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Section 1: Organisational Details

Christ Church South Cambs is led by Rev Timothy 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. Many adults in the church are regularly involved in Children's and Youth Work on a voluntary basis. DBS checks are carried out for all those involved before they start work, 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.

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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. Parents are welcome to come to the planning meetings for children's teaching, and we encourage them 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, at all ages and stages, from conception to old age, 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 work 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
- develop a culture of awareness of safeguarding issues to help protect everyone
- provide on-going safeguarding training for all staff and volunteers and regularly review the operational guidelines attached. The Designated Safeguarding Leads, Minister and Trustees will undertake CSS training and communicate this via cascade.

- ensure that children and adults at risk of harm 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.
- 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.
- support the Designated Safeguarding Leads in their work and in any action they may need to take in order to protect children and 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

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

Understanding abuse and neglect

Defining child abuse is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children 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.

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. eg. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

UK Statutory Definitions of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. 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.

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

Physical abuse

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

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. 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.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including 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.

Neglect

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

- provide adequate food, 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.

Other Serious Abuse Issues not covered by the above statutory definition

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 intimidates children or young people, and imposes his/her will on them, 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. Children/and young people 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 Violence

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.

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 violence.

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.

Organised abuse

This abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Child Sexual Exploitation

2017 guidelines from the Department of Education define child sexual exploitation as ‘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.... Child sexual exploitation is never the victim’s fault, even if there is some form of exchange: all children and young people under the age of 18 have a right to be safe and should be protected from harm.’

Female Genital Mutilation (FGM)

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons. The Female Genital Mutilation Act 2003 made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. FGM is much more common than most people realise, both worldwide and in the UK. It is reportedly practised in 28 African countries and in parts of the Middle and Far East but is increasingly found in Western Europe and other developed countries, primarily amongst immigrant and refugee communities. It is likely that communities in which FGM is practised reside throughout the UK. It has been estimated that up to 24,000 girls under the age of 15 are at risk of FGM in the UK. [Available from Dorkenoo et al, 2007 FORWARD UK]. (Sections 6.14 – 6.16)

Modern slavery

Including human trafficking, forced labour and domestic servitude; and traffickers and slave masters using whatever means they have to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Signs of Possible Abuse (children & young people)

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

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*

Sexual

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and 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*

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

Neglect

- Undernourishment, 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.

How to Respond to a Child 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 say anything that may suggest or prompt a particular answer.
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't promise to 'keep a secret.' Make it clear that you may have to tell someone else who can help sort things out.
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who can understand 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?
- I am shocked, don't tell anyone else

Handling Allegations of Abuse

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

- If there are concerns that a child **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 Social Services or the Police. Clearly state that you are making a 'Child Protection Referral'. 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 (Children and Young people: Catherine Kang; Adults: Sue Duraikan) 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.
- 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.

- The DSL should contact Children’s Social Services. (see contact information overleaf).
- 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. These are also available in the equipment box of each children’s group; 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
- Whilst allegations or suspicions of abuse will normally be reported to the DSL, in the absence of the DSL, the second DSL should not delay referral to Social Services, the Police or taking advice from CSS.
- 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, you need take no further action. 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 direct.
- 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.
- There is no time limit to abuse, and historic abuse will be treated as seriously as recent allegations.

Telephone numbers

Cambridgeshire Children’s Social Care	Mon-Fri 9am-5pm Out of hours emergency number	0345 045 5203 01733 234 724
Cambridgeshire Adult Social Care	Mon-Fri 8am-6pm, 9am-1pm Saturday Out of hours emergency number	0345 045 5202 01733 234 724.
Christian Safeguarding Services	7 days a week, 7am-10pm	0116 218 4420
Police Child Protection Team		101
Emergency		999
Childline	24 hours	0800 1111
NSPCC		0808 800 5000

Detailed procedures where there is a concern about a child:

Allegations of Physical Injury, Neglect or Emotional Abuse

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

- Contact Children's Social Services (or CSS) 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, (eg. 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 CSS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the DSL 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 CSS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CSS will confirm its advice in writing for future reference.

Allegations of Abuse against a Person who Works with Children

- Allegations against staff or volunteers within the church should be reported to one of the DSLs, on 07423 723255 (Catherine Kang) or 07879 631426 (Sue Duraikan)
- 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 documented and 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 electronically and a hard copy in the locked box.
 - Reporting to AMiE as required (See Section 7)
 - The subject of the allegation will be withdrawn from children's work at least for the duration of the investigation and may be barred from attending church services where children are present

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
- 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

Practice Guidelines

As a church working with children and young people, 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 accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in. These provide practical guidelines for all adults working with Children and Young People. They are given to each appropriate adult as part of their induction, reviewed annually and all adults are asked to sign to say they have read them. There is also an opportunity to discuss them in our annual Safeguarding Update session.

They are available on request for any parent or carer who wishes to view them.

Risk Assessments have been carried out for Sunday mornings, youth groups at a hired venue and youth groups in leaders' homes and these are reviewed and updated as circumstances change.

A general Annual Consent Form must be completed for each child every year.

Specific consent forms will be issued for activities beyond the usual time and location of weekly groups.

Communication

The safeguarding message is communicated via the website, where the Safeguarding Policy is also available. Volunteers attend annual Safeguarding training. We strive to maintain clear communication with parents and carers. We communicate to children and young people annually what they should do if they feel unsafe, via a message from the minister followed up by discussion in children's groups.

All volunteers and employees working with children and young people are required to read and comply with the Safeguarding Policy and Good Practice Guidelines and to sign a declaration confirming that they have read and understood them.

Working in Partnership

CCSC does not work in regular partnership with other organisations. Young people may attend para-church activities through summer ventures, the Keswick Convention, New Wine or other. Where this is the case, CCSC does not accept responsibility for safeguarding provisions of these other organisations and encourages parents to investigate the policies for themselves.

We support a number of mission organisations and our Mission Group 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 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.

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 this 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	

