



# SAFEGUARDING POLICY 2024

**Safeguarding Children, Young People  
and Adults with Care and Support Needs**

This version agreed by the Grace Church Cheltenham Trustees January 2024

*Safeguarding policy template produced by thirtyone:eight*

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## SECTION 1

### CONTACT DETAILS

#### NAME OF PLACE OF WORSHIP / ORGANISATION:

Grace Church Cheltenham

#### ADDRESS:

The Holt  
Dog Lane  
Witcombe  
Gloucestershire  
GL3 4UG

#### LOCATION OF MEETING:

Dean Close Prep School Centenary Hall  
Lansdown Road  
Cheltenham  
GL51 6QS

#### TEL NO:

01242 699642

#### SAFEGUARDING LEAD:

Ann-Marie Bach

#### SAFEGUARDING LEAD CONTACT TELEPHONE:

01242 526423 / 07717 793355

#### DEPUTY SAFEGUARDING LEAD:

Lucy Whitaker

#### DEPUTY SAFEGUARDING LEAD CONTACT TELEPHONE:

07810 307909

#### MEMBERSHIP OF:

The Fellowship of Independent Evangelical Churches (FIEC)

#### CHARITY NUMBER:

1151835

#### INSURANCE COMPANY:

Public Liability with Ansvar Insurance  
Ansvar House  
St Leonards Road  
Eastbourne  
BN21 3UR  
084546020999

## SECTION 2

### INTRODUCTION

#### 2.1 CULTURE AND GOVERNANCE

**Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this is the Board of Trustees.**

The Board of Trustees is appointed to have independent authority and legal responsibility for governing an organisation or charity and directing how it is managed and run. They have 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” (ICSA The Governance Institute, 2017)

##### 2.1.1. Positions of trust

All adults working with children, young people and adults with care and support needs 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 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.

**2.1.2. The following Safeguarding Policy 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 and are committed to the safeguarding of all.
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures.
- there is a code of conduct.
- the values of the organisation are embedded in its day-to-day actions and the behaviours of its people.
- there is open communication.

#### 2.2 OUR COMMITMENT

The Leadership Team (the Elders and Trustees) 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 Team we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight (<https://thirtyoneeight.org/ten-standards>).

## 2.3 SAFEGUARDING STATEMENT

### 2.3.1 Summary

- Grace Church Cheltenham 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.
  - report any such abuse that we discover or suspect.
- We recognise 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 appropriate access to every aspect of the life of Grace Church Cheltenham, in line with our constitution, doctrinal basis, and membership agreement, unless they pose a risk to the safety of those we serve.
- 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.
- All children, young people and adults have the right to be treated with respect and to be listened to.

### 2.3.2 We are committed to:

- Following statutory and specialist guidelines in relation to safeguarding children and adults and will ensure that all workers will work within the agreed procedures of our safeguarding policy.
- Implementing the requirements of all relevant legislation, including, but not limited to; Working Together to Safeguard Children 2018, 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.
- Reviewing our safeguarding policy and procedures annually.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone (Leadership Team, staff and volunteers) agrees to abide by these recommendations and our guidelines.
- Supporting all in the place of worship/organisation affected by abuse.
- Not allowing this document to be copied by other organisations.

### 2.3.3 We recognise:

- Children’s Social Services 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.

#### 2.3.4 The Leadership Team recognises the following areas of work with children, young people and adults with care and support needs:

On a Sunday:

Crèche & Scramblers – Preschool and under

Climbers – Reception-Yr2

Explorers – Yr3-6

Pathfinders – Yr7-9

Pastoral care of adults with care and support needs

Rota roles such as AV & Music, where children & young people may serve

Midweek:

Grace Tots – Preschool and under

Pathfinders – Yr7-9

Youth – Yr10-13

Pastoral care of adults with care and support needs

The policy also covers any ad hoc / occasional children's activities outside of normal church times such as craft events, social / outreach events, children's clubs and day trips. It also covers our individuals when working as Grace Church Cheltenham volunteers with other organisations, unless those other organisations have their own safeguarding policies in place (See Partnership Working for further details).



## SECTION 3

### PREVENTION

#### 3.1 UNDERSTANDING ABUSE AND NEGLECT

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

In order to safeguard those in our places of worship and organisations 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 (see Section 5: Responding to Allegations of Abuse).

#### 3.2 SAFER RECRUITMENT

The Leadership Team will ensure all workers (employees and volunteers who work with children or adults with care and support needs) will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes anyone on the Grace Kids team, whether Leader or Helper. The Leadership Team will ensure that:

- All workers will be members of Grace Church.
- There is a written job description / person specification for the post (included in Appendix 9: Grace Kids Application Form).
- Those applying have completed an application form (Appendix 9).
- Those shortlisted have been interviewed by a member of the Leadership Team (during their membership interview) and the Grace Kids Coordinator. This interview can take the form of an informal conversation.
- Safeguarding has been discussed at interview.
- Written references have been obtained, and followed up where there is any cause for concern.
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
  - DBS checks will be updated every three years. The safeguarding team will maintain a list of active volunteers working with children who have had DBS checks. Only these people with valid DBS checks will be allowed to serve as Leaders or Helpers on the Grace Kids teams.

- Qualifications where relevant have been verified.
- A suitable training programme is provided for the successful applicant.
- The applicant has read the organisation's safeguarding policy and knows how to report concerns.

In practice, this means:

- Volunteers will not be able to serve on the Grace Kids Team until:
  - They are members of Grace Church.
  - The Grace Kids Coordinator has checked their references.
  - The Deputy Safeguarding Lead has completed their DBS check.
  - The Deputy Safeguarding Lead has notified the church Administrator that the relevant checks have been completed.
- Any volunteers re-joining the Grace Kids team after a break of 3 years or more will restart the recruitment process.

### 3.2.1 Blemished DBS check

In the event of an individual disclosing details of a criminal conviction or a conviction being revealed through the DBS check, the Recruiter must pass the details of the conviction onto the Safeguarding Lead and the Trustee responsible for safeguarding. It should not be shared any further than absolutely necessary. The Safeguarding Lead and the Trustee should then decide whether they wish to continue with the appointment. They should consider the following questions when making a decision:

- How long ago was the offence committed?
- Was the individual a minor or an adult when the offence was committed?
- Did the individual reveal the offence on the self-declaration form?
- Does the individual demonstrate remorse?
- Does the offence raise concerns about their ability to fulfil their role safely?

As soon as possible, the Safeguarding Lead and the Trustee should share their decision with the individual concerned and clearly explain the reasons behind the decision. They may wish to ask for further explanation of the events surrounding the offence from the individual concerned. They may also wish to contact thirtyone:eight for advice.

At all times, the individual should be kept informed about the process and who the disclosed information will be shared with. They should be told that they can withdraw their application at any time.

## 3.3 SAFEGUARDING TRAINING

The Leadership Team 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 (employees and volunteers) will receive induction training and undertake recognised safeguarding training on a regular basis – see Appendix 13: Safeguarding Schedule.

The Leadership Team 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.

## 3.4 MANAGEMENT OF WORKERS – CODES OF CONDUCT

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers and volunteers have been issued with a Safeguarding Summary and Code of Conduct towards children, young people and adults with care and support needs (see Appendix 8).

## 3.5 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 false or unfounded accusation.

We have a general Code of Conduct for workers and volunteers (Appendix 8). Workers and volunteers must read this termly. Workers and volunteers must read the Safeguarding Policy annually.

We have an online video conferencing safeguarding policy (Appendix 10) and Code of Conduct (Appendix 11). Appendix 12 outlines how to respond to online concerns.

