



Full Policy & Procedures
For the
Safeguarding
Of
Children & Vulnerable Adults
Poplars Church

April 2011

**Full Policy & Procedures for the Safeguarding of
Children & Vulnerable Adults**

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Poplars Church Safeguarding Policy for Children and Vulnerable Adults

Policy Statement.

Poplars Church is fully committed to safeguarding the welfare of all children and vulnerable adults. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and vulnerable adults from harm, abuse and exploitation. *Poplars Church* acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. The leadership will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and vulnerable adults.

In implementing this policy *Poplars Church* will:

Communicate to all church members their legal and moral responsibility to protect children and vulnerable adults from harm, abuse and exploitation Communicate to all members their responsibility to work to the standards that are detailed in the Nottinghamshire Safeguarding Children Board (NSCB) Child Protection Procedures and the need to work at all times towards maintaining high standards of practice in protection of children

Communicate to all members their responsibility to work to the standards and Procedures that are detailed in the Nottinghamshire Safeguarding Adults Board (NASB) and the need to work at all times towards maintaining high standards of practice in protection of Vulnerable Adults.

Ensure that all church workers have undertaken basic child protection/Vulnerable Adult training provided by the NSCB/NASB (or other recognised provider with appropriate experience) and confirm with individual workers their duty to report concerns that arise about a child or vulnerable adult, or a worker's conduct towards a child/vulnerable adult, to the local church child protection/vulnerable adult manager.

Ensure that the named person has undertaken basic training (as above) and level three training (Working Together to Safeguard Children and Vulnerable Adults) provided by the NSCB and the NASB and that they understand his/her responsibility to refer any child protection or vulnerable adult concerns to the statutory child protection/adult protection agencies (i.e. Police and/or Children's Social Care/adult social care).

Ensure that any procedures relating to the conduct of church workers are implemented in a consistent and equitable manner. Provide opportunities for all workers to further develop their skills and knowledge particularly in relation to the welfare and protection of children and vulnerable adults.

Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and vulnerable adults.

Poplars Church Full Policy and Procedures for Safeguarding Children and Vulnerable Adults.

Section One:

Introduction.

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. It is likely that through the normal working practices of Poplars Church; their members will come into contact with children and vulnerable adults who may require protection and assistance. Poplars Church will uphold its duty to offer such protection and assistance.

Principles:

1. The welfare of children and vulnerable adults is of paramount concern.
2. All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
3. It is everyone's responsibility to report any concerns about abuse and the responsibility of the statutory authorities (e.g. Adult Care Trust, Children's Social Services and the Police) to conduct, where appropriate a safeguarding investigation.
4. All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
5. All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

Section Two: Recognising the Signs and Symptoms of Abuse.

Definition of Terms

Child:

The legal definition of a child is someone under the age of 18. Some legislation in the UK allows young people from age 16 to make certain decisions for themselves (e.g. getting married), but safeguarding legislation applies to anyone under the age of 18 because this is the legal definition of a child. The Children Act 1989 and 2004 in England and Wales, the Children (Scotland) Act 1995 in Scotland and the Children (Northern Ireland) Order 1995 in Northern Ireland similarly define a child as someone under 18.

Vulnerable adult or adult in need of protection:

An adult is someone over 18 (unless specific legislation states otherwise). Some adults because of circumstance or particular vulnerability or risk may be in need of protection. Vulnerable adults are also known as 'adults at risk'.

'No secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse' - Department of Health and Home Office (March 2000) states a vulnerable person is someone:

'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

Child and Vulnerable Adult Officer:

The person with designated responsibility for safeguarding within each church initiative, usually the Churches Child Protection Manager. His/her deputy should usually be a member of the church leadership.

Statutory Authorities or statutory local agencies :

A term used to describe those agencies with legal responsibility to investigate suspicions or allegations of abuse. This includes the Police, who would investigate to see if a crime has been committed, and Children or Adult Social Services.

