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Section 1: Organisational Details

Christ Church South Cambs is led by Rev Tim Chapman, supported by a team of Elders, Trustees and 3 staff: 2 part time Youth Workers and one part time Pastoral Associate, as well as a Volunteer Staff Worker. A number of adults in the church are regularly involved in providing pastoral and practical support to vulnerable adults, either as staff or on a voluntary basis. DBS checks are carried out for all those involved, references are sought and a Safeguarding induction is provided.

This policy and attached practice guidelines have been devised in consultation with Christian Safeguarding Services (CSS) and other safeguarding bodies.

The Safeguarding Policy is lodged with Christian Safeguarding Services (CSS) and Anglican Mission in England and is also displayed on our website.

NAME	Christ Church South Cambridgeshire
ADDRESS	6 Wakelin Avenue, Sawston, Cambridge, CB22 3DS
ADDRESS FOR SUNDAY MEETINGS	Lower School Hall, Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP
TEL NO:	01223 830 169
EMAIL ADDRESS:	Minister: tim@christchurchsouthcambs.org Church Office: admin@christchurchsouthcambs.org
DESIGNATED SAFEGUARDING LEAD (CHILDREN AND YOUNG PEOPLE)	Catherine Kang Catherine.e.kang0@gmail.com 07423 723255
DESIGNATED SAFEGUARDING LEAD (ADULTS)	Sue Duraikan sue@duraikan-training.com 07879 631426
SAFEGUARDING SUPPORT ORGANISATION	Christian Safeguarding Services contact@thecss.co.uk 0116 218 4420
MEMBERSHIP OF DENOMINATION/ORGANISATION	Anglican Mission in England
CHARITY NUMBER	1122316
COMPANY NUMBER	06381221
REGULATORS DETAILS (IF ANY)	None
INSURANCE COMPANY	Ansvar Insurance Church Fellowship Connect Insurance policy (including employer's liability and public liability) number CHF2192822

Our commitment

- Everyone who engages with our church community has the right to be protected from any form of bullying or harassment, exploitation or abuse and we will seek to ensure that we provide a caring and nurturing environment that is open and transparent and that promotes the raising of concerns with senior leaders
- We have a particular responsibility to protect and promote the wellbeing of those who are vulnerable; particularly to children, young people and adults at risk of abuse; ensuring they are safe while in our care and that we respond appropriately to disclosures or indicators that they are experiencing abuse or neglect while in our care or elsewhere
- Every member of our church community has a responsibility to act to support the values and commitments outlined in this policy
- At Christ Church, we learn from the Bible. All adults and children are encouraged in their own teaching groups to examine the Bible for themselves, test the evidence and make their own decisions. Although the Bible does contain serious warnings, these are always presented in an age-appropriate way, in the context of the whole Bible. We make it clear that it is God who rescues us by his free gift of salvation for anyone who believes. We encourage all parents to come to the planning meetings for children's teaching, to read the materials and discuss them at home. Parents are always free to come into children's groups to observe if they wish.

Our approach to safeguarding is shaped by our belief as Christians that:

- We are to honour those that God has set in authority over us and to live as responsible and good citizens in the time and place that God has set us in
- Every human life, including that of the unborn, is valuable to God and each person bears his image
- We live in a fallen and sinful world, where there are many risks and dangers and we must seek to protect everyone, but particularly the vulnerable in our midst from those dangers
- God cares for the widow, the orphan, and the stranger; he calls us to protect and care for those who are vulnerable in our society, to oppose exploitation and to strive for justice
- Jesus' example was one of valuing, accepting, and caring about everyone
- We are to love those around us as God loves them and to seek to bring healing, restoration and reconciliation to broken and damaged lives by the manifestation of the love of God through us
- The church is not a gathering of sinless and perfect people, but rather a community of grace where we seek to encourage one another to grow in faith and obedience to God
- We are called to encourage and challenge each other lovingly and to spur one another on to greater holiness and obedience to God in an attitude of humility, grace and forgiveness
- Where necessary, the church may impose formal discipline on its members in accordance with its policies

