

SAFEGUARDING POLICY & PROCEDURES

NETLEY CHRISTIAN FELLOWSHIP

September 2018

Netley Christian Fellowship provide a wide variety of children's activities throughout the week, regularly visit care homes within the community of Netley village, run an outreach and support centre for the people of Netley (Netley Matters), as well as host a food bank in the village. This document has been produced with the intention of:

- Providing support to children's work, and developing good practice in working with young people.
- Providing support to work with vulnerable adults, and developing good practice in working with adults who are elderly, disabled, or in any other way vulnerable to abuse or exploitation.
- Ensuring that those who work with children and/or vulnerable adults are held up to a standard that aligns with statutory guidance.
- Ensure that appropriate action is taken when abuse is disclosed, or is suspected or discovered to be taking place.

STATEMENT OF COMMITMENT TO SAFEGUARDING

- Netley Christian Fellowship (NCF) takes its responsibility to protect and safeguard the welfare of children and young people entrusted to its care seriously. We seek to ensure the safety of vulnerable adults both in the church and at external venues visited by NCF.
- We recognise that many children and adults today are the victims of neglect, as well as physical, emotional and sexual abuse, and that adults can also be vulnerable to financial and organisational abuse. The need to provide a safe and caring environment is therefore of paramount importance.
- As a church, we believe that all are made in the image of God, and that it is therefore our responsibility to protect and look after all those whom God has given into our care, particularly those who are vulnerable. NCF realises the value of safeguarding the spiritual, physical and emotional welfare of all those who are visited by NCF, or take part in activities run by NCF.

Signed: _____
On behalf of Netley Christian Fellowship

CONTACT DETAILS

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CHILD PROTECTION

The following is a summary of the children's work that is currently organised by NCF:

CLUB/CLASS	AGE RANGE	DAY	TIME
Abbey Tots	0-4 years	Tuesday	10-11.30am
Abbey Kids	4-11 years	Friday	6.30-7.30pm
Impact	11-15 years	Friday	6.30-7.45pm
Sunday School	4-12 years	Sunday	11.30-12am
Holiday Bible Club	4-11 years	Annually	

This is not an extensive list, as other one-off activities can be arranged, and children also attend Sunday services. This policy applies to every activity or event that NCF are involved in, and where children are present.

For the purposes of this document, a child is defined as any person under the age of 18 years.

1. Policy

The policy contained here is formulated to help children's workers to respond appropriately when abuse is disclosed or discovered.

1.1 General Principles

- The welfare of the child is the primary consideration.
- If you suspect that, or are aware that, a situation of child abuse is taking place, discuss the matter with the Safeguarding Coordinator of the church or his/her deputy at the earliest possible opportunity (See Section 2.1).
- Those involved in work with children should attend a Child Protection training course.

1.2 Church Mission for Children's Work

As part of the mission of the church, we are passionate about introducing children to the Christian faith through bible teaching and through example. In this context the church is committed to:

- Valuing, listening to and respecting children and young people, whilst ensuring their welfare and protection within church activities.
- Ensuring that children's workers within the church are given relevant training, as well as regular support and encouragement.

1.3 Areas of Policy

We recognise that many children and young people today are the victims of neglect, and physical, emotional and sexual abuse. Accordingly the church has adopted this policy and sets out agreed guidelines relating to the following areas:

- Responding to all allegations of abuse or neglect, including those made against leaders or members of the church.
- Appointing children's workers.
- Supervision of activities and practice issues.

It is our policy to exclude persons from working with children who have previously abused a child, or where it is known that the individual has a record of violent/inappropriate sexual behaviour. Exclusions will be made in line with statutory guidance following background checks. Should an individual be excluded, they should receive appropriate help and support from the church, and their involvement in other areas of the church should be directed by the elders in conjunction with the Safeguarding Coordinator. The welfare and protection of children remains of primary importance.