### 3.6 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. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

When working in partnership with other organisations with children, young people or adults with care and support needs, we will have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all such partners our safeguarding expectations and have a partnership agreement for safeguarding.

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 and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## SECTION 4

### RESPONDING TO ALLEGATIONS OR SUSPICIONS OF ABUSE

The person who first suspects or is told of alleged abuse is responsible for ensuring that his/her concern is taken seriously.

Suspicion may vary from a vague disquiet about possibly inappropriate behaviour to clear evidence of serious abuse with many intermediate levels.

Information may reach you from a variety of sources:

- a child or young person claiming that he/she has been abused
- another child or young person who is concerned
- a member of the child's family
- a fellow worker of the suspect
- someone who believes he/she is the object of malicious or unfounded rumour
- your own concerns

#### 4.1 SUMMARY

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

##### 1. Documenting a concern

The worker (employee or volunteer) should make a written report of the concern by completing **Appendix 7: Cause for Concern form** and handing it to the **Safeguarding Lead**. The worker must complete the report as soon as possible and include as much factual information as possible, following the guidance on the form. They may ask the Safeguarding Lead for advice in completing the form.

##### 2. Reporting a concern

The worker should pass the written report to the **Safeguarding Lead** as soon as possible. This person is nominated by the Leadership Team to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Lead, or if the suspicions in any way involve the Safeguarding Lead, then the report should be made to the **Deputy Safeguarding Lead**.

If the suspicions implicate both the Safeguarding Lead and the Deputy Safeguarding Lead, then the report should be made in the first instance to **thirtyone:eight**. This should not delay contacting Social Services or the Police if necessary.

Please find the relevant contact details in Section 1: Contact Details.

##### 3. Referring a concern

###### Contact details

The Safeguarding Lead should contact the appropriate social services agency or they may first ring the thirtyone:eight helpline for advice:

**Thirtyone:eight Helpline:** 0303 003 1111

<https://thirtyoneeight.org/help-and-resources/safeguarding-helpline/>

If they have a concern about a child they should then contact the Children and Families Services Helpdesk (office hours = 9am-5pm Monday - Friday):

**Children and Families Services Helpdesk:** 01452 426565

childrenshelpdesk@gloucestershire.gov.uk

<https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/report-a-child-at-risk/>

**Out of Hours Tel:** 01452 614194 (Emergency Duty Team)

If they have a concern about an adult, they should contact Adult Social Services (office hours = 8am-5pm Monday - Friday):

**Adult Social Services:** 01452 426868

socialcare.enq@gloucestershire.gov.uk

<https://www.gloucestershire.gov.uk/health-and-social-care/adults-and-older-people/report-suspected-abuse-safeguarding-adults-at-risk/>

**Out of Hours Tel:** 01452 614194 (Emergency Duty Team)

If you are concerned about the immediate safety of a child or adult, call the Police on 999 if it is an emergency, or 101 if you think someone is breaking the law.

#### General guidance

- The Safeguarding Lead may need to inform others depending on the circumstances and/or nature of the concern:
  - The Trustee Lead for Safeguarding, who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - The Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- 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 (Appendix 7).
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership Team will support the Safeguarding Lead/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership Team hope that members of Grace Church Cheltenham will use this procedure. If, however, the individual with the concern feels that the Safeguarding Lead/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Lead/Deputy 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 Team demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.
- The role of the Safeguarding Lead / Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

## 4.2 DETAILED PROCEDURES WHERE THERE IS A CONCERN ABOUT A CHILD

Please see the relevant Appendices for further information about types, definitions and signs of abuse.

#### 4.2.a Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Lead/Deputy will:

- Contact Children's Social Services (or 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.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant 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 Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

#### 4.2.b Allegations of sexual abuse

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

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

### 4.3 DETAILED PROCEDURES WHERE THERE IS A CONCERN THAT AN ADULT NEEDS PROTECTION

#### 4.3.a Suspicions 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 will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

#### 4.3.b If there is a concern regarding spiritual abuse, the Safeguarding Lead will:

- Identify support services for the victim 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.

### 4.4 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, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker.
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) 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 Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

#### 4.5 ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH ADULTS WITH CARE AND SUPPORT NEEDS

The Safeguarding Lead will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services 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 Services to decide, not the church.

## SECTION 5

### PASTORAL CARE

#### 5.1 SUPPORTING THOSE AFFECTED BY ABUSE

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

#### 5.2 WORKING WITH OFFENDERS AND THOSE WHO MAY POSE A RISK

When someone attending Grace Church Cheltenham is known to have abused children, is under investigation for abuse, or is known to be a risk to adults with care and support needs; the Leadership Team will supervise the individual concerned and offer pastoral care. However, in their safeguarding commitment to the protection of children and adults with care and support needs, the Leadership Team will set boundaries for that person, which they will be expected to keep. These boundaries will be based on an appropriate risk assessment and through consultation with appropriate parties. The Leadership Team and Safeguarding Team will work together with the offender or person who may pose a risk to complete Appendix 14: Offender Agreement Template and Appendix 15: Offender Risk Assessment Template.



## ADOPTION OF THE POLICY

This policy was agreed by the Leadership Team and will be reviewed annually.

Signed by:

Ethan MacLeod

Position:

*Elder and Trustee*

Signed by:

Sam Freedman

Position:

*Elder and Trustee*

Signed by:

Stu Jessop

Position:

*Elder and Trustee*

Signed by:

Ash Cunningham

Position:

*Elder, Assistant Pastor and Trustee*

Signed by:

Simon Carroll

Position:

*Elder*

Signed by:

Richard Stainton

Position:

*Elder*

Date:

January 2024

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. They may be abused by an adult or adults or another child or children. Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

#### Legislation for England

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)' .

#### AP1.1 WHAT IS ABUSE AND NEGLECT IN CHILDREN?

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.

**AP1.1.a 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.

**AP1.1.b 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. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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.

**AP1.1.c Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**AP1.1.d 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, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**AP1.1.e Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**AP1.1.f Extremism** goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

**AP1.1.g Spiritual abuse** is the abuse of spiritual power and authority characterised by a systematic pattern of coercive and controlling behaviour. See Appendix 6: Spiritual Abuse Policy.

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding. This replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000).

#### Legislation for England

The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The safeguarding duties apply to an adult who;

- has need for 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.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

**Link:** The Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

**Link:** Care and Support Statutory Guidance under the Care Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

#### AP2.1 WHAT IS ABUSE AND NEGLECT IN ADULTS?

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

**AP2.1.a Physical abuse** including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

**AP2.1.b Domestic violence** including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

**AP2.1.c Sexual abuse** including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**AP2.1.d Psychological abuse** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**AP2.1.e Financial or material abuse** including theft; fraud; internet scamming; coercion in relation to an adult's financial affairs or arrangements, including in connection with wills; property; inheritance or financial transactions; or the misuse or misappropriation of property; possessions or benefits.

**AP2.1.f Modern slavery** encompasses slavery; human trafficking; forced labour; and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**AP2.1.g Discriminatory abuse** including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**AP2.1.h Organisational abuse** including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure; policies; processes; and practices within an organisation.

**AP2.1.i Neglect and acts of omission** including ignoring medical; emotional; or physical care needs; failure to provide access to appropriate health; care and support or educational services; the withholding of the necessities of life, such as medication; adequate nutrition; and heating.

**AP2.1.j Self-neglect** this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

**AP2.1.k Spiritual abuse** is the abuse of spiritual power and authority characterised by a systematic pattern of coercive and controlling behaviour.