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation (Mental Capacity Act 2005 Equality Act 2010, Care Act 2014, Prevent Duty 2016), and procedures
- Work together with the local authority, police and local Safeguarding Adults Board and to seek their advice when necessary
- Develop a culture of awareness of safeguarding issues to help protect everyone
- Promote the inclusion, empowerment and wellbeing of all adults

- Ensure that, so far as is in our power, the premises meet the requirements of the Equality Act 2010 and that it is welcoming and inclusive. We rent premises for all whole-church events, either in a school or a community centre, and the owners of these premises also have a duty to meet the requirements of the Act.
- Provide respectful pastoral ministry to all, recognising any power imbalance within such a relationship
- Safeguard all adults who may be at risk of abuse or neglect, ensuring their wellbeing in the life of the church
- Equip church staff and members to be alert to the abuse of adults and aware of their duty to report any suspected abuse or neglect
- Promote safe practice by those in positions of trust
- Recruit with care all church staff and volunteers involved in any pastoral role by following best practice in recruitment and selection
- Support, resource, train and regularly review those who undertake work amongst adults who may be at risk
- Support anyone who has suffered abuse by offering or arranging sensitive and informed pastoral care, including support to make a complaint if so desired
- Support the Designated Safeguarding Leads in their work and in any action they may need to take in order to protect adults at risk of harm.
- Ensure any proposed activities meet safeguarding requirements, whether they are in person or online
- Review this policy and practice guidelines annually
- The Leadership agrees not to allow the document to be copied by other organisations.

Section 2: Recognising and responding appropriately to an allegation or suspicion of abuse

What makes an adult at risk of harm?

A person aged 18 or over can be at risk of harm when their ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise: and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

Please note that some adults may not consider themselves vulnerable but may be at risk of being abused by individuals in positions of leadership and responsibility. It is important to recognise that the factors described below do not, of themselves, mean that a person is vulnerable. It is a combination of these factors and the circumstances that a person finds him/herself in that can make an individual at risk of abuse or neglect.

Some factors that increase risk of harm include:	People who may be at particular risk of harm include:
<ul style="list-style-type: none"> • A mental illness, chronic or acute • A sensory or physical disability or impairment • A learning disability • A physical illness • Dementia • An addiction to alcohol or drugs • Failing faculties of old age • A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events such as bereavement, abuse or trauma 	<ul style="list-style-type: none"> • Those who are homeless • Refugee families or individuals (including those seeking asylum) • Victims/survivors of domestic abuse – direct violence and/ or significant emotional coercion • Those who have suffered historic abuse in childhood
These factors may not exist in isolation: for example, someone with a drink problem masking underlying dementia; or a frail housebound elderly person with underlying depression.	

Safeguarding duties (as defined in the Care Act 2014) apply to an adult, over the age of 18, who meets the following criteria:

- Has need for care and support (whether or not the local authority is meeting any of these needs) and
- Is not able to protect him/herself from either the risk of, or the experience of abuse or neglect

Who abuses adults?

Defining abuse against an adult at risk of harm is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. 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 adult at risk of harm.

Potentially anyone, adult or child, can be the abuser of an adult. Abuse will sometimes be deliberate, but it may also be an unintended consequence of ignorance or lack of awareness. Alternatively it may arise from frustration or lack of support. The list can include:

- Relatives of the person, including spouse or children. It will sometimes include a relative who is the main carer.
- Neighbours
- Paid carers
- Workers in places of worship
- People who are themselves vulnerable and /or are users of a care service
- Confidence tricksters who prey on people in their homes or elsewhere

Relatives who are main carers

Carers can experience considerable stress, exhaustion and frustration without respite or support. This can lead to unintended poor care or abuse. Relatives who are the main carers may also be subject to abuse by those for whom they are caring. This abuse is often endured for long periods and unreported.