1.4 Scope of this policy

This policy and procedure refers to all groups and activities run by the church where children are present, regardless of the presence of a parent / guardian. NCF children's workers have a responsibility to abide by the standards upheld in this policy at all times, as well as to report abuse in any and every circumstance whilst present at a church run activity, group, or event. Members are expected to uphold the values of this policy at all times as stated in the statement of commitment to safeguarding (see page i).

2. Procedure

2.1 What to do if you are concerned about a child's safety.

- You must report all allegations or suspicions of neglect or abuse as soon as possible to the NCF Safeguarding Coordinator who has been nominated by the church.
- In the absence of the Coordinator or if the Coordinator is implicated, the matter should be brought to the attention of the Deputy Coordinator.
- If the suspicions in any way implicate the Coordinator and the Deputy Coordinator then the report should be made in the first instance to Thirtyone:Eight (formerly Churches' Child Protection Advisory Service) The NCF policy is registered there.

2.2 Physical Abuse/Neglect

- If a child alleges physical abuse or there are signs of neglect or abuse, the Safeguarding Coordinator/Deputy Coordinator will contact Hampshire Children Services (HCS) at the earliest possible opportunity.
- Where emergency medical attention is required it will be sought immediately. The Coordinator/Deputy will inform the medical team of any suspicions of abuse if this is the case.
- If non-urgent care is needed, the Coordinator must speak with the parent/guardian and suggest medical help/attention is sought for the child. The medical team will then initiate further action, if necessary.
- Where necessary, the Coordinator/Deputy will advise the parent/guardian as to further action to take (e.g. seeking help from HCS). This advice will be given based on guidance received by the Coordinator/Deputy following their reporting concerns of abuse to Children's Services. Where the parent/guardian is unwilling to seek medical help for the child, if appropriate, the church worker will offer to go with them. If they still fail to act, the worker should discuss the matter with the Coordinator who must, in cases of real concern, contact the HCS for advice.
- Where the Coordinator is unsure whether or not to refer a case to the HCS then the advice of Thirtyone:Eight will be sought and followed. Thirtyone:Eight will confirm its advice in writing in case this is needed for reference purposes in the future.

2.3 Sexual Abuse

In the event of allegations or suspicions about sexual abuse, the Coordinator/Deputy will:

- Contact Thirtyone:Eight for advice/support or the HCS or the Police Child Protection Unit

directly. The Coordinator will not speak to the parent/guardian or anybody else in relation to the alleged/suspected sexual abuse.

- If, for any reason, the Coordinator/Deputy is unsure whether or not to follow the above advice, further advice from Thirtyone:Eight will be sought and followed. Thirtyone:Eight will confirm its advice in writing in case this is needed for reference purposes in the future.
- Under no circumstances will the Coordinator/Deputy carry out any investigation into allegations or suspicions of sexual abuse. The role of the Coordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the HCS or the Police Child Protection Unit, whose task it is to investigate the matter under section 47 of the Children Act 1989.
- Whilst allegations or suspicions of sexual abuse will normally be reported to the Coordinator or Deputy, the absence of the Coordinator or the Deputy should not delay referral to the HCS or the Police Child Protection Unit by the one who hears the allegation or suspects that abuse has taken place.

2.4 Female Genital Mutilation (FGM)

Although it is unlikely that children's workers at NCF will encounter FGM, it is something that workers need to be aware in case they:

- Are made aware of an occurrence of FGM by a victim or other concerned party.
- Observe physical signs which appear to show that an act of FGM has been carried out (e.g. whilst assisting a child with toileting).

In the event of a disclosure, or upon suspicion of, FGM, a report must be made to the Safeguarding Coordinator/Deputy who will:

- Make a report to the local police force.
- Should the Coordinator is unsure as to whether a report should be made, advice will be sought from HCS.

For more information about FGM, please see the following resource:

<https://www.nhs.uk/conditions/female-genital-mutilation-fgm/>

2.5 Sharing of Information

Netley Christian Fellowship will support the Safeguarding Coordinator or 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. Should the Safeguarding Coordinator or Deputy feel that information needs to be shared with anyone other than the victim or the appropriate authority, they must first seek advice from Thirtyone:Eight, HCS, or the Police.