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

#### AP3.1 PHYSICAL

- Injuries not consistent with the explanation given for them..
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.
- Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation.'
- Cuts/scratches/substance abuse.'

#### AP3.2 SEXUAL

- Any allegations made concerning sexual abuse.
- Excessive preoccupation with sexual matters, detailed knowledge of adult sexual behaviour.
- Age-inappropriate sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders – anorexia, bulimia.'

#### AP3.3 EMOTIONAL

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness.
- Obsessions or phobias.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness.
- Running away/stealing/lying.

#### AP3.4 NEGLECT

- Under nourishment, failure to grow.

- Constant hunger.
- Stealing or gorging food.
- Untreated illnesses.
- Inadequate care, etc.

These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

#### AP4.1 PHYSICAL ABUSE

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or medical problems left unattended.
- Any injuries not consistent with the explanation given for them.
- Bruising and discolouration – particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc.
- Recurring injuries without plausible explanation.
- Loss of hair, loss of weight and change of appetite.
- Person flinches at physical contact &/or keeps fully covered, even in hot weather.
- Person appears frightened or subdued in the presence of a particular person or people.

#### AP4.2 DOMESTIC VIOLENCE

- Unexplained injuries or 'excuses' for marks or scars.
- Controlling and/or threatening relationship including psychological; physical; sexual; financial; emotional abuse.
- So called 'honour' based violence and Female Genital Mutilation.

#### AP4.3 SEXUAL ABUSE

- Pregnancy in a woman who lacks mental capacity or is unable to consent to sexual intercourse.
- Unexplained change in behaviour or sexually explicit behaviour.
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting.
- Infections or sexually transmitted diseases.
- Full or partial disclosures or hints of sexual abuse.
- Self-harming.
- Emotional distress.
- Mood changes.
- Disturbed sleep patterns.
- Psychological abuse.
- Alteration in psychological state e.g. withdrawn; agitated; anxious; tearful.
- Intimidated or subdued in the presence of a carer.
- Fearful, flinching or frightened of making choices or expressing wishes.
- Unexplained paranoia.
- Changes in mood, attitude and behaviour, excessive fear or anxiety.



- Changes in sleep pattern or persistent tiredness.
- Loss of appetite.
- Helplessness or passivity.
- Confusion or disorientation.
- Implausible stories and attention seeking behaviour.
- Low self-esteem.

#### AP4.4 FINANCIAL OR MATERIAL ABUSE

- Disparity between assets and living conditions.
- Unexplained withdrawals from accounts or disappearance of financial documents or loss of money.
- Sudden inability to pay bills, getting into debt.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes of deeds or title to property.
- Missing personal belongings.
- Inappropriate granting and / or use of Power of Attorney.

#### AP4.5 MODERN SLAVERY

- Physical appearance; unkempt, inappropriate clothing, malnourished.
- Movement monitored, rarely alone, travel early or late at night to facilitate working hours.
- Few personal possessions or ID documents.
- Fear of seeking help or trusting people.

#### AP4.6 DISCRIMINATORY ABUSE

- Inappropriate remarks, comments or lack of respect.
- Poor quality or avoidance care.
- Low self-esteem.
- Withdrawn.
- Anger.
- Person puts themselves down in terms of their gender or sexuality.
- Abuse may be observed in conversations or reports by the person of how they perceive themselves.

#### AP4.7 INSTITUTIONAL ABUSE

- Low self-esteem.
- Withdrawn.
- Anger.

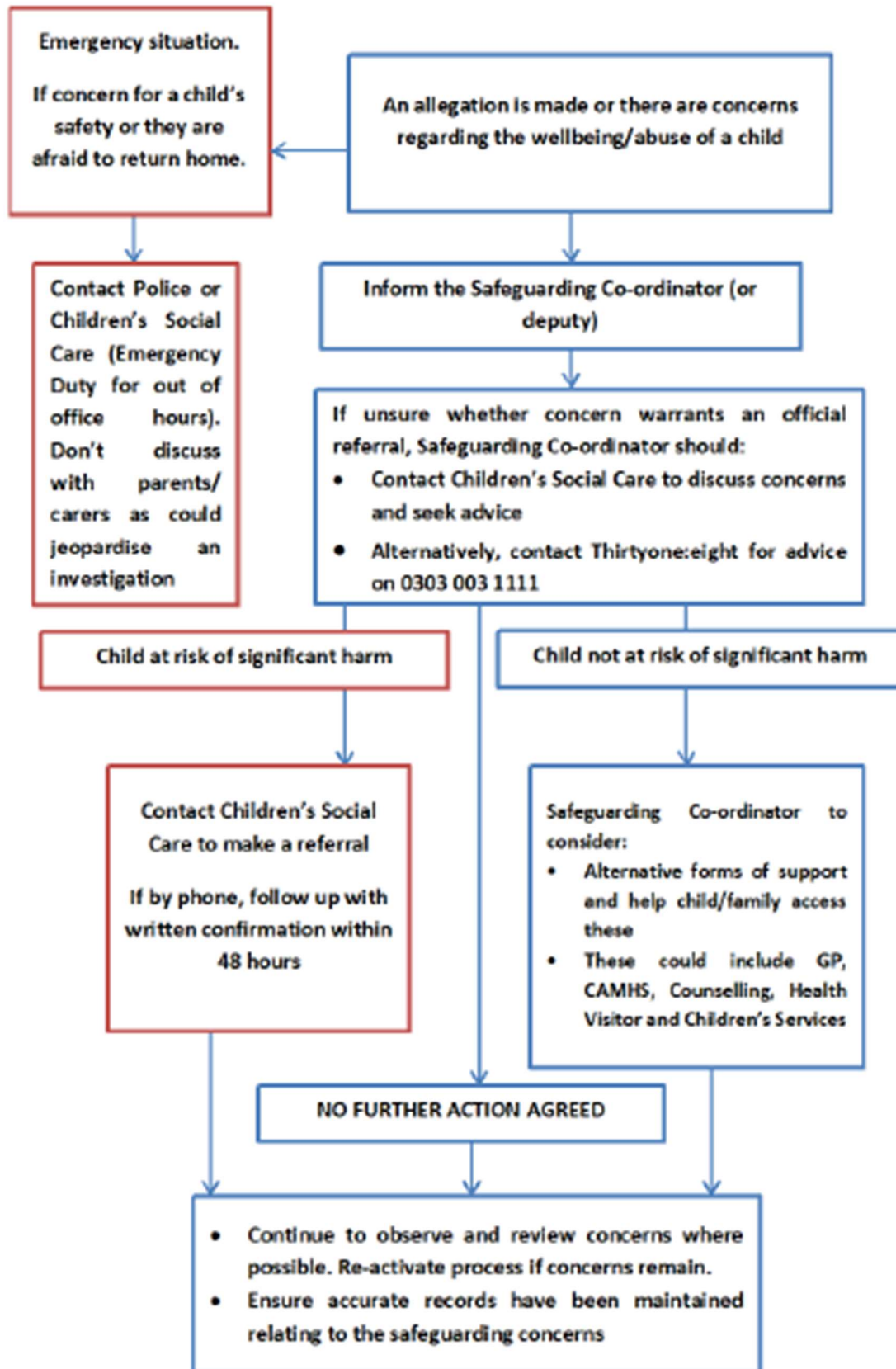
- Person puts themselves down in terms of their gender or sexuality.
- Abuse may be observed in conversations or reports by the person of how they perceive themselves.
- No confidence in complaints procedures for staff or service users.
- Neglectful or poor professional practice.

