



# **HOME CHURCH BIDEFORD**

## **Safeguarding Policy**

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# Section 1

## Details of the organisation

Name of Organisation: Home Church Bideford

Address: The Old Granary, Pusehill, Westward Ho!, Bideford, EX39 5AH

Tel No: 07899922083

General Email address: Geoff.gilbert1@gmail.com

Senior Leader Name: Geoffrey Gilbert

Senior Leader Contact Telephone / Email: 07899 922083 / Geoff.gilbert1@gmail.com

Safeguarding Lead Name: Karen Blease

Safeguarding Lead Contact Telephone / Email: 07790 338789 / karenblease73@gmail.com

Membership of Denomination/Organisation (if applicable): N/A

Denomination / Organisation Safeguarding Lead (if applicable): N/A

Contact Details for Denomination / Organisation Safeguarding Lead (if applicable): N/A

Charity Number: TBC

Company Number: TBC

Regulators: thirtyone:eight

Insurance Company: Ansvar Insurance

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

**Home Church Bideford is an independent evangelical church which was formed in December 2024. We have Sunday services which are held at Kingsley School Bideford and gather a wonderful cross section of the local community from the very young to the very old. We provide children activities and a creche throughout the service as well as a youth group. In addition to the Sunday services we are also planning to run local Alpha courses as an introduction to the Christian Faith and plan to develop a proactive social action team where we can work towards developing key ministries throughout the area caring for the marginalized, the poor, the vulnerable and the lonely.**

## Section 2: Governance and leadership

### Our commitment

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

A model safeguarding statement can be found in APPENDIX 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight ([Our Ten standards | Thirtyone:eight](#)).

### Governance

Home Church elders and board of trustees are appointed to have independent authority and legal responsibility. This includes having a critical role in decision making and compliance as well as setting the values, standards and behaviours of the organisation.

The standards and behaviours may be referred to as the culture of the organisation or “the way we do things around here”. Culture can be shaped in both negative and positive ways.

“The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object” (IICSA The Governance Institute, 2017).

The Home Church Elders and board of trustees will have overarching responsibility for safeguarding within the organisation, including referring to the charity regulator.

The following Safeguarding Policy and Statement aims, to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation but to also build an open culture where:

- those who lead do so by example
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day-to-day actions and behaviours of its people
- and there is open communication

# Section 3

## Prevention

### Understanding abuse and neglect

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

For the purposes of this policy, a child will be referred to as someone under 18 years old.

An adult at risk of harm will be defined in this policy as a person who is venerable.

#### **Who may be vulnerable?**

The Care Act 2014 applies to an adult who;

- Needs care and support (whether or not the local authority is meeting any of those needs); and
- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Similarly, the Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as someone who is:

1. Adults at risk” are adults who— (a )are unable to safeguard their own well-being, property, rights or other interests, (b) are at risk of harm, and (c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.
2. An adult is at risk of harm for the purposes of subsection (1) if— (a) another person’s conduct is causing (or is likely to cause) the adult to be harmed, or (b) the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.

To safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

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

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

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

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

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. Please see guidance notes for a list of these. APPENDIX 2.

## Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022, it is illegal in England and Wales and Northern Ireland for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

## Safer recruitment

The Leadership will ensure all paid workers and heads of departments whether in a paid or voluntary capacity will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description for the lead role / person specification for the post(Appendix 5)
- Those applying have completed an application form
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and the relevant Disclosure and Barring Service (DBS (England and Wales), Disclosure Scotland (Scotland) or AccessNI (Northern Ireland) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Those workers who will be volunteering under a team leader within Home Church Bideford will be interviewed by the team leader, evaluated by the church eldership and will need a self-declaration form and the relevant Disclosure and Barring Service (DBS (England and Wales), Disclosure Scotland (Scotland) or AccessNI (Northern Ireland) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).

They will also need to confirm that they have been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## Safeguarding training

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

The Leadership will provide or facilitate all staff/volunteers undertaking basic safeguarding training which will be renewed every three years.