3. Appointment Process

3.1 Suitability of children's workers

All team leaders for children's work will be members of Netley Christian Fellowship.

All children's workers at Netley Christian Fellowship should:

- Be involved in the life of NCF through regular attendance at services, as well as attending planning and prayer meetings.
- Attend safeguarding training provided by NCF.
- Commit to the values, policy and procedures as stated in the Safeguarding Policy.

Temporary helpers, specifically meaning those not regularly involved in children's work, may be appointed on an ad-hoc basis for events where more leaders than normal are required in order to

meet the required ratio of adults to children (as set out in section 5.1). These individuals will be required to meet the same standards as regular workers as set out above. The decision as to whether a temporary helper needs to undergo a DBS check will be made by the Safeguarding Coordinator in conjunction with the Elder responsible for children's work.

3.2 Process

Upon expression of interest from the prospective children's worker, the following process will take place:

- An assessment will be made by the Elder responsible for children's work as to the suitability of the applicant (see 3.1). If the Elder in question has any doubts as to the persons suitability, the applicant will be discussed at the next Elder's meeting - all decisions made by the Elders as to the suitability of a children's worker are final.
- The applicant will be asked to complete an application form. (See Appendix 1). This form will also ask whether they have been convicted, charged or cautioned in relation to any offence and have been informed of the provision of the Rehabilitation of Offenders Act 1974. This form will be passed to the Safeguarding Coordinator or his/her Deputy.
- The applicant will be provided with a copy of the Safeguarding Policy, and will be asked to sign their agreement to the values, policy and procedures stated within.
- The Safeguarding Coordinator or his/her Deputy will arrange for DBS (Disclosure and Barring Service) checks to be made, the fees of which will be paid by the church. DBS checks will be updated every 4 years for children's workers, and every 2 years for the Safeguarding Coordinator/Deputy.
- Should the applicant be deemed suitable, pass all DBS checks, and sign their agreement to the Safeguarding Policy, an approved NCF identity badge will then be prepared for the children's worker, which will be signed by the Elder responsible for children's work.

4. Good Practice Guidelines

4.1 Recognising and Responding to Abuse

The following behavioural signs may be indications of child abuse, but they should not be taken in isolation.

4.1.1 Indicators of physical abuse

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, knocks in rough games, etc.
- Injuries which have not received medical attention.
- Actions being taken by the child to conceal signs of possible injuries.
- Bruises, bites, burns, fractures, cuts etc. which do not have an accidental explanation.
- Repeated injuries.

4.1.2 Indicators of sexual abuse

- Any allegations made by a child.
- Sexual activity indicated through words, play or drawing.
- Child is sexually provocative with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, that have overt or veiled sexual connotations.

4.1.3 Emotional indicators of abuse

- Changes or regression in mood and behaviour including depression and aggression, particularly where a child withdraws or becomes clingy.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention seeking behaviour.
- Evidence of self-harm.
- Low self esteem or a lack of self care.

4.1.4 Indicators of neglect

- Malnutrition, begging, stealing or hoarding food.
- Poor hygiene, matted hair, dirty skin or body odour.
- Unattended physical or medical problems.
- Comments from a child that no one is home to provide care.
- Constant tiredness.

4.2. How to react when a child wants to talk about abuse

4.2.1 General points

- Accept what the child says (however unlikely the story may sound).
- Never push for, or seek to illicit, more information. Once you have decided to report it, do not ask further questions. Let professionals take over from here.
- Look at the child directly.
- Be honest.
- Let them know that you will need to tell someone else.
- Never promise confidentiality.
- Even when a child has broken a rule they are not to blame for abuse.
- Be aware that the child may have been threatened or told that no-one will believe them.