Institutions

All people living in institutions are more likely to have a degree of vulnerability. Some church members may be visiting adults in institutions – hospitals, prisons and residential homes. If, as part of these responsibilities, you have concerns about the care being given and/or the way someone is being treated, inform the DSL, who will contact CSS on your behalf. You are always welcome to contact CSS directly. You can also refer directly to the institution or raise concerns with the appropriate inspection or complaints body.

Types of abuse

Physical abuse

Physical abuse may involve assault, hitting, slapping, poisoning, burning or scalding, misuse of medication, restraint or inappropriate physical sanctions.

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 or unjustified withdrawal of services or supportive networks

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, sexual assault or sexual acts to which the adult has not consented or was pressured into consenting

Financial or material abuse

Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including or in connection with wills, property, inheritance or financial transactions,

or the misuse or misappropriation of property, possessions or benefits.

Discriminatory abuse

Including forms of harassment, slurs or similar treatment, because of race, gender, gender identity, age, disability, sexual orientation or religion.

Institutional abuse

Including neglect and poor care practice within an institution or care setting such as a hospital or care home, or in relation to care provided in one's own home. It may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of structure, policies, processes and practices within an organisation.

Neglect and acts of omission

Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate healthcare and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

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.

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic abuse

The UK Government defines this as 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.'

The abuse can encompass, but is not limited to: psychological, physical, sexual, financial, emotional, so-called honour based violence.

The Government's definition of domestic violence includes acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, come under the definition of domestic abuse.

Where there are children in the household, even if there is no disclosure of abuse directed towards them, it is mandatory to report Domestic Abuse to outside authorities.

Modern slavery

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Signs of possible abuse

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Self-neglect

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Hoarding
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

Spiritual

This section of the policy is still under development

Domestic

- Behavioural changes
- Exhibitions of fear
- Withdrawal from group or social engagements
- Subdued in presence of partner/family member
- Excusing behaviours of partner/family member
- Implausible explanations for injuries;

Modern slavery

- Physical appearance: untreated injuries, malnourished, unkempt and neglected
- Isolation: rarely allowed to travel alone, rarely interact or appear unfamiliar with neighbourhood where they work
- Poor living conditions, living and working at same address
- Restricted freedom of movement and unusual travel times: being dropped off/collected for work very early or late at night
- Lack of possessions: no identification documents (passport may have been retained by exploiters), few personal possessions, clothes always the same
- Reluctant to seek help: avoid eye contact, appear frightened, anxious/agitated, withdrawn or hesitant to talk to strangers or the police

How to Respond to an Adult wishing to Disclose Abuse

Listen

Ensure the physical environment is welcoming, giving opportunity for the child or adult at risk of harm to talk in private but making sure others are aware the conversation is taking place.

- Allow time and space for the person to talk
- Listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Don't ask leading questions or make suggestions that may influence or confuse the story
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- For those with disabilities, ensure there is someone available who understands their preferred means of communication

Respond

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you
- Do you want to say anything else?

Don't Say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Handling Allegations of Abuse

Under no circumstances should a staff member or volunteer carry out their own investigation into an allegation or suspicion of abuse. The procedures as below will be followed:

- If there are concerns that an adult **is suffering or is likely to suffer significant harm or is in immediate danger of harm**, then the Church member or the DSL should make an immediate referral to Adult Social Services or, if a criminal offence has occurred, the Police. Identify yourself and the Church you are representing.
- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to either DSL (Adults: Sue Duraikan, Children and Young people: Catherine Kang) who are nominated by the Leadership 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.
- The role of the DSL 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.