The Leadership will provide or facilitate the Safeguarding Lead/Deputy Safeguarding Lead undertaking advance safeguarding training which will be renewed every two years. Where possible, the Leadership will provide or facilitate additional training for the requirements of the role.

The Leadership will provide or facilitate specialist safeguarding training for the governance board/board of trustees which will be renewed every three years.

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

## Practice Guidelines

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

We have specific good practice guidelines for every activity we are involved in, and these are attached or in the appendices. Appendix 3.

For some activities you will need specific forms, e.g. consent forms, risk assessments etc.

The relevant forms can be found in appendix #.

## Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct for supporting children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their role and outside of their role. They will also receive further training as necessary.

The code of conduct can be found in appendix #.

## Section 4:

### Partnership working

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

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

## Section 5

### Responding to allegations of abuse

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

- The worker or volunteer should make a report of the concern in the following way:
- The person in receipt of disclosures, allegation or concern of abuse should report concerns as soon as possible to:

**Name: Karen Blease** (hereafter the "Safeguarding Lead")

**Tel: 07790 338789**

**Email: karenblease73@gmail.com**

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

In the absence of the Safeguarding Lead or, if the concerns in any way involve the Safeguarding Lead, then the report should be made to:

**Name: Sally Willis** (hereafter the "Deputy Safeguarding Lead")

**Tel: 07769 813171**

**Email: sallypwillis@gmail.com**

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

**Name: Ruth Lyes** (hereafter the "Safeguarding Trustee")

**Tel: 07389 184323**

**Email: davidandruthlyes@btinternet.com**

The worker or volunteer can also contact Thirtyone:eight to get further advice if required: Tel: 0303 003 1111. Option 2

The worker or volunteer should record the disclosure, allegation or concern onto the cause for concern form and share this with the Safeguarding Lead/Safeguarding Deputy or

Safeguarding Trustee as soon as possible. Please see a copy of the cause for concern form in the appendix.

The Safeguarding Lead may first ring the Thirtyone:eight helpline for advice. Based on the concern, they may then then contact the relevant statutory services.

The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern, such as:

- Chair of Trustees or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity regulator (Charity Commission for England and Wales, Charity Commission for Northern Ireland or Office of the Scottish Charity Regulator) to report a serious incident/raise a concern (Scotland).
- Local Authority Designated Officer – LADO (England and Wales), Child’s Named Person (Scotland) or the Gateway Team (Northern Ireland) if the allegation concerns a worker or volunteer working with someone under 18.

Concerns must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

Whilst disclosures, allegations or concerns of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy Safeguarding Lead should not delay referral to the statutory services, the police or taking advice from Thirtyone:eight.

The Leadership will support the Safeguarding Lead/Deputy Safeguarding Lead in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Safeguarding Lead(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

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

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

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

- If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:
- If the child requires immediate medical attention, contact the relevant medical services, informing the Doctor of any concerns.
- Contact Children's Social Care (England, Wales, Scotland), (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- If the disclosure, allegation or concern is directly about the parents, then do not tell the parents or carers unless advised to do so, having contacted Children's Social Care (England, Wales, Scotland).
- For lower-level concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Care direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Care (England, Wales, Scotland).

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

In the event of allegations or concerns of sexual abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:

- Contact the Children's Social Care (England, Wales, Scotland), for children and families and police on 101.
- Depending on the circumstances, they will need to consider whether it is appropriate to speak to the parents of the child. If they are not sure about this, then they will contact Thirtyone:eight.
- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether to contact Children's Social Care (England, Wales, Scotland) or Police. Thirtyone:eight will confirm its advice in writing for future reference.

### **Allegations of financial abuse (Wales):**

- In the event of allegations or concerns of financial abuse, the Safeguarding Lead/Deputy Safeguarding Lead will:
- Contact Children's Social Care (England, Wales, Scotland), to report the concerns and the police.

### **Detailed procedures where there is a concern about an adult at risk:**

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

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

- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services on 999, informing them of any suspicions.
- Contact Adult Social Care (England, Wales, Scotland) who will be able to advise whether this reaches the safeguarding threshold and actions required. Alternatively, Thirtyone:eight can be contacted for advice.