4.2.2 Helpful things to say

- It's good that you have told someone about this.
- It's not your fault.
- I will try to help you.
- I know someone who can help us with this.

4.2.3 Things to avoid

- Saying, "Why didn't you tell me this before?"
- Saying, "I can't believe it."
- Saying, "Are you sure this is true?"
- Asking questions that require the answer: "Yes "or "No".
- Asking, "Why?"
- Making false promises.
- Making statements such as: "I am shocked."

4.2.4 Concluding

- Again, reassure the child they were right to tell you.
- Let the child know what you are going to do next and that you will let them know what happens. You might have to consider referring to the HCS or the Police Child Protection Unit to prevent a child returning home if you consider them to be seriously at risk of further abuse.

- Immediately refer to the Coordinator as indicated in the child protection procedure

4.3. What to do after a child has talked to you about abuse

- Make notes as soon as possible, preferably within an hour of when you were told, writing down the actual words that the child used and when he/she said them and what was happening immediately beforehand e.g. description of activity. Record dates and times of these events and when you made the record. Keep all hand written notes, even if these have been typed subsequently.
- Report your discussion as soon as possible to the Coordinator. If the latter is implicated, the Deputy Coordinator. If both are implicated, report to Thirtyone:Eight.
- You should not discuss your suspicions or the allegations with anyone other than those nominated above.

5. Supervision of Children

5.1 Organisational

- Children will be supervised with a reasonable ratio of adults to children which in the case of under 8's will be in accordance with legal requirements implemented by the HCS for registered activities and considered to be good practice. (1:8)
- Groups will never be run with only a single leader. There must always be a female leader present, regardless of size or gender of the children in the group. If a group has a married couple as the leaders it is advised that another helper would be present in the group.
- To ensure that all NCF approved workers are easily recognisable and that the children are being properly supervised, all workers, including drivers and transport escorts, will wear a proper NCF identification badge.
- Other visitors or temporary helpers will wear a NCF "Temporary Helper" badge while present at the activity or event. The group leader will have responsibility to coordinate and oversee this and to ensure that the badge is returned at the end of the session.
- Where possible, ensure that a worker is not alone with a child, although acknowledging circumstances where this might be necessary, for example, when a child is receiving medical attention or when a child is being separated from a group following bad behaviour. In such cases it is advisable to leave doors open, to let someone know what is happening, or have someone around the building.
- Keep a register of all children present for the activity, along with the date and names of those supervising. To be kept in a secure folder.
- Keep a log of each activity with those on duty recording any unusual occurrences e.g. behaviour difficulties or if anyone was asked to leave (Use Incident /Accident Form if appropriate). Logs are to be stored in line with the NCF policy for retaining personal information.

5.2 Boundaries

- Workers should treat all children with dignity and respect in attitude, language used and actions.
- Respect the privacy of children, avoid questionable activity, e.g. rough/sexually provocative games or comments.
- If you invite a child to your home for a group activity, ensure that this is with the knowledge of the team leadership and that the parent/guardian is aware.
- The level of personal care, e.g. toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.

5.2.1 Guidance on touch

- Keep everything public. A hug in the context of a group is very different from a hug behind

closed doors.

- Touch should be related to the child's needs.
- Touch should be age appropriate and generally initiated by the child and not the worker.
- Avoid any physical activity which is, or thought to be, sexually stimulating to the child or to the adult.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misunderstood.

5.3 Transport Arrangements

- Ensure that transport arrangements are with the knowledge of the Group Leader and have approval from a parent/guardian.
- Where possible, no fewer than two leaders, at least one of which must be female, should accompany children whilst they are being transported to or from an activity/event run by NCF.
- If only one leader is able to transport children, this leader should always be female, and must ensure that the group leader and the parent/guardian of the child(ren) in question is informed before the occasion.
- It is recommended that children who are being transported should all sit on the back seat of the vehicle where possible.