Definitions of Child Abuse

Abuse and Neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

It is generally accepted that there are four main categories of abuse for children – physical abuse, sexual abuse, emotional abuse and neglect. The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. They may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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 penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing;

- to provide adequate food and clothing, shelter (including exclusion from home) or abandonment;
- to protect a child from physical and emotional harm or danger;
- to ensure adequate supervision (including the use of inadequate care-givers) or
- to ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Statutory Definitions of Adult Abuse

For vulnerable adults the statutory authorities use the following categories; physical abuse, sexual abuse, psychological or emotional abuse, financial or material abuse, discriminatory abuse, institutional abuse as well as neglect or act of omission.

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

Physical Abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Sexual Abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Financial or Material Abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

Neglect or Act of Omission

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well-being or development is impaired

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

Institutional Abuse.

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Section Three: Responding to, and Reporting signs and symptoms of abuse.

- It is not the responsibility of anyone from Poplars Church to decide whether or not a child or vulnerable adult has been abused. It is however everyone's responsibility to report concerns.
- Where the Child and Vulnerable Adult Officer is unsure what action to take, or is unavailable advice can be sought from the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. CCPAS operate a helpline, available outside of office hours. Alternatively contact your local Social Services or the police. Ensure you have their contact details including out of office hours telephone numbers, such as Children's Social Services Emergency Duty Team and the Police Child Protection Team and Social Services Adult Protection Team.

How to listen to a disclosure.

It is important to listen carefully to the information a child or vulnerable adult discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child or vulnerable adult.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children or vulnerable adults.
- Reassure the child or vulnerable adult.

When receiving a disclosure:

- Avoid panic, showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid making negative comments about the person against whom the allegation has been made.
- Avoid approaching the individual against whom the allegation has been made.
- Avoid making promises or agreeing to keep secrets.
- Avoid giving a guarantee of confidentiality.

Use appendix B to document concerns.

Responding to a Suspicion or Allegation of abuse, inappropriate behaviour or misconduct.**Basic procedures**

In the context of your role within Poplars Church, never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.

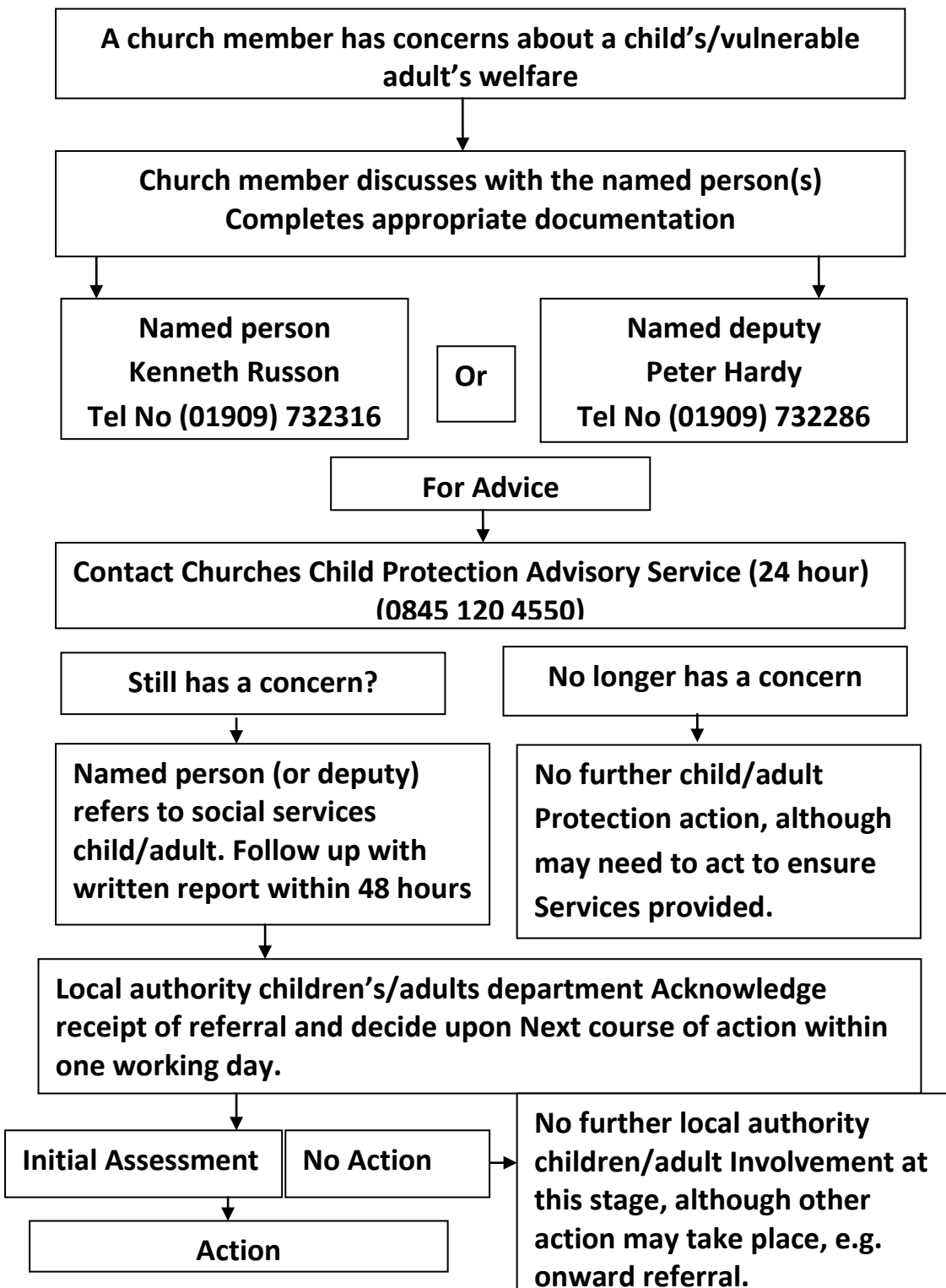
In the course of your role within Poplars Church a child or vulnerable adult may disclose information to you about a person that leads to a suspicion or allegation of inappropriate behaviour or misconduct.