#### AP4.8 NEGLECT AND ACTS OF OMISSION

- Deteriorating despite apparent care.
- Poor home conditions, clothing or care and support.
- Lack of medication or medical intervention.

#### AP4.9 SELF-NEGLECT

- Hoarding inside or outside a property.
- Neglecting personal hygiene or medical needs.
- Person looking unkempt or dirty and has poor personal hygiene.
- Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food.
- Person is dressed inappropriately for the weather conditions.
- Dirt, urine or faecal smells in a person's environment.
- Home environment does not meet basic needs (for example not heating or lighting).
- Depression.



## SPIRITUAL ABUSE POLICY

Churches and places of worship should be environments in which both adults and children are encouraged to develop spiritually, emotionally and relationally, in safe and healthy circumstances. We feel it necessary to include an appendix on spiritual abuse, but no other type of abuse, in the view of the abuses of power and position that have recently come to light in a variety of Christian settings. Further, spiritual abuse is lesser known and researched in comparison to the other forms of abuse.

## AP6.1 SPIRITUAL ABUSE DEFINITION

Only in the last 15 to 20 years has the term *spiritual abuse* been used to describe unhealthy contexts or cultures and unhelpful and damaging psychological and emotional behaviour.

In their book "Breaking the silence on spiritual abuse", Lisa Oakley and Kathryn Kinmond define *spiritual abuse* as such: "Coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include:

- manipulation and exploitation,
- enforced accountability,
- censorship of decision making,
- requirements for secrecy and silence,
- pressure to conform,
- misuse of scripture or using the pulpit to control behaviour,
- requirement of obedience to the abuser,
- the suggestion that the abuser has a 'divine' position,
- isolation from others, especially those external to the abusive context."

(Breaking the silence on spiritual abuse. Lisa Oakley and Kathryn Kinmond (2013), p.21).

To begin with, it is important to understand that spiritual abuse is a form of psychological and emotional abuse that takes place within a faith context. Sufferers therefore experience being controlled, coerced and pressurised within church communities and places of worship. It is important to realise that there is no evidence that its proponents necessarily intend to harm others. Instead, controlling and unhelpful ways of behaving might develop unwittingly and, once a pattern is established, it continues.

However, as with other forms of abuse, it is also possible that other forms of abuse will be occurring alongside spiritual abuse (such as sexual or physical abuse or neglect) – sometimes, indicators of these other forms of abuse are the first that bring attention to wider spiritually abusive practices.

Spiritual abuse can happen in any place of worship or spiritual context. Spiritual abuse can happen anywhere – but it does not happen everywhere.

Although it is suggested that leaders perpetrate spiritual abuse, it is important to understand that anyone can be a perpetrator of abuse (of any form), and leaders can be spiritually abused by others as much as those without any position can abuse others in faith communities.

However, 'spiritual abuse' is a broad term that has often been vaguely defined and poorly understood. Whilst we want to acknowledge the reality of unhealthy and controlling cultures that have recently come to light, we do not want to condemn legitimate biblical spiritual authority. For a model of categorising legitimate use of authority in spiritual settings, see Marcus Honeysett's 'Audit of abuse of power' ([https://spckpublishing.co.uk/pub/media/PDFs/Powerful\\_Leaders\\_Digital\\_Resource\\_Final.pdf](https://spckpublishing.co.uk/pub/media/PDFs/Powerful_Leaders_Digital_Resource_Final.pdf)).

## AP6.2 KEY CHARACTERISTICS OF SPIRITUAL ABUSE

So what does spiritual abuse look like? This is quite a difficult question to answer. It may help to use the acronym BADIS (Oakley & Kinmond, 2013) which sets out its key features (of which some or all may be present):

### AP6.2.1 Blame

In an unhealthy context a great deal of censorship is likely. People may themselves be blamed for any issues or problems they identify. They often find that they are unable to raise issues or to ask questions without being accused of either threatening unity or causing trouble. Generally, those in an unhealthy context feel pressurised to be silent and not to raise concerns.

### AP6.2.2 Accountability

This is being required, forced or coerced to share personal details or to include another person in your decision-making. It is important to note that accountability can be positive if the person involved chooses to engage with it, without feeling pressurised in the relationship.

### AP6.2.3 Damage

One of the key features of spiritual abuse is the damage that it does to the individual, which often occurs through manipulation, fear and shame. Manipulation may be connected to someone feeling pressured to perform different actions or behaviours. They may also be expected to be extremely committed to the place of worship, even if this means they are unable to fulfil other commitments. People often feel scared of the consequences of not conforming. They may also feel shame. Sometimes they will experience acceptance, followed by rejection, as a way of controlling their behaviour.

### AP6.2.4 Inability to work with others

Often a spiritually abusive individual will find it very difficult to work with others and to be able to take on-board alternative opinions. There is often absence of team decision-making.

### AP6.2.5 Scripture

When used out of context to pressurise individuals to behave in a particular way or to make a particular decision. Misuse of scripture is extremely important to understand because individuals with a faith will hold their sacred texts in very high regard. If passages are used to control or manipulate behaviour this can be very difficult to argue against and may be very damaging in the long term. A warning sign of spiritual abuse is when scripture is used to support an individual's personal agenda. Instead, it should focus on the needs of others and should encourage people to consider and choose their responses for themselves.

## AP6.3 PREVENTING SPIRITUAL ABUSE

As with all forms of abuse, it is not easy to prevent spiritual abuse, but there are some suggestions that might help. Again an acronym may be helpful here. ESSTA (Oakley & Kinmond, 2013) can be used as a quick reminder:

### AP6.3.1 Empowerment

It is important that we encourage individuals within spiritual contexts to develop autonomy. That means healthy spiritual cultures encourage people to develop as individuals who can think for themselves and are able to express disagreement or concern.

### AP6.3.2 Supervision

Many places of worship do not have regular supervision or support for those in paid or unpaid leadership roles. Supervision should be a healthy practice within spiritual contexts whereby discussions of helpful and unhelpful behaviours can be held.

### AP6.3.3 Support

It is essential that support is developed for those who have experienced spiritual abuse. As support is openly offered and training provided for those in pastoral care roles, people may begin to better understand spiritual abuse. Greater awareness may help to prevent further abuse.

#### AP6.3.4 Training

Training is important to ensure that individuals keep developing and operating safer practices. A feature of training should be healthy team working, as team leadership seems to be a protective factor against spiritual abuse.

#### AP6.3.5 Awareness

There is a need to increase awareness around spiritual abuse as it is still little understood. Individuals may be unaware of the impact of their behaviour on others, or of alternative methods of behaving. Further, there is a need to raise awareness of scripture and sacred texts, in order that individuals are better prepared to identify when these texts are being manipulated.

### AP6.4 GENERAL PROCEDURES TO PROTECT AGAINST SPIRITUAL ABUSE

This is a list of procedures to encourage a healthy church culture in practice:

- Leadership Team to invite feedback via the elders@ email address or personal conversations.
- Trustee Responsible for HR to meet termly with each member of staff and invite feedback.
- Leadership Team to meet at least annually with those in paid and unpaid leadership roles – to include an invitation for feedback. This may include e.g. termly Grace Group Leaders meetings, Grace Kids training sessions etc.
- Pastoral care team to support those who have experienced spiritual abuse, including signposting people towards appropriate counselling services.
- Staff and Elders to meet socially to promote good working relationships.
- Opportunities for the Leadership Team and Staff to attend healthy team culture workshops and training events.
- Opportunities for the Leadership Team and Staff to attend training sessions run by thirtyone:eight e.g. Understanding Spiritual Abuse, Leadership: The role of leaders in creating safer cultures etc.
- Spiritual Abuse Policy to be read annually by those in leadership positions and those working with children, young people or adults at risk of harm.