5.5 Safety

- Consideration needs to be given to the use of premises/equipment, that the premises are well lit and that games are properly supervised.
- There should be a worker available who has first aid training, who has access to a first aid box.
- Should a child need to receive medical attention, the parent/guardian should be contacted at the earliest possible opportunity. If the child refuses medical attention, and the injury does not require immediate medical attention, then the parent/guardian should be contacted in order to make them aware of the situation.

5.6 Support and supervision of workers

- Encourage teamwork and mutual accountability.
- It should be accepted that anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to the individual or the group leader about the concern.
- Arrange regular workers' meetings to review procedures to ensure a common approach, sharing concerns and identifying other matters which may need clarification and guidance.
- Organise feedback sessions during/after an activity to report incidents in which guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.

5.7 Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, verbal correction, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is at the heart of God (Hebrews 12:5-13 and Proverbs 22:6).

In light of this, children's workers should:

- Ask God for Wisdom, discernment and understanding and pray for and with the child.
- Work on each child's positives, do not compare them with each other, but encourage and build them up.
- Work on relationships.
- Be a good role model and set a good example. Don't expect children to do what you don't do

and vice versa.

- Be consistent in what you say and ensure that other team members know what you have said to avoid manipulation.

5.7.1 Guidelines

- You need to be insistent, consistent and persistent.
- Never smack or hit a child.
- Lay down ground rules of the individual group.
- Talk to a child away from the group, not publicly. Explain what they have done wrong, encourage remorsefulness and help them to take responsibility for their actions - leave them on a positive note.
- Never reject a child, just the behaviour. Encourage the child that you want them but you are not willing to accept the behaviour.

5.7.2 Some practical ideas for dealing with bad behaviour.

- Separate children who have a tendency to be disruptive when together. These children are often friends, give them a chance perhaps warn them and only separate if they are disruptive.
- Have a child sit in front of you.
- Get a helper to sit next to a child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take a child aside and talk to them, challenging them to change, whilst encouraging them on their strengths. Help them to understand the impact of their behaviour on others.
- Inform a child that you will speak to their parents and do so if necessary.
- Encourage good behaviour.
- Remember each child is individual and unique. We need God's wisdom and love to encourage each one.

SAFEGUARDING ADULTS

Netley Christian Fellowship regularly visit the following care homes:

- The Gables Care Home, Netley (<https://www.gables-care.co.uk/>)
- Netley Court Care Home, Netley (<https://www.cinnamoncc.com/care-homes/netley-court/>)
- Lavender House Care Home, Woolston (<http://www.lavenderhouse.care/>)

NCF are also involved in Netley Matters, an outreach to the community through offering personal support, as well as running a food bank which provides essential supplies for those in need.

A vulnerable adult is defined according to the Care Act 2014 as a person over 18 years old who:

- has needs for care and support
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

This policy also specifically includes victims of domestic abuse or modern slavery under the definition of a vulnerable adult.

1. Policy

The policy contained here is formulated to help those involved in regularly visiting care homes, those involved in running Netley Matters and the food bank, as well as assist all church members in caring for vulnerable adults in the life of the church. The policy is designed to assist these individuals in responding appropriately when abuse is disclosed or discovered.

1.1 General Principles

- The safety and welfare of the vulnerable adult is the primary consideration.
- If you suspect that, or are aware that, a situation of elder abuse is taking place, discuss the matter with the Safeguarding Coordinator of the church or his/her deputy at the earliest possible opportunity (See Section 2.1).
- Members involved in work with vulnerable adults should be given regular advice as to the safeguarding of vulnerable adults.

1.2 Church Mission for work with Vulnerable Adults

As part of the mission of the church, we are passionate about sharing the gospel with people of every age without discrimination. In this context the church is committed to:

- Valuing, listening to and respecting vulnerable adults, whilst ensuring their welfare and protection within the church and at external venues that the church is visiting or supporting.
- Ensuring that those involved with visiting or caring for vulnerable adults are given the necessary support and regular encouragement, and are given adequate opportunity for training.