### **If there is a concern regarding spiritual abuse, Safeguarding Lead will:**

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

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

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Lead, will:

- Make a referral to the Local Authority Designated Officer -LADO(England and Wales), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to the relevant Disclosure and Barring Service (DBS (England and Wales), for consideration of the person being placed on the barred list for working with children or adults with care and support needs. This decision should be informed by the Local Authority Designated Officer (England and Wales), if they are involved.
- Share information about the concern with the police.

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

The safeguarding Lead will:

- Liaise with Adult Social Care (England, Wales, Scotland) to establish whether this can be investigated under their safeguarding processes.
- Make a referral to the relevant Disclosure and Barring Service DBS (England and Wales), following the advice of Adult Social Services.
- Share information about the concern with the police.

The legislation across all four UK nations (The Care Act 2014, Adult Support and Protection (Scotland) Act 2007, Adult Safeguarding: Prevention and Protection in Partnership key documents 2015 (Northern Ireland) and Social Services and Wellbeing (Wales) Act 2014) places the duty upon Adult Social Care to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Social Care to decide not the organisation.

## **Allegations of non-recent sexual abuse from an adult:**

If an accusation is made of non-recent sexual abuse from a child, the procedure in relation to sexual abuse will be followed (please see above).

If an accusation is made of non-recent sexual abuse from an adult, the Safeguarding Lead will:

- Give the adult the option to report this to the Police (England and Wales). If the adult does not wish to report this to the police, then the Safeguarding Lead can pass on the information relating to the alleged Perpetrator, however, must not share details of the Survivor.
- If the alleged Perpetrator is in a role working or volunteering with children or young people, make a referral to the Local Authority Designated Officer -LADO(England and Wales), whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- If the alleged Perpetrator is in a role working with adults with care and support needs, liaise with Adult Social Care (England, Wales, Scotland) to establish whether this can be investigated under their safeguarding processes.

- If the alleged Perpetrator is in a role within your organisation, contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

## Section 6

### Wellbeing Support and Pastoral Care

#### Supporting those affected by abuse

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

Please see below the details for the individual responsible for wellbeing support/pastoral care:

Name: Geoffrey Gilbert

Tel: 07899 922083

Email: [Geoff.gilbert1@gmail.com](mailto:Geoff.gilbert1@gmail.com)

#### Working with those who may pose a risk

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

# Adoption of the policy

This policy was agreed by the leadership and will be reviewed annually on:

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is also lodged with: (delete if not required)

# APPENDIX 1:

## Safeguarding statement

### **Model Policy Statement on Safeguarding**

To be displayed in a prominent place

#### **PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT**

Home Church Bideford:

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The following statement was agreed by the leadership of Home Church Bideford on:

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- Home Church Bideford is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

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

- Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/organisation all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.

- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

**We recognise:**

- Children’s Social Care (England, Wales, Scotland), has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

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

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding Leads for this place of worship/organisation.

Karen Blease                      Safeguarding Lead

Sally Willis                      Deputy Safeguarding Lead

A copy of this policy can be seen:

[www.wearehome.uk](http://www.wearehome.uk)

Signed by the Eldership of Home Church Bideford

Signed \_\_\_\_\_

Date \_\_\_\_\_

# APPENDIX 2

## Types of abuse

Abuse is a single or repeated act, or lack of action, that happens within any relationship where there is an expectation of trust, which causes harm or distress to another person or violates their human or civil rights.

It is the misuse of power and control, and can be perpetrated by a wide range of people, including those who are close to the person or those who have no previous connection to them.

Each nation across the UK has their own statutory definitions of abuse which are defined within the legal framework for each nation. These are grouped together into categories or types.

### Types of Abuse

**Physical abuse** is to inflict pain or physical injury, which is either caused deliberately, or through lack of care. Examples include hitting, slapping, pushing, kicking, burning, hair pulling, misuse, or using inappropriate restraint or sanctions and the misuse of medication.