### AP6.5 WHAT TO DO IF YOU SUSPECT SPIRITUAL ABUSE

Follow the guidelines under Section 4 of our main Safeguarding Policy, 'What to do if you suspect abuse', i.e. documenting the concern and reporting it to the Safeguarding Lead.

The most important thing in providing support is in responding well when people share their experiences. As spiritual abuse is still relatively unknown, many people may not really understand what is happening to them. Therefore, the most important thing is to listen and to respond supportively to the individual.

## APPENDIX 7

### CAUSE FOR CONCERN FORM

#### PART 1: RECORD OF CONCERN ABOUT A CHILD/ADULT'S SAFETY AND WELFARE

*For use by any worker (employee or volunteer)*

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time of writing:	
Your Name (print):	Role/Job title:	
Signature: .....		
Other members of the household:		
<p>Factually record the nature of the concern e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Attach additional sheets if necessary.)</i></p> <p>The following questions may be helpful:</p> <p>How did the concern come to light?</p> <p>What is the child/adult saying about what has happened? <i>(use their own words if possible)</i></p> <p>Any other relevant information e.g. previous concerns etc.</p>		
Date & time of discussion with Safeguarding Lead:		

Once completed, this form should be handed to Ann-Marie Bach (01242 526423 / 07717 793355), the **Safeguarding Lead**, without delay.

In the absence of the Safeguarding Lead or, if the suspicions in any way involve the Safeguarding Lead, then the report should be handed to Lucy Whitaker (07810 307909), the **Deputy Safeguarding Lead**.

If the suspicions implicate both the Safeguarding Lead and the Deputy, then the report should be made in the first instance to: **thirtyone:eight** Tel: 0303 003 1111. Alternatively contact Social Services or the Police.

Suspicions must not be discussed with anyone other than those nominated above.

## GUIDANCE NOTES FOR PART 1

Following are some helpful pointers in completing the above form:

1. As a registered body, Grace Church Cheltenham is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018, the Care Act, 2014, and our own safeguarding policy.
2. ***Essential principles of recording the information received/disclosed/observed:***
  - a. Remember: do not investigate or ask any leading questions.
  - b. Make notes within the first hour of receiving the disclosure or observing the incident.
  - c. Be clear and factual in your recording of the incident or disclosure.
  - d. Avoid giving your opinion or feelings on the matter.
  - e. Do not share this information with anyone else except those listed at the bottom of Part 1 of this form. They will advise on if anyone else will need to be informed, how and when.
  - f. Make use of the additional information section to add any other relevant information regarding the child/adult/family that you may be aware of. This can include any historic concerns or observation

3. ***What constitutes a safeguarding concern?***

Any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Find more information about the categories of abuse within Appendices 1-4.

If you're unsure if something constitutes a safeguarding concern, we encourage you to complete the Cause for Concern form and seek advice from the Safeguarding Lead.

Whilst it may be helpful to record a specific category of abuse in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from the Safeguarding Lead or thirtyone:eight at this stage.

4. ***Why do you need information regarding 'other household members'?***

It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

5. ***Why is the view of the child/adult significant?***

It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.

6. ***Passing information to the Safeguarding Lead***

The Safeguarding Lead holds ultimate responsibility in responding to any safeguarding concerns within Grace Church Cheltenham. Therefore, it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.



## PART 2: RECORD OF CONCERN ABOUT A CHILD/ADULT' S SAFETY AND WELFARE

*For use by the Safeguarding Lead*

Report received by Safeguarding Lead:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received (including about informing parents or, in the case of adults, seeking consent/capacity):				
Initial assessment of concern following advice					
Action taken with reasons recorded  <i>(e.g. referral completed, monitoring, any advice given to staff, etc.)</i>	Date:	Time completed:	By whom:		
	Referral:		To whom:		
	Signposting to other community resources:				
	Pastoral care and other support from church:				
Ongoing monitoring:					
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			

Any other relevant information			
Name of Safeguarding Lead:		Signature:	

## GUIDANCE NOTES FOR PART 2

Following are some helpful pointers in completing the above form:

### **1. Importance of consent from parents/carer or adults (in the light of mental capacity)**

With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.

### **2. Initial assessment**

Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/social services etc), what are the concerns categorised as?

## GRACE CHURCH CHELTENHAM– CODE OF CONDUCT

### SAFEGUARDING SUMMARY

It is the policy of Grace Church Cheltenham to provide a safe and caring environment for children, young people and adults with care and support needs.

We have four groups for children on a Sunday: Scramblers (birth to Preschool), Climbers (Reception-Yr2), Explorers (Yr3-6), and Pathfinders (Yr7-9). During the week, we also run Grace Tots (birth to Preschool), Pathfinders midweek (Yr7-9) and Youth (Yr10-13).

The Safeguarding Lead is Ann-Marie Bach, the Deputy (who administers DBS paperwork) is Lucy Whitaker, and Ethan MacLeod is Trustee Lead for Safeguarding.

### PURPOSE OF THE CODE OF CONDUCT

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

The code of conduct aims to 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.

### GENERAL PROCEDURES WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE

A comprehensive First Aid kit including logbook is found hanging on the wall in the cupboard under the stairs in the atrium. A mini First Aid kit can be found in every Grace Kids box. These will be maintained by the nominated First Aider.

Visiting parents will be asked by a member of the welcoming team or staff to fill in a **Registration Form**, to be given to the group leader before the Grace Kids session starts. Relevant information from the Registration Form will be added to the register by the leader of that Grace Kids group. The form will then be handed to the Administrator for processing and storage.

A **Register** is kept of children in attendance by leaders in each of the groups – printed on fluorescent card each term. Hand outdated registers to the Administrator for shredding.

If a child is distressed and not settling, a leader will fetch a parent, always erring on the side of caution when making a judgment.

Activities and materials used will be age appropriate with consideration given to safety at all times.

Photographs and videos may only be taken/used with the express permission of parents and in line with both our data protection policy and our photographic images and videos policy (Appendix 10.3). Permission is recorded on Grace Kids registers.

If contacting children under the age of 18 via e-mail, texts or social media, use group chats including other Grace Kids leaders and parents. Keep messages for future reference. Maintain open relationships with parents and carers regarding communication. See Appendix 10 and 11 for more information.

One adult should never be alone with a single child behind a closed door. Occasionally a private conversation may need to take place, in which case the location should remain visible (e.g. a quiet corner of the main hall) and there should always be at least one other adult in the near vicinity about which both the adult and the child know. If for some reason an adult finds themselves inadvertently alone with a single child, they should move out of the situation and let the Safeguarding Lead know.

Married couples may not lead a Grace Kids group together exclusively, unless there is another DBS-checked adult present in the building, within sight or hearing of the group.

Grace Church Cheltenham cannot be held responsible for any informal childcare arrangements between members of the church family (staff and volunteers), such as babysitting and giving lifts. Parents do so at their own risk. When a formal arrangement is in place, such as youth leaders transporting youth to/from an event, appropriate permissions will be sought and the usual code of conduct will apply.

Where children and young people help on a Sunday e.g. with AV or Music, they remain in the care and responsibility of their parents during that time. It is not our practice to provide DBS checks for the AV and Music teams. Instead, members of those teams should make it clear to the Trustee Lead for Safeguarding or the AV Team Overseer that they would prefer not to have children helping when they are serving (for whatever reason), and that will not jeopardise their opportunity to serve on that team.