1.3 Areas of Policy

We recognise that many vulnerable adults today are the victims of abuse, particularly emotional abuse and neglect. Accordingly the church has adopted this policy and sets out agreed guidelines relating to the following areas:

- Responding to all allegations of abuse or neglect, including those made against leaders or members of the church.
- Ensuring that background checks are carried out where necessary.

It is our policy to exclude persons from working with adults who have previously abused a child or adult, or where it is known that the individual has a record of violent/inappropriate sexual behaviour. As well as this, those who have previously defrauded, or taken advantage of vulnerable adults (e.g. through distraction burglary or rogue trading) will be excluded. Exclusions will be made in line with statutory guidance following background checks. Should an individual be excluded, they should receive appropriate help and support from the church, and their involvement in other areas of the church should be directed by the elders in conjunction with the Safeguarding Coordinator. The welfare and protection of vulnerable adults remains of primary importance.

1.4 Scope of this policy

This policy and procedure refers to all groups and activities run by the church where vulnerable adults are present, or where the church are visiting an establishment where vulnerable adults are present. NCF members involved in working with or caring for vulnerable adults have a responsibility to abide by the standards stated in this policy at all times, as well as to report abuse in any and every circumstance whilst present at a church run activity, group, or event. Members are expected to uphold the values of this policy at all times as stated in the statement of commitment to safeguarding (see page i).

2. Procedure

2.1 What to do if you are concerned about the safety or welfare of a vulnerable adult.

- You must report all allegations or suspicions of neglect or abuse as soon as possible to the NCF Safeguarding Coordinator who has been nominated by the church.
- In the absence of the Coordinator or if the Coordinator is implicated, the matter should be brought to the attention of the Deputy Coordinator.
- If the suspicions in any way implicate the Coordinator and the Deputy Coordinator then the report should be made to the Elder responsible for vulnerable adults.
- If it is suspected that all of the above are involved in abusing vulnerable adults, the police should be contacted as soon as possible, either by calling 101 (non-emergency) or 999 (emergency).
- If a vulnerable adult alleges abuse of any kind, or there are signs of abuse, the Safeguarding Coordinator/Deputy Coordinator will contact Hampshire County Council (HCC) Contact Centre at the earliest possible opportunity.
- Should a vulnerable adult allege or disclose abuse, they must be told of the duty of the person they have disclosed to in reporting what has been said to the Safeguarding Coordinator/Deputy Coordinator. If the adult lacks the capacity to understand this, it must be made clear to an appropriate representative.

2.2 Sharing of Information

Netley Christian Fellowship will support the Safeguarding Coordinator or 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. Should the Safeguarding Coordinator or Deputy feel that information needs to be shared with anyone other than the victim or the appropriate authority, they must first seek advice from HCS, the Local Safeguarding Adults Board, or the Police.

3. Good Practice Guidelines

The following guidelines are provided to assist those who are:

- Regularly visiting care homes.
- Regularly visiting prisons.
- Involved in Netley Matters or the food bank.
- Coming into contact with vulnerable adults whilst present at a church activity or event.

The following behavioural signs may be indications of abuse, but they should not be taken in isolation.

3.1 Indicators of abuse in a care home

- Any injuries not consistent with the explanation given for them.
- Unexplained bruises, burns, cuts and bleeding.
- Injuries that occur repeatedly.
- Lack of willingness by the vulnerable adult to see a medical professional about injuries that they have sustained.
- Traumatic or sudden loss of hair or teeth falling out, often along with malnutrition or unexplained weight loss.
- Change in behaviour (e.g. withdrawn in mood).
- Misuse of medication, causing over-sedation.
- Controlling behaviours by staff, such as withholding food or overly restricting movement (e.g. tying to chairs).
- Staff shouting at residents, not respecting their views or wishes.

3.2 Indicators of neglect

- Poor living conditions - dirty or unhygienic.
- Poor personal hygiene.
- Pressure sores or ulcers, often along with malnutrition or unexplained weight loss.
- Inadequate or unsuitable clothing.
- Inability or unwillingness to take medication, or to see a medical professional regarding illness or injury.

