the child's health or development. Neglect may also 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 nutrition, clothing, prescribed medication, heating or shelter (including exclusion of the child from the 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, services or treatment
- allow a dependent to take acceptable risks

Some of the following signs may be indicators of neglect:

- children living in a home that is indisputably dirty or unsafe
- children who are left hungry or dirty
- children without adequate clothing, such as not having a winter coat
- children living in dangerous conditions, for instance around drugs, alcohol or violence
- children who are often angry, aggressive or who self-harm
- children who fail to receive basic health care
- parents who fail to seek medical treatment when their children are ill or are injured
- parents who show negligence in the face of risk taking

Changes of behaviour in children may include:

- complaining of being tired all the time
- not requesting medical assistance, and/or failing to attend appointments
- having few friends
- mentioning being left alone or unsupervised

6.6 Hate crime

The police and the Crown Prosecution Service have agreed the following definition for identifying and flagging hate crimes (see <https://www.cps.gov.uk/crime-info/hate-crime>):

Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice, based on a person's disability or perceived disability; race or perceived race; or religion or perceived religion; or sexual orientation or perceived sexual orientation or transgender identity or perceived transgender identity.

The law recognises five types of hate crime, which are perpetrated on the basis of :

- *race*
- *religion*
- *disability*
- *sexual orientation*
- *transgender identity*

Any crime can be prosecuted as a hate crime if the offender has either :

- demonstrated hostility based on race, religion, disability, sexual orientation or transgender identity, or
- been motivated by hostility based on race, religion, disability, sexual orientation or a person's transgender identity.

An individual can be a victim of more than one type of hate crime.

6.7 Financial and material abuse

This can include inducing a child to steal, or forcing them to beg for money for the perpetrator. In adults, it could involve persuading someone to commit fraud or theft, blackmailing them for gain, or applying undue pressure to make them change their Will or to gift property or inheritance to the perpetrator. It could also include misuse or misappropriation of benefits.

7. Other forms of abuse

7.1 Organised abuse

Organised abuse occurs where there is more than a single abuser, and the adults concerned appear to act in collaboration to abuse children, and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

7.2 Spiritual abuse

Those belonging to faith communities should also be aware of the possibility of spiritual abuse. The misuse of power within churches and religious groups has led, in extreme situations, to large numbers of followers committing suicide, such as occurred in Jonestown, Waco and Uganda. Leadership should not be so controlling that it denies people choice and freedom, even to make mistakes. For further information, please refer to Parklands Church's separate *Spiritual Abuse Policy*.

7.3 Peer on peer abuse:

Children and young people have always been curious about the opposite sex and have experimented sexually. However, where a child is in a position of power and/or has responsibility over another child, and abuses that trust through sexual activity, then this constitutes abuse.

Where one child or young person forces themselves on another child of any age, this is also abusive. It cannot be assumed that the child or young person will grow out of it. Such situations should be taken as seriously as those involving adults, and will be investigated in the same way by the child protection agencies.

This is important, as the effect on the child victim may be equally great, and the perpetrator could themselves be a victim. Since abuse is addictive, a chain of abusive behaviour may be involved.

Peer on peer abuse may also occur online. The sending of sexually-explicit images to anyone under the age of 16 is illegal, and could result in criminal prosecution.

7.4 Child sexual exploitation

Child sexual exploitation (CSE) is a form of sexual abuse where children or young people are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, children or young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child or young person may believe they are voluntarily engaging in sexual activity with the person who is exploiting them.

Child sexual exploitation does not always involve physical contact, and can happen online. A significant number of children or young people who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation in children or young people :

- appearing with unexplained gifts or new possessions
- associating with other young people involved in exploitation
- having older boyfriends or girlfriends
- suffering from sexually transmitted infections or become pregnant
- suffering from changes in emotional well-being
- misusing drugs and alcohol
- going missing for periods of time, or regularly coming home late
- regularly missing school or education, or not participating in education

Child Sexual Exploitation can also happen peer to peer. Children and young people may form unhealthy relationships online. The sending and receiving of sexually explicit images to anyone under the age of 16 is illegal and could result in criminal prosecution.