## Venue

Children are never to be left unaccompanied, other than children in Explorers and Pathfinders who will use toilet facilities unaccompanied (see below).

The groups use the classrooms in Centenary Hall as appropriate depending on number, and sometimes use other facilities in the school e.g. the playground, gym, hall.

For their safety, children should not be allowed to play in the entrance vestibule, outside entrance patio or rear grounds unless an adult is supervising.

In the event of a fire, Grace Kids leaders and children will immediately and calmly evacuate the building, bringing the register, via the nearest signposted exit. They will assemble at the fire assembly point, which is the Covered Play Area next to the playing fields. Leaders are to register the children in their group before returning them to their parents.

## Arriving at and leaving Grace Kids

The Grace Kids Coordinator will send leaders and children to their rooms. First, all leaders will go straight to their rooms. Then the Grace Kids Coordinator will send groups one at a time straight to their rooms (with parents for Scramblers and Climbers where appropriate). The Grace Kids Coordinator (or another member of staff) will wait in the Atrium to direct visitors and make sure Registration Forms are completed (see below).

An adult will be sent to alert all groups when their leaders can bring them back. Pathfinders may return unaccompanied.

## Toilet procedures

Parents of children in Scramblers will be required to assist their children with toilet activities.

Children in Climbers will be escorted to the toilet by a DBS checked adult (female ideally). Be as distant as possible from the procedure. Tell another adult where you are going and when you will return. Take more than one child if feasible. If a child needs help, then the toilet door should be left ajar. Assistance might require removing clothing but will not include wiping bottoms.

In Explorers, and Pathfinders, a leader should know when children have gone to the toilet and monitor their return.

Nappy changes and dealing with any 'accidents' remains the responsibility of parents. Where children are in the early stages of potty training, the parents will be notified to assist where necessary.

### Unknown adults

Unknown adults include not only those who are unfamiliar to Grace Church, but also anyone who is not on the Grace Kids team. Unknown adults should not enter groups when they are in session. The only adults present in groups when they are in session should be those on the Grace Kids team, or parents/guardians settling their own child.

Any parent cannot be counted in adult:child ratios, and has no responsibility over any child other than their own – the exception is any parent who is also on the Grace Kids team. The Deputy Safeguarding Officer will produce a termly list of Scramblers parents who are also on the Grace Kids team, to be kept alongside the Scramblers register.

All church members and especially group leaders are to maintain vigilance with regard to visitors to the church and any unfamiliar faces in the building (Dean Close staff may be around). Dean Close staff should be denied access to the classrooms while Grace Kids groups are in session, ideally until after the church booking (currently 6.30pm).

## RESPONDING TO DISCLOSURES, CONCERNS, ALLEGATIONS AND SUSPICIONS

**If you suspect or are told of alleged abuse**, you should do the following:

1. Report concerns as soon as is possible to the Safeguarding Lead, their Deputy, or thirtyone:eight. A written record of the concerns should be made using Appendix 7: Cause for Concern Form and handed to the Safeguarding Lead.
2. Suspicions must not be discussed with anyone other than those nominated above.
3. Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Lead, the absence of the Safeguarding Lead or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.

If the young person is at immediate risk of significant harm, contact the Police or Social Services.

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

You may contact the thirtyone:eight helpline for advice: 0303 003 1111.

## GOOD PRACTICE WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE

**Do** treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare.

**Do** remember that you are acting in a position of trust for Grace Church Cheltenham - you will be seen as a role model to the young people and must act appropriately.

**Do** work in a responsible, transparent and accountable way.

**Do** work in an open environment, avoiding private or unobserved situations – ensure that you are always at least within sight or hearing of others.

**Do** 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/gestures).

**Do** create and nurture a culture where unacceptable behaviour can be challenged – be prepared to challenge unacceptable behaviour or be challenged on your own behaviour.

**Do** seek advice from someone with greater experience when necessary.

**Do** follow policies, procedures and guidelines, and report all disclosures, concerns, allegations, and suspicions in a timely manner to the Safeguarding Lead in accordance with the Safeguarding Policy.

**Do** provide opportunities for young people to talk to others about any concerns they may have.

**Do** listen carefully to those you are supporting and respond with sensitivity, especially when dealing with e.g. bullying, bereavement or abuse.

**Do** respect a young person's right to personal privacy within the appropriate professional boundaries – explain that you will act with discretion.

**Do** explain to an individual what you intend to do.

**Do not** delay reporting concerns.

**Do not** promise confidentiality.

**Do not** take unnecessary risks in relation to physical, emotional and spiritual welfare.

**Do not** behave in any way that may be perceived as threatening or abusive.

**Do not** develop inappropriate relationships or have any inappropriate physical or verbal contact with others.

**Do not** permit abusive youth peer activities e.g. initiation ceremonies, ridiculing, bullying.

**Do not** play physical contact games with young people.

**Do not** make suggestive remarks or gestures.

**Do not** show favouritism or exclusion to any individual – all people should be equally supported and encouraged.

**Do not** allow yourself to be drawn into inappropriate attention seeking behaviour e.g. tantrums or crushes.

**Do not** pass on your personal and/or social media contact details, or behave in any way that breaches the Grace Church Online Safety Policy.

**Do not** undertake Grace Kids responsibilities while under the influence of alcohol or illegal substances.

**Do not** exaggerate or trivialise child abuse issues.

**Do not** believe 'it could never happen to us'.

## BREACHING THE CODE OF CONDUCT

If you have behaved inappropriately, you will be subject to disciplinary procedures:

- We may make a referral to statutory agencies such as the police and/or the local authority's children's or adult's social care departments or DBS.
- Depending on the seriousness of the concern, you may be asked to leave Grace Church Cheltenham, in discussion with the Leadership Team and Safeguarding Team.

If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Lead.



## GRACE KIDS TEAM APPLICATION FORM

**Thank you for wanting to serve with Grace Kids.  
Please read the information below and fill in the form.  
Please speak to Abi Maclannan if you have any questions or would like more information.**

### OUR AIM FOR GRACE KIDS:

To teach the children the whole Word of God faithfully, memorably, age-appropriately and sustainably, so each may hear and respond to the voice of the living God. (See Col 1v28)

- **Embed knowledge** about the Bible and God.
  - See how each story fits into the arc of the whole Bible story
  - See how God's grace in Jesus is central to everything
- **Encourage faith** in the children, through good application.

### COMMITTING TO THE GRACE KIDS TEAM AS A LEADER OR A HELPER MEANS:

- Being a role models of Christian living to the children.
- Maintaining your own godliness and growth as a Christian.
- Regularly gathering with our church family on Sundays and at Grace Group/prayer meeting.
- Being open with the children about your faith in Jesus, helping them to understand how to live a life worthy of the gospel.
- Preparing and teaching each session, being faithful to God's word, engaging your own heart before you teach others.
- Engaging with parents to support and build relationships.
- Praying for the children and young people in your group.
- Seeking to make sessions fun and engaging for boys and girls (mix of physical and creative tasks), taking into account any special learning or other needs a child is known to have to make sessions accessible.
- Attending *Safeguarding Training* once a year, being familiar with the *Safeguarding Policy* which will be emailed to you (and is available on the church website for future reference). Re-reading the *Safeguarding Summary* once a term.
- Attending termly meetings for your relevant group (Crèche/Scramblers, Climbers/Explorers/Pathfinders).

Name:	Address:
Date of Birth:	Telephone number:

Do you agree to complete an application for a DBS check (Disclosure and Barring Service)?