3.3 Indicators of financial or material abuse

- Unexplained loss of money or personal possessions.
- Pressure from family members to alter financial arrangements in order to increase inheritance.
- Rogue trading - overpricing, failure to carry out work properly, poor workmanship, all done with the knowledge that the victim will pay far more than the work is worth with no argument.
- Insufficient food in the house, as well as insufficient funds to maintain their lifestyle.
- Lack of heating or warmth in the home.

3.4 Indicators of prisoner abuse

- Noticeable fear of a guard by prisoners.
- Complaints of unsanitary accommodation, or of lack of food.
- Signs of self-harm.
- Overt signs of distress.
- Signs of bullying and harassment from other prisoners with no intervention from guards.

3.5 Indicators of domestic abuse

- Low self-esteem or lack of self care.
- Belief by the victim that the abuse is in some way their fault.
- Physical evidence of violence, such as bruising, cuts, or broken bones.
- Isolation - victim not allowed to see family or friends.
- Limited access to money or a telephone.

3.6 Indicators of modern slavery

- Restricted freedom - the victim may not be in possession of identification documents as they are being held by someone else.
- Dependant on employer for work, transportation and accommodation with no choice.
- Poor conditions at work, with no time for breaks and no days off, as well as working excessively long hours with little or no pay.
- No access to medical care.
- Unfamiliar with English, as well as originating from a country known to be linked to human trafficking (e.g. Vietnam, Romania, Nigeria).

Should you suspect that any of the above is taking place, either through a victim disclosing the abuse or through your own observation, the Safeguarding Coordinator, or the Deputy in their absence, should be informed as soon as possible. If you feel that the victim is in immediate danger, you must contact the police emergency number (999).

Please see the following websites for further guidance or information on the safeguarding of vulnerable adults:

<https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf>

<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults/sd8-opgs-safeguarding-policy>

CASE STUDIES

1. Child Abuse (Physical)

Percy is 13 years old and lives with his mother, who has recently separated from her partner due to his increasing dependency on alcohol. Percy is a regular attendee at Impact, however he wasn't there last week. This week, as he is being dropped off by his mother, you notice a bruise on the back of his neck. His mother approaches you and lets you know that he is a bit fragile as he has fallen over backwards onto the edge of a table. However, during the club, you overhear Percy mention in passing to his friend that his dad had moved back in, and that he had pushed him down the stairs last week, causing him to hit his head on the banister.

What should you do?

- Take Percy aside, along with another worker, and ask him about the bruise on his neck. Don't ask any leading questions, just let him tell you how it happened in his own words if he wishes to. If he doesn't want to talk, don't push him, just let him know that he can speak to a worker about it at any time, and make sure he is comfortable taking part in all of the activities.
- Make a note of your conversation, and ask the worker who was with you to check it for accuracy, as well as add any comments of their own.
- Contact the Safeguarding Coordinator or a Deputy Coordinator and let them know what has happened, particularly relating to any disclosures that Percy has made, or any suspicions that you might have about physical abuse.
- At this point, you have done everything that you can - in this situation, the Coordinator will contact the HCS as soon as you have made your report.

2. Child Abuse (Sexual)

Lottie is 6 years old and has trouble with expressive language. You know Lottie's mother well, however you haven't met her new partner Phillip. In recent weeks at Abbey Kids you have noticed that Lottie is becoming more withdrawn, and that she is quicker to tears when the slightest thing goes wrong. During an activity, the children are drawing pictures, and Lottie shows you a picture she has drawn which she tells you is of her and Phillip. You ask her to tell you more about her picture and she tells you it is of her 'flower' but Phillip has said that it is a secret.

What should you do?