**Sexual abuse** is the involvement in sexual activities to which the person has not consented, or does not truly comprehend and so cannot give informed consent. It may occur where the other party is in a position of trust, power or authority and uses it to override or overcome lack of consent or to which they felt pressurised into consenting such as rape, or sexual assault, being made to watch pornography would also be within this definition.

**Domestic Abuse** Includes physical, sexual, psychological and financial abuse for those in family or close relationships as well as so called 'honour' based violence.

**Psychological or emotional abuse** is acts or behaviour which causes mental distress or anguish or negates the wishes of the adult. It is also behaviour that has a harmful effect on the adult's emotional health and development - or any other form of mental cruelty. This includes verbal abuse, humiliation, bullying, blaming, the use of threats of harm or abandonment, being deprived of social or any other form of contact, or being prevented from receiving services or support.

**Financial or material abuse** is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions including theft, fraud, exploitation, applying pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

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

Discriminatory abuse is the inappropriate treatment of an adult because of their age, gender, race, religion, cultural background, sexuality, or disability.

**Discriminatory abuse** exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individual.

**Organisational abuse** includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or in relation to care provided in one's

own home. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice, or ill treatment.

**Neglect or acts of omission** are the repeated deprivation of help that an adult-needs which, if withdrawn, will cause them to suffer. This includes failing to intervene in behaviour which is dangerous to the adult, or to others.

**Self-Neglect** includes a wide range of behaviour neglecting to one's personal hygiene, health or surrounding and includes behaviour such as hoarding.

## **Sexual abuse**

**Sexual abuse (or Sexual violence) is any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.**

The abuse may involve physical contact and touching or non-contact activities.

Sexual abuse is found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation. It can be perpetrated by family or non-family members, women, men and other children.

## **Children and young people**

The sexual abuse of children or young people - also called **Child Sexual Abuse (CSA)** - is involving [a child or young person](#) in an activity for the sexual gratification or gain of another person, whether or not it is claimed they have consented or agreed.

### **Sexual abuse of a child can include:**

- Forcing or enticing a child or young person to take part in sexual activities, including penetrative or non-penetrative acts, whether they are aware of what is happening or not.
- Including children in looking at adult sexual content or activities, or having their photo taken or being filmed for the production of indecent images.
- Using sexual language towards a child or encouraging them to behave in sexually inappropriate ways.
- Grooming a child in preparation for abuse, either in person or online.

[Child sexual exploitation](#) is a form of child sexual abuse where a child is sexually exploited for money, power or status.

Sexual abuse may awaken premature sexual feelings in a child that they find hard to deal with and feel guilty about and they may need reassurance that they are not to blame for the abuse.

Penetrative sex with a child under 13 years by an adult or another child is classed as rape.

One of the ongoing effects of childhood sexual abuse may be that adult survivors experience difficulties forming meaningful relationships with other adults.

### **Sexual abuse of Adults**

The sexual abuse of adults involves sexual acts to which the person has not consented or has been pressured into consenting to.

#### **Sexual abuse of a adults can include:**

- Penetrative or non-penetrative sexual acts, whether they aware of what is happening or not eg. sexual assault, oral sex, rape, attempted rape, and date rape.
- Indecent exposure, sexual harassment, inappropriate looking or touching, groping, sexual teasing or innuendo,
- Being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities.
- Stalking and grooming.

#### **Possible signs and indicators:**

- Physical injuries and bruising, particularly to the thighs, buttocks, upper arms and neck.
- Bleeding, pain or itching in the genital area or when walking or sitting.
- Sexually transmitted diseases or infections.
- Pregnancy in a woman who is unable to consent to sex.
- Uncharacteristic or age-inappropriate use of sexual language or significant changes in sexual behaviour or attitude.
- Self-harming.
- Poor concentration, withdrawal, sleep disturbance.
- Excessive fear/apprehension of, or withdrawal from, relationships or being alone with a particular person.

## Responding to concerns

**How an organisation responds when concerns of harm or abuse are raised is important in ensuring vulnerable people are protected and supported and that justice may be done.**

Your organisation may be the vital link in setting someone free from abuse and preventing abuse from happening to others.