- In the absence of the DSL or, if the suspicions in any way involve one of the DSLs, then make the report to the other DSL. If the suspicions implicate both DSLs, then make the report in the first instance to Christian Safeguarding Services (CSS). Alternatively contact Social Services or the Police.
- Where the concern is regarding an adult in need of protection, the DSL will contact Adult Social Services and/or take advice from Christian Safeguarding Services (CSS).
- Suspicions must not be discussed with anyone other than those nominated above. Make a written record of the concerns using the Reporting Form at Appendix 1 (and on the CCSC website). Following the outline of the form ensures that all required information is collected at the time. This will be kept in the Church's locked box. It will also be stored securely electronically
- The Leadership will support the DSL 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.
- If all are satisfied that the concerns are unfounded, no further action is needed. However, the record **MUST** be kept.
- 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 CSS, although the Leadership hope that members of Christ Church will use this procedure. If, however, the individual with the concern feels that the DSL has not responded appropriately, or where they have a disagreement with the DSL(s) as to the appropriateness of a referral they are free to contact an outside agency
- There is no time limit to abuse, and historic abuse will be treated as seriously as recent allegations.

TELEPHONE NUMBERS

Cambridgeshire Adult Social Care	Mon-Fri 8am-6pm, 9am-1pm Saturday Out of hours emergency number	0345 045 5202 01733 234 724.
Emergency		999
National Domestic Abuse Hotline	24 hours	0808 2000 247
Christian Safeguarding Services	7 days a week 7am-10pm	0116 2184420

Procedure to be followed where there is a concern that an adult is in need of protection:**Suspicious or Allegations of Abuse of Adults**

- If the adult is in immediate danger or has sustained a serious injury, contact the Emergency Services, informing them of any suspicions.
- If an adult has a physical injury or symptom of potential abuse inform the DSL, who will discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- For advice, contact the Adult Social Care Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively contact CSS for advice.
- Discuss with CSS any questions and concerns about consent and mental capacity.

Allegations of Abuse against a member of staff or church member

- Allegations against staff or volunteers within the church should be reported to one of the DSLs, on 07879631426 (Sue Duraikan) or 07423 723255 (Catherine Kang) (Full details of the allegation will be recorded by the DSL on the Incident/Disclosure/Concern form and should be confirmed by the person making the allegation.
- The DSL will first assess whether any immediate action is required to ensure the safety of everyone involved
- The DSL will consult CSS for professional guidance and will take into account their recommendations.
- The person making the allegation should be informed of the actions that will be taken, including the expected timeframes, wherever appropriate to do so
- The record of the allegation must be passed to Tim Chapman, the senior leader designated to manage allegations
- Tim Chapman will be responsible for managing the allegation internally. This will include but is not limited to:
 - Consulting the LADO (Local Authority Designated Officer) at the earliest opportunity and within 1 business day at the latest.

- Seeking initial advice from Christian Safeguarding Services (CSS) if the LADO cannot be contacted.
 - Dependent upon circumstances and the immediate action required, notifying the individual that an allegation has been received. If so, details of the allegation should not be divulged and care should be taken not to compromise the gathering of evidence.
 - If the allegation meets the threshold, following instructions from the LADO to ensure that the allegation is thoroughly investigated, and all issues raised are addressed
 - If the allegation does not meet the threshold for LADO, consulting with CSS, who will provide independent support and advice to ensure transparency
 - Ensuring that the person accused and any potential victims are supported throughout the investigation
 - Ensuring the insurers are notified that an allegation has been made if required
 - Ensuring the trustees are notified that an allegation has been received (NB – this notification does not include any unnecessary detail)
 - Ensuring that full records are maintained throughout the investigation and held confidentially in the church's locked box and securely electronically
 - Reporting to AMiE as required (See Section 7)
-
- The subject of the allegation will be withdrawn from work with vulnerable adults at least for the duration of the investigation and may be barred from attending church services.

Section 3: Prevention and Risk Management

Safe recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed through CSS
- We comply with CSS guidelines concerning the fair treatment of applicants and the handling of information
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- CCSC Good Practice guidelines have been shared, read and signed by the new recruit
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.
- Where CCSC recruits workers from outside of the UK then we will obtain 'fit person' checks from their home country as well as references from there.
- Supervision and review is provided during the probationary period and beyond
- DBS checks will be updated every 3 years and more frequently if considered wise

Good Practice Guidelines for adults

We are in the process of developing Good Practice Guidelines for all staff and volunteers who provide pastoral and practical support to adults within and on the fringes of the church family.