- Try to explore her use of the word 'flower' and what that means to her and the context. It could be perfectly innocent. Try not to ask any leading questions and let her talk.
- Consider calling over another worker to be present if you feel she is particularly vulnerable.
- Once you have finished talking to her, make a note of your conversation, particularly anything that points towards suspicions of abuse by Phillip. If a worker was with you, ask them to check your notes for accuracy as well as add any of their own comments.
- Do not bring up the subject with Lottie's mother - this is something that will be done by professionals at a later stage if they deem it to be necessary.
- Contact the Safeguarding Coordinator or a Deputy Coordinator and let them know what has happened.
- At this point, you have done everything that you can - in this situation, the Coordinator will contact the HCS or the Police Child Protection Unit after they have assessed the seriousness of the situation.

3. Child Abuse (Neglect)

Jamie is 3 years old, and his mother has recently started bringing him along to Abbey Tots. You notice that his mother doesn't show much interest in him and spends a lot of time looking at her

phone rather than paying attention to her son. You also notice that Jamie often smells of stale urine, and is usually wearing dirty clothes.

What should you do?

- Try and engage the mother in conversation, and attempt to work out whether the family are in need of support. If you are unsure about doing this, report your concerns to the Safeguarding Coordinator or Deputy Coordinator.
- If the mother is not willing to engage in conversation or doesn't show any signs of concern about the situation, report your concerns to the Safeguarding Coordinator or Deputy Coordinator.
- At this point, you have done everything you can - in this situation, the Coordinator will contact Thirtyone:Eight for advice as to how to proceed.

4. Vulnerable Adult Abuse (Neglect)

Mrs Smith has very advanced dementia and is no longer able to communicate. She also has very reduced mobility and needs full assistance with all personal care mobility. During a visit to her care home you look into her room as you walk by and see that she has fallen from her chair and that none of the staff have noticed.

What should you do?

- Find a member of staff as soon as possible in order to assist Mrs Smith. Her immediate safety is paramount.
- Contact the Safeguarding Coordinator or a Deputy Coordinator as soon as possible. Situations such as this could be a one off mistake, however they can also suggest further concerns within the care home.
- At this point, you have done everything you can - in this situation, the Coordinator will contact Thirtyone:Eight or the Local Safeguarding Adults Board for advice.

5. Vulnerable Adult Abuse (Financial)

Mr Jones is 64 and lives alone. He has hearing loss and mobility difficulties. As you spoke to him at church on Sunday, he has told you that over the past few months his neighbour had been asking him to lend her money, and recently she had started to ask for money on a more frequent basis and she was not always paying the money back.

What should you do?

- Explain to Mr Jones your concerns, that you think his neighbour may be taking advantage of him. If you do not feel confident in doing this, speak to the Safeguarding Coordinator or a Deputy Coordinator.
- Report your concerns to the Safeguarding Coordinator or a Deputy Coordinator. In this situation, they will contact Thirtyone:Eight or the Local Safeguarding Adults Board for advice.

List of Appendices

The following appendices are to be used to implement the policy. Copies are held by the Safeguarding Coordinator/Deputy and Church leaders.

Appendix 1

- Self Declaration Form for a position requiring disclosure (Thirtyone:Eight)

Appendix 2

- Registration and Consent Form for IMPACT

Appendix 3

- Incident/Accident Form

Contact List

Safeguarding Coordinator:

- Dan Strivens: 01489 580883 or (Mob) 07469 173995

Safeguarding Deputies:

- Jackie Tomlin: 023 8044 5726 or (Mob) 07534 502857
- Naomi Oliver: 023 8056 0042

Thirtyone:Eight (formerly CCPAS):

Thirtyone:Eight, PO Box 133, Swanley, Kent, BR8 7UQ
Telephone: 0303 003 1111

Social Services:

- The local Hampshire County Council Contact Centre telephone number between 08:30am and 4:30pm is: For children: 0300 555 1384. For Adults: 0300 555 1386
- The out of hours Social Services Emergency number is: 0845 600 4555
- The Police Child Protection Unit can be contacted through telephoning: 0845 045 4545 or 101