- **Concerns must be reported as soon as possible to the Church Leadership and the Child and Vulnerable Adult Officer or his/her deputy. (see Appendix A for fuller details)**
- Make a full written record of the disclosure as soon as is practical (preferably within one hour of the person talking) and include, if appropriate, a description of any injury, its size, and a drawing of its location and shape on the child's body.
- Sign and date the record then pass it to the Child and Vulnerable Adult Officer or his/her deputy.
- Write down exactly what has been said, when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- The following gives more precise details as to what action to take:
- Write down dates and times of these events and when the record was made.

- Write down any action taken and keep all hand written notes even if subsequently typed up.
- All notes must be passed on to the Child and Vulnerable Adult Officer to assist them should the matter need to be referred to Adult or Children's Social Services or the police.
- Any referral to the statutory authorities should be confirmed in writing within 48 hours and you should expect an acknowledgement of your written referral within one working day of receiving it.
- Where there is a concern about a child their parents should be informed of the incident as soon as possible unless it is not in the child's best interests to tell them.
- Carers may also be informed if the vulnerable adult wishes
- Name of child/vulnerable adult.
- Age, date of birth of child/vulnerable adult.
- Home address and telephone number of the child/vulnerable adult.
- The nature of the allegation in the child/vulnerable adult's own words.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.

Action to be taken by a church member needing to report a child protection/vulnerable adult concern

Flow Chart



Please note that if Children's /Adult's Social Care do not become involved following your referral but you remain concerned and feel that their involvement is necessary, you should escalate your action to further communicate your concerns in accordance with Nottinghamshire County and NSCB Child Protection and Vulnerable Adult Procedures

Managing Allegations made against a church member

Poplars Church will ensure that any allegations made against church members will be dealt with swiftly and in accordance with these procedures:

- The member must ensure that the child is safe and away from the person against whom the allegation is made.
- The named person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by The Church's Child Protection Advisory Service (CCPAS Tel No 0845 1204550 who will advise the leadership.
- The named person should contact the Local Authority Designated Officer who can be contacted via 01159773935 for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police should be contacted for discussion.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.
- Regardless of whether a police and/or social services investigation follows, **Poplars Church** will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

Addendum

Disseminating/Reviewing Policies and Procedures

Poplars Church will have in place a system for disseminating and reviewing their overall policies and procedures. They will be reviewed annually, signed by the Church Leadership that has overall responsibility for the service being provided. Any changes/amendments need to be clarified and shared with church members. Changes and amendments to this policy will be in response to National legislation and guidance and in response to best safeguarding practice and evidence based research.