These will include a focus on:

- Duty of Care
- Position of Trust
- Acceptable touch
- Guidelines for visiting

Communication

The safeguarding message is communicated via the website, where the Safeguarding Policy is also available. We are developing Safeguarding training for staff and volunteers supporting adults at risk of harm. We communicate the importance of safeguarding to the entire church family during our annual church meeting and on an ongoing basis via email as issues arise.

All volunteers and employees working with vulnerable adults are required to read and comply with the Safeguarding policy and to sign a declaration confirming that they have read and understood it.

Working in Partnership

CCSC does not work in regular partnership with other organisations. However we support a number of mission organisations and undertake due diligence on an annual basis to ensure safeguarding standards are of an appropriately high level. This means asking to see their Safeguarding Policy and asking for any evidence of its application.

Working with Ex-offenders or those who pose an actual or potential risk to others

As a church, we believe in the power of God to forgive and transform individuals. We also believe that every individual is valuable to God and should be protected; particularly those who are vulnerable.

- Where the church becomes aware that an individual is an ex-offender or that they may pose a risk to vulnerable people, the church leaders will enter into an open and frank discourse with that individual to understand the context and the risks
- With the consent of the individual, the church will seek to work in partnership with probation services or other agencies supporting the individual where appropriate
- The leaders will assess the risk posed by the individual and a formal risk assessment will be formulated
- A written agreement with the individual will be drawn up and will be signed by both the church leaders and the individual. The agreement will include:
 - The church's commitments to the individual who poses the risk
 - The steps the church will take to support the individual while simultaneously protecting everyone in the church community
 - The restrictions and conditions that will be applied to the individual's involvement in the life of the church
 - The consequences of failure to comply with the agreement
 - When and how the risk assessment and formal contract will be reviewed
- All decisions and agreements will be formally recorded and securely stored
- The individual who poses a risk will be fully involved in the planning process and information will only be shared with church members by the leaders either:
 - With the agreement of the individual who poses a risk
 - Where information needs to be shared to protect vulnerable people and then, only the minimum information that is essential will be shared and the individual will be informed in advance what information will be shared
- If the individual chooses to avoid the process or leave the church to avoid the management of the risk and starts to attend elsewhere, the church leaders will take specialist advice including whether this information should be passed on.

Section 4: Pastoral Care

Supporting those affected by abuse

The Leadership 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 church. We are a small church and do not offer designated programmes. However, the Minister, Youth worker or Pastoral Associate can supply details of appropriate counselling organisations as needed. Personal support through pastoral ministry is offered in our small groups, prayer triplets and one-to-one from the Minister or Pastoral Associate on request.

Visiting adults

Visiting vulnerable adults in their homes is an essential element of many church staff and volunteers' roles. Many members and contacts will be well known to staff and volunteers and where there have been no previous concerns, the level of risk to staff/volunteers or adult visited will usually be low. However, unexpected circumstances can be encountered, some of which may place a staff member/volunteer at risk. For example, the unexpected presence in the home of a relative or friend with a history of violence or threatening behaviour. Unfortunately, case histories also show that a vulnerable adult may be at risk from a staff member/volunteer. For these reasons it is very important to ensure that all parties are as safe as they can be, and that there is accountability and transparency in the manner in which we engage in lone working or visits to homes.