Indications of online exploitation may include children and young people:

- becoming quieter or more withdrawn
- hiding or shielding their devices, and being secretive about who they are messaging

7.5 Female Genital Mutilation (FGM)

FGM is the partial or complete removal of the external female genitalia, and is usually performed on girls between the ages of a few days old to 15 years. It is illegal in the UK, and is a form of child abuse with long lasting harmful consequences. Twenty-eight African countries still condone the practice.

The countries with the highest rate of girls being subjected to FGM are Somalia, Egypt, Mali, Guinea, Sudan and Sierra Leone, and it is also common in the Middle East, including in Syria and Iraq.

There are serious consequences to FGM:

- Short term: tetanus, severe pain, bleeding, infection, which can result in death
- Long term: cysts, chronic pain, problems with fertility, ongoing infection, intense pain during intercourse
- Severe psychological trauma, including flashbacks and depression

Indications that FGM is intended may include :

- knowledge that an older sister has undergone FGM
- a family arranging a long-term break abroad
- the child talking about going abroad to be 'cut', or to prepare for marriage or a special ceremony

Since 31st October 2015, a statutory duty has been placed upon providers to report to the police where they discover FGM either through disclosure of the victim or visual evidence. Failure to report FGM has legal consequences.

While it is unlikely that FGM would be discovered within the setting of Parklands Church, the church has a duty of care to make staff and volunteers aware of the potential signs and symptoms of FGM, and to respond to them in the same way as any other signs and symptoms of abuse.

7.6 Self-harm

Self-harm is an umbrella term covering a wide range of behaviours, often categorised as either self-injury or harmful behaviours. Harmful behaviours are those which result in long-term physical damage, such as under-eating, binge drinking or drug misuse.

Self-harm is any behaviour where the intent is to deliberately cause harm to, or punish one's own body. It is understood to be a physical response to emotional pain of some kind, and often develops as a coping mechanism.

Self-harming behaviours can include:

- *cutting, scratching, scraping or picking the skin*
- *biting oneself*
- *swallowing inedible objects or hazardous materials*
- *burning or scalding the skin*
- *hair-pulling*
- *banging or hitting the head*
- *over-eating or under-eating*
- *exercising excessively*

This list is not exhaustive, and there are a wide range of ways in which people may choose to self-harm.

The above are only examples and do not always indicate abuse or neglect. Self-harm may be prompted by a variety of factors, and therefore abuse should not always be assumed from the observation of such behaviours.

8. Prevent Duty

8.1 Requirements by law

In July 2015, it was made statutory that all specified authorities comply with the Prevent Duty. Churches are generally not regarded as 'specified authorities', and Parklands Church does not meet the definition of a specified authority. However, although the duties do not legally apply to it, the church will still work in line with the principles of the Prevent Duty, which was put in place to respond to the challenges of terrorism and the threat posed by those who promote terrorism.

The Prevent Duty is used to prevent people being drawn into terrorism and ensure they are given the appropriate advice and support, and to work with sectors where there are risks of radicalisation.

8.2 Signs of radicalisation

Persons becoming radicalised may exhibit changes in their emotions, such as :

- *becoming withdrawn*
- *becoming depressed*
- *becoming aggressive*
- *experiencing an identity crisis*

Persons becoming radicalised may exhibit physical or behavioural changes, including :

- *spending more time online*
- *becoming isolated*
- *having new peers*
- *making significant changes to their appearance*

There may be changes in the way the person expresses themselves verbally, such as :

- *becoming judgemental*
- *being argumentative*
- *recounting extremist narratives*
- *talking about undergoing a personal crisis*

Staff and volunteers should be aware that radicalisation often happens online. For more information, please speak to the Safeguarding Team, and refer to the current Prevent Duty guidelines:

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

9. Receiving a disclosure from a child or young person

9.1 Maintaining confidentiality

Sometimes a child or young person will want to talk to someone about abuse (known as “making a disclosure”). This can occur at any time, but may follow a specific activity. The child may feel comfortable with a helper or volunteer they have got to know and trust.