Appendix A.

Detailed procedures for responding to allegations or suspicions of abuse

Under no circumstances should a church member carry out their own investigation into an allegation or suspicion of abuse. Follow the procedures as set out below:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the **church leadership** who should report these concerns to **Kenneth Russon** who is the Child and Vulnerable Adult Officer They have been nominated by **Poplars Church** to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Child and Vulnerable Adult Officer or, if the suspicions in any way involve the Child and Vulnerable Adult Officer, then the report should be made to his deputy **Peter Hardy** . The role of the Child and Vulnerable Adult Officer or his deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

If the suspicions implicate both the Child and Vulnerable Adult Officer and his deputy, then the report should be made in the first instance to **Marion Corbett** via The Crossing Church (01909) 473375.

You should also contact the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent. BR8 7UQ. Telephone 0845 120 4550 They would be well positioned to guide you as to whether to proceed to contact Social Services or the police.

Where the concern is about a child the Child and Vulnerable Adult Officer should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number (office hours) is **01623 520520**

The out of hour's emergency number is **0300 456 4546**

The local Adult Social Services office telephone number (office hours) is **08449 80 80 80**.

The out of hours emergency number is **999**

The Police Child Protection Team telephone number is **0300 300 9999**

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

Whilst allegations or suspicions of abuse will normally be reported to the Child and Vulnerable Adult Officer, or his deputy, the absence of these persons should not delay taking advice from the CCPAS and if necessary, referral to Social Services and the Police

Poplars Church will support the Child and Vulnerable Adult Officer in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS. However, we hope that all Poplars Church members will use the procedure mentioned above. If, however, the individual with the concern feels that the Child and Vulnerable Adult Officer has not responded appropriately or where they have a disagreement with the Child and Vulnerable Adult Officer as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that Poplars Church demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

Appendix B.**Section Three (c) Poplars Church Notification of Incident Form/Referral Form for Suspicions or Allegations of Abuse of a Child or Vulnerable Adult**

This form must be completed where volunteers are concerned about an incident involving a child or vulnerable adult. This form must be completed as soon as possible after the incident that causes concern in conjunction with the Child and Vulnerable Adult Officer.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

Appendix B (continued)**Poplars Church Disclosure Report
Child and Vulnerable Adult Protection Policy****Details of person making the report.****Name:****Position:****Contact telephone number:****Details of Child/Vulnerable Adult.****Name:****Date of birth:****Address:****Contact telephone number:****Name and Address of Parents/Guardians/Carers:****If you are reporting concerns on behalf of someone else, please provide details of that person:****Name:****Position:****Address:****Contact telephone number:****Date this person advised you of their concern:****Details of the incident/concern:****Date incident/concern arose:****Time:****Place:****Names and addresses of other people who may have information about the concerns/incident****Describe in detail what happened:**

Appendix B. (continued).

Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any (using diagrams if it helps you to describe).

Was the child/vulnerable adult asked about the incident? YES/NO
If yes record exactly what was said in their own words and asked if any questions asked if the situation needed clarification.

Details of any action taken;

Detail what action, if any, has been taken following receipt of this information.

Other information:

Record any other information you have about this matter (It is important that all information is passed on even that which you think is not important or helpful).

Signature(s)

Print Name:

Date

Appendix C.**Named Person(s) for Child Protection/Vulnerable Adults.****Contact details**

Poplars Church has an appointed individual who is responsible for dealing with any child protection vulnerable adult concerns. In their absence, a deputy will always be available for volunteers to consult with.

The **named** persons for Child Protection within **Poplars Church** are:

Named Person for Child Protection: **Kenneth Russon.**

Work telephone number: **01909 732316**

Deputy Name of contact person: **Peter Hardy.**

Telephone number **01909 732286**

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/vulnerable adult may be subject to abuse or neglect.
- Ensure that any concerns about a child/vulnerable adult are acted upon, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/vulnerable adult or breach of Child Protection/vulnerable adult policies and procedures. These will be kept in a secure place