Yes

No



Please tell us about your Christian experience, i.e. when/how you became a Christian, churches attended (with dates) and any responsibilities/activities undertaken in these churches:

Please give details of any previous experience of looking after or working with children or young people:

Please give details of any relevant qualifications or appropriate training:

Please give contact details of two people who know you well and who would be able to give a personal reference and comment on your character and potential work with Grace Kids.

*At least one referee should be external to Grace Church. If you have experience working with children or young people, at least one referee should be a colleague with whom you have worked.*

*If you have moved from another church in the past five years, one referee should be from your previous church.*

*Please inform Abi if your referee knows you by a different name (e.g. if you have recently got married).*

*In addition, we reserve the right to take up character references from any other individuals deemed necessary.*

<p><u>Referee 1</u> Name:</p> <p>Email address:</p> <p>Phone number:</p> <p>Professional role/relationship to you:</p>	<p><u>Referee 2</u> Name:</p> <p>Email address:</p> <p>Phone number:</p> <p>Professional role/relationship to you:</p>
--	--

**DECLARATION:**

I confirm that the submitted information is correct and complete.

Signed..... Date.....

**Please return this form to Abi Maclannan.**

**Once references have been taken all forms and references will be stored securely and accessed only by the Grace Kids coordinator and the Safeguarding Team.**

When responding to concerns of abuse please refer to our 'Online Safety Flowchart' (Appendix 11).

#### AP10.1 ONLINE SAFETY DEFINITION

*Online safety* is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet.

#### AP10.2 SOCIAL MEDIA POLICY

All social media interaction between workers, paid or voluntary, and children under 18 shall be limited to monitored/administrated groups.

Text and any other media posted shall be subject to the acceptable use policy.

All interaction on social media messaging groups shall be retained for safeguarding purposes.

Any private messages shall be retained for safeguarding purposes.

Any safeguarding concerns/allegations arising from social media shall be referred onto the Safeguarding Lead.

All users of social media must be above the minimum age limit i.e. 13 for Facebook.

Workers should ensure their privacy setting ensures the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group.

All social media groups should provide links to statutory authorities such as the Child Exploitation and Online Protection command (CEOP) [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/) to enable children to report online abuse.

#### AP10.3 CONSENT FOR PHOTOGRAPHIC IMAGES AND VIDEOS ONLINE

Photographs that include children will be selected carefully and will endeavour to prevent children from being easily identified.

Children's full names will not be used on the website in association with their photographs. Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed. If the intention is to use an image on the internet this must be clearly stated and further permission must be acquired if an image is to be used in a way not originally stated.

Use of images will reflect diversity of age, ethnicity and gender of the activity.

Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.

## AP10.4 ACCEPTABLE USE

Where access to the internet is provided on our organisation devices, we will exercise our right to monitor usage which includes access to websites, interception and deletion of inappropriate or criminal material or unlawfully copied text, video, images or sound.

Social media groups must be used in compliance with Grace Church Cheltenham's policy on social media.

### AP10.4.1 Children, Workers and Volunteers should not:

Search for or download pornographic, racist or hate motivated content.

Illegally copy or play copyrighted content where permission has not been given.

Send, request or display offensive messages or pictures.

Harass, insult or bully others.

Access the internet using another person's login details.

Access, download, send or receive any data (including images), which Grace Church Cheltenham considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.

### AP10.4.2 Sanctions for violating the acceptable use policy in the opinion of Grace Church Cheltenham may result in:

A temporary or permanent ban on internet use. Additional disciplinary action in line with existing practice on inappropriate language or behaviour.

Where applicable, Police or local authorities may be involved.

AP10.5 ONLINE SAFETY AGREEMENTS

AP10.5.1 Parent Carer Agreement

As the parent/guardian of ----- I declare that I have read and understood the Online Safety acceptable use policy for Grace Church Cheltenham and that my child will be held accountable for their own actions.

I understand that it is my responsibility to set standards for my child when selecting, sharing and exploring online information and media.

AP 10.5.2 Child/Young Person Agreement

I understand the importance of safety online and the church guidelines on acceptable use.

I will share any concerns, where I or another person may be at risk of harm with the Safeguarding Lead or a trusted adult.

Child Name (Please print)	Child Signature	Date

Parent/Guardian (Please print)	Parent/Guardian Signature	Date

### ONLINE AND SOCIAL MEDIA CODE OF CONDUCT FOR CHURCH WORKERS AND VOLUNTEERS

To meet with young people through video conferencing, you must use the Grace Church Zoom accounts.

You must notify the Grace Kids Coordinator and the Leadership Team by email with the date and time that the meeting has been organised.

All people attending groups will continue to complete registration forms providing key parent / guardian contact information and photography / social media permissions. These will continue to be updated annually in September.

All links and details (date, time, and participants e.g. 'Pathfinders', names of leaders) for online group sessions will only be communicated to parents (not directly to the young people), and only communicated via private channels (email, messaging apps, NOT on public social media or website). As all links will only be communicated to parents, parental consent for young people attending meetings will be assumed each time the child joins.

At all times, kids team leaders must demonstrate respectful modes of behaviour and speech and suitable physical presentation and clothing.

Two DBS checked members of the Grace Kids team must be present for the duration of the meeting and must be present before any young people 'arrive' and must remain until all young people have left.

When 'break out rooms' are used there must be at least one safely recruited leader present in each group, AND more than one young person.

Online meetings MUST be password protected.

Links for participants to join must not be shared publicly but instead sent only through private channels (emails, or specific group messages).

Disable:

- Private chat function
- Annotation
- Far-end camera control
- File transfer
- Allow participants to join before host
- Virtual backgrounds (this reduces the risk of the online meeting being recorded by a third party out of screen shot.

The 'waiting room' function should be enabled.

Recordings of group calls must not be made.

Young people should be asked to be in a family space (i.e.. not their bedrooms) while on the call and you might consider asking parents of younger children to be present during the video call.

If a video call to an individual is deemed necessary, then two members of the Grace Kids team must be present. Under no circumstances must one member of the team contact a young person individually.

If you have concerns about a Grace Kids team leader or young person's conduct during a video chat, then you must speak to the Designated Safeguarding Lead.

If contacting young people through a chat app such as WhatsApp, group chats (rather than one-to-one) must always be used. At least two members of the kids team must be part of the chat and parents should also be included / or have access to the chat.

Chats may be saved by the host to refer to what has been said just as notes on post-its or flip chart paper in a face-to-face session are sometimes saved for future reference.

Normal kids team code of conduct rules apply in video conferencing.

Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.

Use an appropriate tone: friendly, but not over-familiar or personal.

Be warm and friendly, but do not suggest or offer a special relationship.

Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.

Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.

Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.

Leaders should be mindful of what is in the background of their video and avoid attending meetings from their bedrooms if possible.

Only give personal contact details to children that are within the public domain of the church / organisation, including your mobile telephone number.

If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.

Only make contact with children for reasons related to the work of the church/organisation and maintain a log of all electronic contact with individuals or groups including messaging and texting.

Where possible only use equipment provided by the church/organisation to communicate with children.

Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.