If a child makes a disclosure to you, remember that their welfare is paramount.

Bring up the confidentiality issue at the start. Let the child know you are concerned for them, and explain that someone else will have to be told. Do not promise confidentiality, or to keep secret what you have been told. You *must* pass the information on.

This phrase may be helpful to use :

“I’m worried about what you have told me today. I will have to talk to somebody else about what we can do next.”

If a child or young person displays behaviour that gives cause for concern but is not a full disclosure, you should log your concern using an online *Wellbeing Concern Form*, available on the church’s Hub (see Section 17).

9.2 Listening to a disclosure

In the case of any disclosure, the main aim of a children’s or youth worker is to listen. Your manner should be:

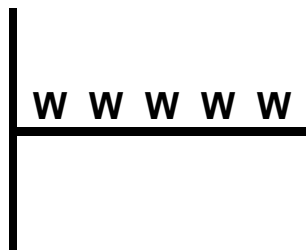
- *Non-threatening*
- *Non-possessive*
- *Calm*
- *Concerned*

Try not to put words into the child’s mouth or to ask leading questions. It is acceptable, however, to use open-ended questions for clarification using the **TED** technique. Ask the child to:

- T** *Tell*
- E** *Explain*
- D** *Describe*

The **Rugby Post** process can be a helpful prompt in the type of open-ended questions to use :

- W** *What*
- W** *When*
- W** *Why*
- W** *Where*
- W** *Who*
- H** *How*



9.3 How to respond to a disclosure

The outcome for a child following disclosure is influenced by the response they first receive. When a child tells you something which makes you suspect that he or she is being (or has been) abused or neglected :

- Remove any immediate risk of harm, and ensure the child is safe
- Stay calm
- Don't show shock
- Find a suitable place to talk. Stay in sight of another team member at all times, and do not go off alone with the child (see the Safe Working Practice guidelines for staff in Section 4.1)
- Listen carefully, gently and patiently to what the child has to say, rather than asking questions
- Start with an open mind, and assure the child that you are taking what they are telling you seriously
- Show acceptance
- Encourage the child to talk, and to recall events and describe what has happened in their own time
- Accept what you hear without passing judgment or investigating – it is not your responsibility to determine whether or not abuse has taken place
- Reassure the child that he or she did the right thing in telling you, and that they are not to blame
- Tell the child that you will get them the help they need
- In a way appropriate to the child's age and emotional state, be clear about your own position and what action you need to take, such as not promising to keep the disclosure confidential, and explaining who you will need to share the information with
- Preserve any evidence, keeping it safe and uncontaminated (for example, bag and do not wash clothes)
- Ensure that the child or young person knows how to contact you if they need to ask any questions
- Make sure that as far as possible, the child or young person stays in control of the process and understands what will be happening at each stage

9.4 How *not* to respond to a disclosure

- Don't judge
- Don't show or express shock, disgust or disbelief
- Avoid showing your own emotions or feelings about the disclosure
- Don't promise to keep what the child tells you a secret
- Don't interrupt the child or prevent them from freely recalling events
- Don't dismiss your concerns or worry that you may be mistaken
- Don't prompt the child or press them for more details
- Don't ask leading or detailed questions. Only use the **TED** technique outlined at 9.2 above
- Don't make any assumptions about the child's experience
- Don't put words in the child's mouth
- Don't promise them that it will never happen again
- Don't contact or confront the alleged abuser
- Don't comment on or attribute blame for the abuse
- Don't tell the child how you think they are feeling
- Don't ask the child to repeat their account unnecessarily
- Don't ask them to repeat what they have said to anyone else
- Don't contaminate or remove any evidence
- Don't offer false reassurance
- Don't discuss the disclosure with anyone, apart from those who need to know in the Safeguarding Team
- Don't make any attempt to investigate the concerns

9.5 Recording the disclosure

If a child or young person tells you something which makes you suspect that they are being abused or neglected:

- jot down notes during the disclosure if possible. Write down what you have been told, using the child or young person's exact words as far as possible. Include the date, time and place the disclosure was made, and list any other people present. Then sign and date your notes. It is good practice to confirm with the child or young person that what you have written is an accurate reflection of what they meant.
- add your observations of any non-verbal behaviour, the context of the disclosure and what you saw, heard and did, logging everything you remember. Keep the notes carefully, as they will be shared with the Safeguarding Team later.
- if it was not possible to make a written note of the details at the time of the disclosure, do so as soon as possible afterwards.