All staff and volunteers that work with children, young people and adults at risk should receive appropriate training and awareness in how to respond well to concerns.

This should be included in your organisation's safeguarding policy.

Children, young people and adults at risk need to have confidence in the organisation and know that they will be listened to and taken seriously.

Responding well to concerns includes five steps:

**Recognise** that a person may be at risk of harm or abuse.

**Respond** by taking appropriate action in a sensitive and timely way.

**Record** the concerns or disclosures of abuse that have been made.

**Report** any concerns to the right person so action can be taken.

**Reflect** on what happened and act on any learning.

When responding to a concern or incident of abuse, it's important not to lose sight of the person involved. Their welfare must be the first consideration at all times.

Even if a concern seems relatively minor it is important to bear in mind that it could be just the tip of the iceberg.

It's also important to ensure that any workers who are dealing with allegations of abuse are given adequate support.

### **Emergency Contact Details**

Emergency duty service	0345 6000 388
Devons domestic abuse helpline	0345 155 1074
LADO	01392 384964
Child	0345 1551071
If an emergency call	999
If not in immediate danger call	101

# APPENDIX 3

## Good practice guidelines

### **Governance**

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise.

### **Culture**

Having a safe and open culture creates good attitudes towards safeguarding and ensures it is taken seriously by all.

### **Safeguarding policy**

A working policy document sets the standards and expectations an organisation has around safeguarding.

### **Safer recruitment**

Recruiting your workers safely creates a barrier to those who may pose a risk from getting access to vulnerable groups.

### **Training and awareness**

Raising awareness of safeguarding equips workers and service users to identify, prevent, and respond to abuse.

### **Working safely**

Agreeing ways to work and communicate safely helps people keep themselves and others safe.

### **Managing workers**

All workers, paid and voluntary, should be appropriately managed, supervised and supported.

### **Partnership working**

It's important to make sure partners you work with hold the same safeguarding standards as your organisation.

# APPENDIX 4

## Safeguarding Policy Receipt

### Home Church Bideford Safeguarding Policy

FORM OR RECEIPT

I hereby acknowledge that I have received a copy of the Home Church Bideford Safeguarding Policy with which I agree to comply.

Name (Printed):

Signature:

Date:

# APPENDIX 5

## Creche Job description

### Home Church Bideford

### Creche Leader Job Description

#### Responsibilities:

- The Creche Leader (and team) are/is responsible for the safety of the children under 5 on a Sunday morning during Creche.
- To ensure all children are signed into Creche by their parent/guardian, preferably before the service but at the time of drop off if not done before.
- To take a register of the children, once they have arrived in Creche via the Kids Train.
- To ensure all children have a completed Consent Form, especially regarding photography preferences and dietary requirements.
- To support young children in their experience of Jesus. Teaching them about God and faith in Him.
- To plan a Bible story and relating craft activity for the children to do. Often this is done in collaboration with the Kids Team so we are all doing activities with the same theme.
- To engage in the kids worship
- To help serve the toast and fruit.

# APPENDIX 6

## Code of Conduct



### **Home Church Bideford Children and Youth Workers Code of Conduct**

Home Church Bideford behaviour code for working with children, young people and adults at risk of harm

#### **Purpose**

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from

abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of

unfounded allegations of abuse being made.

#### **The role of workers** (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a

position of trust for Home Church Bideford. You will be seen as a role model and must

act appropriately.

## **Good practice**

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment,

physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact

such as rough play and inappropriate language or gestures)

- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding coordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

## **Unacceptable behaviour**

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches [name of group/organisation] social media policy
- Developing inappropriate relationships
- Smoking, vaping and consuming alcohol or illegal substances

- Favouritism/exclusion – all people should be equally supported and encouraged

### **Breaching the Code of Conduct**

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave Home Church Bideford. We may also make a referral to statutory agencies such as the police

and/or the local authority children's or adult's social care departments or DBS. If you become

aware of a breach of this code, you should escalate your concerns to the safeguarding

coordinator or line manager (in the case of a paid staff member).

### **Declaration**

I agree to abide by the expectations outlined in this document and confirm that I have read the

relevant policies that assist my work with vulnerable groups.