To assure the person you are visiting of their safety, and for your own as a visitor:

- If there are any concerns or risks known before a visit is made, you are advised always to undertake a risk assessment in consultation with the DSL or member of church staff who will pass it on to the DSL. In these circumstances, consider whether the visit is necessary, or whether you should be accompanied by another staff member/volunteer. In addition, visiting in pairs may be advisable, especially if the adult is perceived to be vulnerable.
- Make clear you are visiting on behalf of the church and that you will keep track of times you visit, available to eldership
- Do not call unannounced; call by arrangement, if appropriate telephoning the person just before visiting.
- Be clear about what support you can offer and the purpose and limitations of any pastoral care/support that is available. Be prepared to review and recommunicate if necessary.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns (elsewhere in policy?).
- Never *offer* 'over-the-counter' remedies to people on visits or *administer* prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
- Make a note of the date when you visit people, keep appropriate records and periodically review with the agreed staff member and say what is concerning or going well. They will report safeguarding concerns to the DSL who will ask for your own record.

Section 5: Reporting to AMiE

We will report to AMiE a serious safeguarding incident meeting any of the following criteria:

- Any allegation made against an ordained or non-ordained member of the church's leadership team.
- Any allegation which has been or could potentially be reported or inferred in the media (including local press, Christian press or social media, blogs and vlogs) referencing the name of the church.
- Any allegation of an incident or incidents which took place on church premises or within the context of the church's ministry activities (including weekends away, small groups, youth work)

We will also report to AMiE any incident meeting any of the following criteria:

- Where an action or allegation has been made against the church, a church member or the minister which could cause CCSC's name, and so AMiE's name by association, to be referred to negatively in the press.
- Where a matter has occurred which, should it come to light, would be likely to cause the media (including social media) to write negatively about AMiE, CCSC or the minister

Mechanism for reporting safeguarding incidents to AMiE:

For safeguarding incidents, the AMiE Safeguarding Trustee, Vicki Bonnett, must be contacted within 24 hours of the DSL becoming aware.

Follow up with a brief written report (within 48 hours of reporting to AMiE Safeguarding Trustee) to the AMiE Safeguarding Trustee, noting the key points and the decision process for any actions for the church and AMiE

Vicki Bonnett

Mobile 07787 553 306

Email: safeguarding@anglicanmissioninengland.org

Appendix 1: What to do in the event of suspicion or disclosure

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Please follow the procedures below:

Report concerns to the Designated Safeguarding Lead **Catherine Kang (Children and Young People) 07423 723255** or **Sue Duraikan (Adults) 07879 631426**.

They will 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.

Where the concern is about a child they will contact Children's Social Services. Where the concern is about an adult in need of protection, they will contact Adult Social Services or take advice from Christian Safeguarding Services (CSS).

In the absence of both DSLs, report to Tim Chapman, tel no: 01223 830169

- If Catherine, Sue and Tim are unavailable, or away, or if all are implicated in the suspicions, the report should be made to **Christian Safeguarding Services CSS: 0116 218 4420**.
- Alternatively, or in an emergency, contact **Social Services** or the **police**.
- You are also entitled to go directly to Social Services or the police anyway, though the elders hope you will use the church's own procedures to handle things.

- You **must not** discuss your suspicions or information with anyone other than those nominated above.
- You **must** make a written record of the concerns using the CCSC Reporting Form and keep it in a secure place. Liaise with Catherine or Sue on this.
- The Reporting Form is available on the CCSC website Members Section. Reporting forms are also available in the equipment box of each children's group; **follow the outline of the form to ensure that all required information is collected at the time**.

Appendix 2: Form for reporting an incident/disclosure/allegation/concern

About this form and the person completing it			
Your name	Your phone number	Your mobile number	Your e-mail address
Group/ministry area			Date completed
About the person or people we are concerned about or involved in the incident (If an allegation, the details of the person making the allegation)			
Their name(s)	Their Address	Their Date of birth	Is it an Incident/disclosure/concern?
<i>Please insert more lines as required</i>			
If an allegation, details of the person accused			
<i>Please provide as much information as possible or necessary to identify them</i>			
Details of the incident/disclosure/concern			
<i>What happened/was said/have you noticed etc?</i>			

Context of the incident/disclosure/concern	
<i>Where/when/who else was present etc.</i>	
Date of incident/disclosure	Time of incident/disclosure
Immediate action taken to ensure safety	
Other action taken or advice sought	
Signature	