9.6 Protecting the wellbeing of the person who received a disclosure

Parklands Church seeks to protect the wellbeing of all those who work with its children and young people, and recognises that it can be very distressing for a person to receive a disclosure of abuse. The church will offer pastoral support to the team member (see also Section 14).

Once the disclosure has been reported using the procedure in Section 10 below, responsibility passes to the Safeguarding Team. There is no obligation for the person to whom the disclosure was made to stay involved. However, if they do provide support, they should be aware that this can be a long process with many ups and downs.

10 How to report a disclosure

- 10.1 The first point of contact for team members working with children or young people is the Team Leader for the activity during which the disclosure was made (the person with responsibility in their area of serving). Without sharing details, they should inform their Team Leader that a disclosure has been made. This can be done during the team debrief if appropriate. If this is not possible or their Team Leader is unavailable, they should contact either one of the other Team Leaders or approach one of the Safeguarding Team leads directly. The team member should then complete an online Disclosure Form (see 10.2).
- 10.2 Complete the online Disclosure Form, which can be found on the church website in the *Hub* section at [Disclosure Form - ChurchSuite Forms](#), using your handwritten notes (if you have made any) as a reference. Do not destroy the originals of your notes, but hand them in to the Safeguarding Team or email a copy with the online Disclosure Form. The Safeguarding Team may need these notes in order to complete a referral.
- 10.3 If the disclosure relates to a Team Leader, or to the pastor or a church elder, you should inform the Safeguarding Team or the Lead Trustee for Safeguarding by completing the relevant form on the church website in the *Hub* section at <https://www.parklandschurch.org.uk/Hub/>.
- 10.4 The Safeguarding Team will take the appropriate action upon receipt of a verbal report or an online Disclosure Form. It is not the responsibility of the person who received the disclosure to take any further action or to investigate the allegation. The Safeguarding Team are responsible for taking things further and for contacting the appropriate authorities as necessary.
- 10.5 Parklands Church encourages the reporting of any misgivings or concerns as soon as possible, no matter how insignificant they may seem. This information may help contribute to a bigger picture.
- 10.6 All information to do with any and all disclosures or the reporting of concerns will be kept securely and confidentially in line with the church's separate Privacy and GDPR Policies, available online at: <https://www.parklandschurch.org.uk/privacy/>.

11. Alternative reporting

If for any reason an individual feels unable to report a concern or disclosure to the church directly, they may directly contact one of the external agencies listed in Section 16.

12. If the allegation relates to a church worker or leader

12.1 Reporting an allegation

Parklands Church endeavours to foster a culture which allows all staff and volunteers to feel able to share information or concerns they may have about a colleague's behaviour. This also includes behaviour that has pushed the communication or contact boundaries beyond acceptable limits. Staff and volunteers must also feel safe and comfortable to raise concerns about:

- *poor / unsafe practice*
- *potential failures in the workplace*
- *the safeguarding regime of their setting*

It is important that allegations or even suspicions about another church worker or leader are not dismissed.

Team members concerned about a colleague's level of physical contact or relationship with a child or young person should raise it in the first instance with their Team Leader, who will refer it to the Children's Leader or Youth Leader (see also Section 4.2). The Youth Leader and/or Children's Leader is responsible for following up these concerns with the colleague and for taking any required action.