**Name:**

**Signature:**

**Date:**

# APPENDIX 7

## Accident / Incident Form



### Home Church Bideford Record of Accident/Incident

This form should be completed immediately after an accident or significant incident. The worker should inform the appropriate leader for the group/activity to follow up if necessary.

<b>Time/date of accident/incident:</b>	<b>Date:</b>	<b>Time:</b>
<b>Child/adults name, addresses &amp; ages of those involved:</b> (involved in accident/incident)		
<b>Where did the accident/incident take place?</b>		
<b>Group/activity:</b>		

<p><b>Person with responsibility for the group/activity:</b> name, address and contact no.</p>	
<p><b>Person responsible at the time of the accident/incident if different from above:</b></p>	
<p><b>Names and details of any other people who witnessed the accident/incident:</b></p>	
<p><b>Details of the accident/incident:</b> (Include injuries, whether first aid or medical treatment was given)</p>	
<p><b>What action has been taken to prevent this from happening again and by whom?</b></p>	

<b>Is the site or room still safe for the group to use?</b>	
<b>Have parent(s)/care(s) been informed?</b>	
<b>Who has been informed of this accident/incident?</b>	Safeguarding team  Geoff Gilbert
<b>Details of person reporting the accident/incident</b>	<b>Name:</b>
	<b>Role:</b>
	<b>Contact number:</b>
	<b>Signature:</b>
<b>Form seen by:</b>	<b>Name:</b>
	<b>Role:</b>
	<b>Contact number:</b>
	<b>Signature:</b>

# APPENDIX 8

## Record of Concern Form



Home Church Bideford Record of concern about a child/adult's safety and welfare

<b>Child/adults name:</b> (subject of concern)	<b>Date of Birth:</b>	<b>Address:</b>
<b>Date of incident/concern:</b>	<b>Time:</b>	<b>Date of recording concern:</b>
<p><b>Your name (print):</b> .....</p> <p><b>Role:</b> .....</p> <p><b>Signature:</b> .....</p>		
<b>Other member of household:</b>		
<p><b>Record the following factually:</b> Nature of concern e.g. disclosure, change in behaviour, demeanor, appearance, injury, witnesses etc.</p> <p>(Please include as much detail as possible.</p> <p>Remember - the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.</p>		

<b>DO NOT ASK LEADING QUESTIONS OR MAKE SUGGESTIONS</b>	
<b>How did the concern come to light?</b>	
<b>What is the child/adult saying about what has happened?</b>	
<b>Any other information. Previous concerns etc</b>	

<b>Date and time of discussion with Safeguarding Lead.</b>	
<b>Name of Safeguarding Lead</b>	

# APPENDIX 9

## Safeguarding Poster



### Safeguarding is a Priority Here

At **Home Church Bideford**, we are committed to creating safer places by following statutory guidelines on good working practice.

#### Your safeguarding team

**Safeguarding Lead:** Karen Blease

**Contact Details:** 07790 338789



**Deputy Safeguarding Lead:** Sally Willis

**Contact Details:** 0776 9813171



A copy of our safeguarding policy is available on our website.

For independent advice call the

**Thirtyone:eight Safeguarding Helpline:**

**0303 003 11 11**

# APPENDIX 10

## Kids Leader job description

### **Home Church Bideford Kids Leader Job Description**

#### **Responsibilities:**

- The Kids Leader (and team) are/is responsible for the safety of the children within Keystage 1 & 2 once signed into the kids work process on a Sunday morning.
- To ensure all children are signed into the Kids work programme by their parent/guardian, preferably before the service but at the time of drop off if not done before.
- To take a register of the children, once they have arrived into the kids work via the Kids Train.
- To ensure all children have a completed Consent Form, especially regarding photography preferences and dietary requirements.
- To support young children in their experience of Jesus. Teaching them about God and faith in Him.
- To plan a Bible story and relating craft activity for the children to do. Often this is done in collaboration with the Creche Team so we are all doing activities with the same theme.
- To engage in the kids worship
- To help serve the toast and fruit.