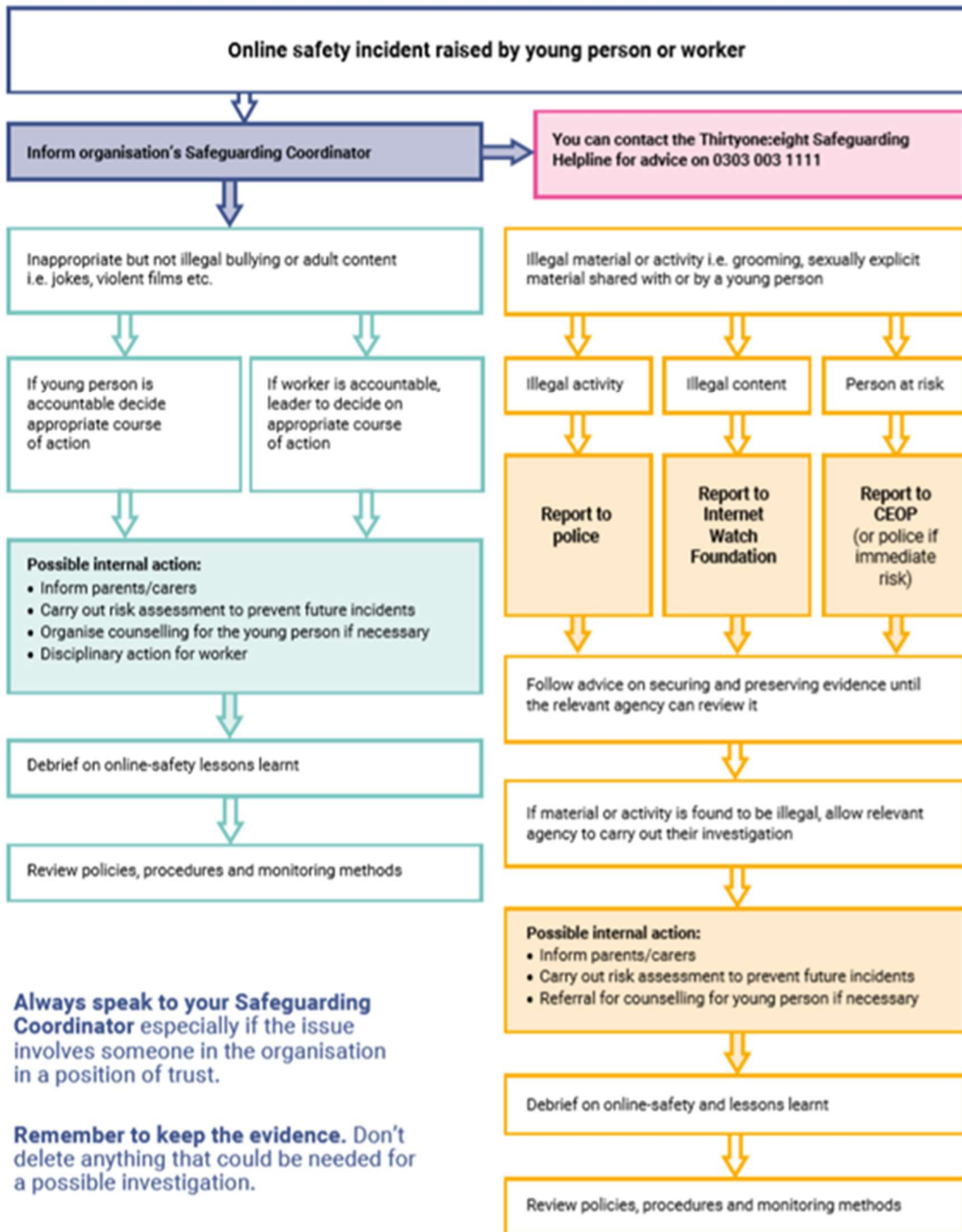
Email should only be used to communicate specific information (e.g. times and dates of events). It should not be used as a relationship building tool.

Email history should be kept and dated.

When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm. Where working with children outside normal office hours workers should seek advice from their leader but there should be no email communication after 9pm, and online meetings should stick to their designated time slots.

### Responding to online concerns

If you or the young people you're working with have any concerns it's important you raise these appropriately. Speak to your organisation's Safeguarding Coordinator to find out what the process is for your organisation. Below is our suggested flowchart for responding:



**Always speak to your Safeguarding Coordinator** especially if the issue involves someone in the organisation in a position of trust.

**Remember to keep the evidence.** Don't delete anything that could be needed for a possible investigation.

## APPENDIX 13

### SAFEGUARDING SCHEDULE

This table acts as a guide and there may be valid reasons that these exact timings cannot be kept.

<b>Month</b>	<b>Action</b>	<b>Key people</b>
<b>September – October</b>	Workers (staff and volunteers) read new safeguarding policy	Safeguarding Team
<b>January – February</b>	Grace Kids team annual recommitment	Grace Kids Coordinator
<b>April – May</b>	Workers attend annual safeguarding training	Safeguarding Lead, Deputy Safeguarding Lead
<b>May - July</b>	Annual safeguarding policy update	Safeguarding Team
<b>August</b>	Leadership Team approve new safeguarding policy	Leadership Team



## APPENDIX 14

### OFFENDER AGREEMENT TEMPLATE

This agreement between "" (Offender) and "" (Safeguarding Lead) representing the life of Grace Church Cheltenham is part of the informed support offered to "" (Offender) in his/her process of rehabilitation. This agreement is based on the Grace Church Cheltenham Safeguarding Policy. For this agreement a child is defined as a person under the age of 18.

We recognise that it is the Church's duty to minister to all people, but in doing so we will not compromise the safety of any member of our congregation, particularly children. Further, we will undertake to work in conjunction with the relevant statutory agencies to ensure the fulfilment of this agreement.

Therefore, we agree:

- That the facts of "" (Offender)'s previous record will be shared with a small group of the Leadership Team on a need to know basis, determined by "" (Safeguarding Lead).
- That a support group made up of people "" (Offender) has chosen and agreed by "" (Safeguarding Lead), will be formed so that "" (Offender) may attend worship and other meetings connected to the life of the church. This group will offer pastoral care, support and friendship as well as supervision.
- That "" (Offender) undertakes not to fill any official role or office in the life of the church.
- That as children are present in our church services, "" (Offender) agrees to be accompanied to church by a member of the support group.
- That "" (Offender) undertakes to stay away from areas of the life of the church or buildings connected with the life of the church where children meet.
- That "" (Offender) may, if he/she so wishes, attend a Grace group where there are no children.
- That "" (Offender) undertakes to decline any hospitality given by a member of the congregation where he is likely to have unsupervised contact with children.
- That "" (Offender) undertakes never to be alone with children.
- That "" (Offender) undertakes never to work, or be part of a mixed age group, with children.
- That the other signatories of this agreement undertake to review this agreement with the Safeguarding Lead and "" (Offender)'s Probation Officer after six months.

Signed:

..... Date: ...../...../.....  
*Offender*

..... Date: ...../...../.....  
*Safeguarding Lead*

..... Date: ...../...../.....  
*Trustee Lead for Safeguarding*

## APPENDIX 15

### OFFENDER RISK ASSESSMENT TEMPLATE

Name and contact details of subject	
Name of Church	
Role in Church	
Information about allegation/ offences	
Key statutory agency contacts	
Recommendations about risk from statutory agencies	
Risk of harm to victim(s)	
Risk of harm to other children/ adults	

Key contacts in church	
Capacity of Church to manage risk posed	
<p>Plan to manage risk, to include:</p> <ul style="list-style-type: none"> <li>• Indicators of acute risk (panic factors)</li> <li>• Protective factors</li> <li>• Safety planning</li> <li>• Supervision and monitoring</li> <li>• What information (if any) is shared with victims and survivors</li> </ul>	
Responsibilities for implementing risk management plan	
Proposed review date for risk assessment (every six months)	
<p>Copies of this report</p> <p>Copies of risk management plan</p>	
Signed and date (Safeguarding Lead & Trustee Lead for Safeguarding)	

END OF DOCUMENT