Where the allegation concerns a Team Leader or church leader :

- concerns should be reported directly to the Safeguarding Team (see Section 15.2)
- the church worker or leader should not be confronted, or informed of the nature of the allegation

12.2 Procedure following the making of an allegation

When dealing with allegations against a church worker or leader :

- the welfare of the child is always of paramount importance
- the church worker or leader will not be informed of the allegation until the appropriate advice has been sought by the safeguarding team from the appropriate external body
- it is not the responsibility of the person making the allegation to determine its validity, to judge whether or not the allegation is true, or to investigate it further in any way
- all allegations will be treated in the same way, whether historical or current
- even if no legal action is taken, an assessment may still be needed in relation to the church worker or leader's approach to safeguarding
- the decision to suspend a church worker or leader will rest with the church's Senior Leadership Team, based on the nature of the allegation made

12.3 Investigating an allegation

Within a faith community, consideration should also be given to whether the child and worker or leader need to be kept separate. It may be necessary for the worker or leader to attend another place of worship while the investigation is proceeding.

If the police are involved in investigating an allegation, an internal investigation will not normally take place. However, if there is a need for disciplinary action, agreement from the police will be sought beforehand.

If the allegation is substantiated and where an organisation dismisses the person or ceases to use their services, or the person ceases to provide his or her services, one of the Safeguarding Team Leads will consult with the Local Authority Designated Officer (LADO).

13. Factors affecting the making of disclosures

13.1 Overcoming potential barriers to reporting concerns

Parklands Church recognises that a number of factors may interfere with recognising abuse or inhibit the reporting of concerns. These may include :

- assuming the problem is already known
- unfamiliarity with the policy and procedures
- fear of getting it wrong
- disbelief, especially if it involves someone we know
- fear of what might happen to the child (or adult)
- concern about your future relationship with the child and/or parent/carer
- concern about your relationship with a colleague

There are also be factors which might make a child reluctant to report what is happening to them. For the child, the barriers may be :

- fear that the abuser will harm them further
- feeling responsible in some way for the abuse
- negative feelings, such as shame
- not knowing who to tell or trust
- fear of the consequences of reporting the abuse
- fear of not being believed or taken seriously
- fear of everyone knowing
- disability
- anxiety about family breakdown
- not realising what is happening is wrong
- experiencing some benefit from the abuse

It is the responsibility of all staff and volunteers to be aware of the signs and symptoms of abuse and to ensure that any concerns they may have are reported. Any staff or volunteer experiencing a reluctance to report due to any of the factors above is encouraged to talk them through with their Team Leader.

13.2 Cultural differences

Crucial to any assessment of abuse is a knowledge of and sensitivity to racial, cultural and religious patterns. While these different practices must be taken into account, they should not override basic human rights.

Differences in child rearing do not justify what in Britain would be regarded as abuse.

13.3 The effect of abuse on faith

In a faith community, the effect of abuse on a person's faith should be taken into account. Those who are abused can suffer from problems of poor self-image and blame. They may feel dirty or unlovable and their self-esteem may be affected. They may tell themselves, 'God couldn't love me – I'm too bad'.

It is important to stress to those who are abused that they are not to blame for the abuse. Sensitive pastoral support can help people to accept that God loves them just they are, no matter what has happened to them.

Romans 8:35-39 asks whether anything or anyone can separate us from the love of God. The clear answer is no, nothing can. As this truth begins to dawn on a person who has been abused, their self-esteem and confidence are able to grow. They also need to know that they will not be rejected by the church because of the 'shameful' things that have happened to them.

John 15:12 says, *'Love each other as I have loved you'*.

14. Pastoral care after a disclosure has been made

14.1 Supporting those affected by abuse

The effects of abuse can be devastating and long-term, not only for adult survivors but also for their family, friends and other social groups. Parklands Church will make every effort to respond with care and compassion to those in need. The church recognises that some people may need professional help.

14.2 Supporting those to whom a disclosure has been made

Hearing an account of abuse can be very distressing for the person to whom it was made. The church's Pastoral Team will work with the Senior Leader to provide care, support and prayer to the team member. The team will not be told details, as this is highly confidential, but support will be offered to anyone who may need it.

The church encourages persons to whom a disclosure has been made to ensure they look after themselves, and to seek support from their Team Leaders and/or the church's Pastoral Team at any time if they are concerned about their wellbeing or mental health.

14.3 Working with offenders and those who may pose a risk

When someone attending Parklands Church is known to have abused children or adults in the past, is under investigation, or where concerns have been raised that an individual may pose a risk, a special Safeguarding Supervision Team composed of persons with level 3 safeguarding training will supervise the individual concerned and offer pastoral care.

The Safeguarding Supervision Team representatives will comprise the church's Senior Elder (Matt Crome), its church Safeguarding Officer (Sarah Price), one of the Safeguarding Team Leads (Meryl Williams or Jane de Rooy), the Trustee responsible for safeguarding (Mark Campion) and anyone else deemed by the Team to be necessary (such as the person responsible for the individual's pastoral support, or a person with wider knowledge of the background to the concern).

The Safeguarding Supervision Team will set out appropriate boundaries to be imposed to protect children and adults, which the individual will be required to keep. These boundaries will be based on an appropriate risk assessment and developed through consultation with appropriate parties, and a written Safeguarding Agreement will be drawn up. If an individual is currently under the supervision of a Probation Officer, the Safeguarding Supervision Team will endeavour to liaise with their Probation Officer.

The circumstances will be explained to the individual in such a way as to promote understanding and support, whilst at the same time ensuring that the safeguarding of children and vulnerable adults takes priority. Where the individual has a Probation Officer, the Probation Officer's recommendations on the church's management of the situation will be sought.

When working with offenders, past offenders and those who may pose a risk, the church's overriding priority will always be the safeguarding of children, vulnerable adults and all others in its congregation. Although it will do all that is reasonably practicable to integrate such persons, safeguarding considerations will always take precedence.

Parklands Church reserves the right to prohibit an individual who poses a potential risk coming onto church premises if they refuse to honour the boundaries set. Arrangements will be kept under review and reassessed on a regular basis. If an offender or past offender ceases to attend the church, statutory agencies and others will be informed as appropriate.

If a concern is raised, a referral will be made if appropriate following the process set out in Section 15 of this Policy.

15. The Safeguarding Team at Parklands Church

15.1 Roles and responsibilities of the Safeguarding Team

The Safeguarding Team at Parklands Church comprises two Leads, supported by a wider team. As well as dealing with any disclosures, the Safeguarding Leads are also responsible for delivering training to those who work with children and vulnerable adults in the wider church family.

It is the responsibility of the Safeguarding Team to follow up any concern or disclosure reported to them and to take the necessary action. Under no circumstances should a worker or volunteer investigate matters themselves.

The Safeguarding Team will give consideration when making a referral as to whether to discuss any such referral with the child's parents or carers. They will seek agreement where possible for the referral to be made, but not if it compromises the safety of the child or young person.

In situations where abuse is suspected or alleged to have been perpetrated by the parent or carer of the child or young person, consent of the parent or carer will not be sought. By doing so the child or young person might be placed at further risk of significant harm, for example, further physical or sexual abuse.

The Safeguarding Team may need to inform others depending on the circumstances and/or nature of the concern, such as the Lead Trustee responsible for safeguarding (see 15.2 below). The Lead Trustee may then need to liaise with the church's insurance company or the Charity Commission to report a serious incident.

Suspicions must not be discussed with anyone other than those listed in Section 15.2 below.

The Safeguarding Supervision Team described above in section 14.3 is part of the wider Safeguarding Team.

15.2 Individuals in Parklands Church with responsibility for safeguarding

Safeguarding Team Leads :

Jane de Rooy
jane.derooy@parklandschurch.org.uk
07562 147 784

Meryl Williams
meryl.williams@parklandschurch.org.uk
07584 484 679

Wider Safeguarding Team, supporting the above :

Ian Stevenson
Suzie Willson
Tim Rees

Senior Leader with responsibility for Safeguarding :

Matt Crome
matt.crome@parklandschurch.org.uk
07453 591 026

Lead Trustee for Safeguarding :

Mark Champion
mark.champion@parklandschurch.org.uk
07806 785 782

15.3 How to report concerns about the Safeguarding Team, a Church Elder or the Lead Trustee

If the disclosure implicates the Safeguarding Team or a Church Elder, then the person who received it should report to the Lead Trustee (see Section 15.2 above).

Should the Lead Trustee be implicated, then a report should be made to the Christian Safeguarding organisation *Thirtyone:eight* by telephoning 0303 003 1111, or by writing to :

Thirtyone:eight
PO Box 133
SWANLEY BR8 7UQ
<https://thirtyoneeight.org/>

Alternatively if the matter is urgent, the police or Social Services should be contacted (see section 16 below).

16. External contacts

Swansea Social Services

01792 635700 (Monday – Thursday 8.30 – 5.00 pm and Fridays 8.30 – 4.30 pm)
<https://www.swansea.gov.uk/contactsocialservices>

Swansea City Council Single Point of Contact (SPOC)

email singlepointofcontact@swansea.gov.uk

Social Services Emergency Duty Team

01792 775501
email EDT@swansea.gov.uk

Police

If a criminal act has taken place, the police should be contacted on either 01792 456999 or 101. In serious emergencies, dial 999.

Thirtyone:eight

PO Box 133
SWANLEY BR8 7UQ
<https://thirtyoneeight.org/>
0303 003 1111

NSPCC Child Protection Helpline

[NSPCC Helpline | NSPCC](#)
0808 800 5000

Safeguarding Wales

The national Safeguarding Procedures for Wales can be found online on the *Safeguarding Wales* website at :

<https://www.safeguarding.wales>

Safeguarding Wales has produced an application called *Wales Safeguarding Procedures* which contains resources relating to child protection and safeguarding. This app is downloadable from the Apple App Store or Google Play Store.

17. Parklands Church Hub - online forms for reporting concerns

Forms for reporting general concerns, well-being concerns and disclosures are available on the Hub on the Parklands Church website at <https://www.parklandschurch.org.uk/Hub/>.

For persons without access to computers, paper copies of the forms can be made available by the church administrator or Team Leaders upon request. All information submitted via online forms is kept strictly confidential.

17.1 Concern Form

Persons who wish to raise any safeguarding concerns regarding the Senior Leader or an Elder, should use the online *Concern Form*. This form goes directly to the Lead Trustee for Safeguarding and the Chair of the Trustees, who will review it and initiate the necessary action.

17.2 Wellbeing Concern Form and Ongoing Report – Wellbeing Form

Wellbeing Concern Forms and *Ongoing Report - Wellbeing Forms* are for use by team members and members of the public in reporting any behaviour that gives cause for concern, but which is not a full disclosure. This could relate to another member of the congregation, a child or young person. A report should be made using an online *Wellbeing Concern Form*, available on the church's *Hub* page.

Wellbeing Concern Forms are received by the Senior Leader and relevant Staff Member, who monitor and review concerns received on an individual basis. They will follow the relevant policy in each case in consultation with the Safeguarding Team Leads.

Further information, updates or concerns noted after having made an initial report can be submitted online using the church's *Ongoing Report - Wellbeing Form*.

17.3 Disclosure Form

Disclosure Forms are for use by team members and members of the public in reporting a disclosure of abuse which has been received by them. *Disclosure Forms* go straight to the Safeguarding Team, who will review the concerns and initiate the necessary action.

17.4 Retention of forms

All online forms relating to wellbeing concerns and disclosures will be stored securely online and confidentially in line with the church's separate Privacy and GDPR Policies, which are available online at:

<https://www.parklandschurch.org.uk/privacy/>

DECLARATION

I certify that I have received and read a copy of Parklands Church's
Child Safeguarding Policy and Procedures Handbook

..... *full name of worker or volunteer
(in BLOCK CAPITALS)*

..... *signature*

..... *date*

..... *countersignature of member of
Safeguarding Team*